



## *City of Wausau Employee Handbook*

The Employee Handbook is furnished to provide City of Wausau employees with convenient access to the operating policies and practices of the City. Normally, internal procedures within an office or department are not included in the Handbook. The Employee Handbook expresses the guidelines of the City of Wausau regarding City policies and general practices, but it is not a contract with employees.

The Common Council, at their option, may modify this Employee Handbook at any time with or without prior notice.

- Chapter 1 – General Employment Practices
- Chapter 2 – Employee Conduct
- Chapter 3 – Hiring and Promotional Process
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- Employee Acknowledgement

*Last Revised May 14, 2024*

## **Introduction**

This Employee Handbook hereinafter referred to as “Handbook”, sets forth employment policy, guidelines, rules of conduct and guidance regarding general expectations of professional behavior and conduct which employees are expected to follow. In addition to the provision of the Handbook, each department or office has its own rules and procedures and employees are expected to know and comply with such rules and procedures. This Handbook informs employees about what the employer may generally expect from the employees so as to guide employees in their professional duties and in fulfilling their responsibilities in serving the City and its residents. This Handbook does not cover every conceivable employment situation and the City may and will make employment-related decisions on a case-by-case basis based on the specific facts of the particular situation. None of the statements or policies outlined in this Handbook is meant to create any contract of employment, nor do they imply that the employer is guaranteeing employment for any person or changing the at-will employment relationship in any manner. This Handbook is not, nor is it intended to be construed as an employment contract or to guarantee any rights or benefits to employees. This Handbook applies to all City of Wausau employees.

To the extent this Handbook conflicts with specific language in applicable collective bargaining agreements covering certain personnel, the specific language of the collective bargaining agreement shall control over the language of this Handbook when required. Additionally, any wages, hours and working conditions referenced in this Handbook that are subject to the mandatory duty to bargain are not binding on those parties unless permitted by the collective bargaining agreement or upon fulfillment of the duty to bargain between the Union and Employer or upon waiver.

Final interpretation and implementation of any of the policies or rules in this Handbook are vested solely with the City through the Mayor. The City’s policies and the provisions of this Handbook are subject to change at any time by the City and will be reviewed and revised periodically.

The contents of this Handbook are not to be used as a substitute for any controlling ordinance, resolution, regulation, state or federal statute, code or regulation, common law or other legally binding authority and which are updated from time to time and are controlling.

## **Revisions and Approval Process**

As the needs of the City and its employees change, and as the relevant laws change on the federal, state or local levels, the City may find it necessary to review and update this Employee Handbook and City policies which generally guide employee relations. Due to the diverse and very specialized nature of activities within City operations, the policies set forth herein are not intended to be a complete assembly of all the policies of the City. Therefore, it is prudent to have a clear process for revisions and modifications of the Employee Handbook and the City’s policies as they become necessary.

In a realistic effort to streamline necessary modification processes, the Human Resources Committee grants City Administration through the approval of the Director of Human Resources, the latitude and discretion to place into effect modifications as warranted with input from the respective Department Director(s) whose department is impacted by any such modifications and in the best interest of the City of Wausau and to satisfy administrative and/or legal mandates, including modifications that have a fiscal impact of not more than \$5,000.

Despite this authority, the Director of Human Resources will report all modifications enacted under his/her authority to the Human Resources Committee and will present the entire handbook to Department Directors for input before presenting the entire handbook to the Human Resources Committee and the Common Council for their review on an annual basis. This review shall occur prior to the budget planning process, for financial and statistical review and projection estimations.

## **Chapter 1 – General Employment Practices**

### **1.01 – Equal Employment Opportunity**

### **1.02 – Anti-Harassment and Bullying**

### **1.03 – Reasonable Accommodation**

### **1.04 – Chain of Command**

### **1.05 – Personnel File Access**

### **1.06 – Residency Requirement**

#### **1.01 – Equal Employment Opportunity**

The City is an equal employment opportunity employer. Employment decisions are based on merit and the City's needs. The City carefully selects employees. The City employs people who are concerned with the success of the City; people who care first about the highest quality public service and the interests of the public, people who can carry on their work with professionalism, skill, and ability; and people who can work well with our team.

It is the City's policy to seek and employ the best quality and qualified personnel in all positions, to provide equal opportunity for advancement to all employees, including upgrading, promotion and training, and to administer these activities in a manner which will not discriminate against or give preference to any person because of race, color, creed, religion, age, sex, national origin, disability, handicap, genetic information, ancestry, sexual orientation, marital status, arrest or conviction record, or any other basis protected by state or federal law. All employees are required to provide proof of identity and authorization to work in the United States

All employees share the responsibility for assuring that the policies are effective and apply uniformly to everyone. Any employees, including any including any Management Personnel, involved in discriminatory practices may be subject to corrective actions up to and including termination.

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

The City of Wausau additionally supports the following employment provisions:

- A. Department Directors are prohibited from hiring a related person for City employment; for the purpose of this policy, "related person" shall mean husband, wife, mother, father, son, daughter, sister, brother, uncle, aunt, nephew, niece, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law or stepparent.
- B. That all City officers and employees are prohibited from seeking any unfair advantage for any applicant for City employment or attempting to unduly influence any Department Director in the selection for City employment.
- C. That in the event any City officer or employee attempts to seek any unfair advantage or attempts to unduly influence any Department Director in the selection for City employment, such Department Director is directed to immediately report the same to the Human Resources Committee.
- D. That alleged violations of this policy be investigated by the Human Resources Committee and appropriate action taken.

## **1.02 – Anti-Harassment**

The City of Wausau has an extensive Harassment and Discrimination Policy that can be found on the City intranet and is available in the Human Resources office.

The City's goal is to provide a workplace that values diversity and differing views that is conducive to employee productivity in the service of its citizens.

- (1) The City of Wausau is committed to providing a professional work environment in which all employees are treated with courtesy, respect, and dignity, living by the City's Core Values.
- (2) The City will not tolerate, condone, or allow harassment, retaliation, or bullying of any employee or applicant for employment by any other employee, elected official or third party who conducts business with the City.
- (3) Employees are required to bring any concern or complaints in this regard to the attention of management.
- (4) All complaints of sexual harassment, or harassment of any kind, will be investigated promptly and, where necessary, immediate, and appropriate action will be taken to stop and remedy any such conduct.

As part of this commitment, the City will not tolerate any form of physical, psychological or verbal harassment based on any legally protected characteristic, including, but not limited to, an individual's gender, race, color, ethnicity, national origin, age, ancestry, disability, creed, sexual orientation, marital status, or use of family or medical leave or workers' compensation benefits, and sexual harassment.

Harassment is strictly prohibited when such conduct is made either explicitly or implicitly as a term or condition of employment; is used as the basis for employment decision; or the conduct has the purpose or effect of unreasonable interference with work performance.

The City's Harassment and Discrimination policy covers conduct between supervisors and employees, conduct between individual employees, and conduct between employees and non-employees including but not limited to elected officials if the conduct unreasonably interferes with the individual's work performance. Violations of this policy will subject the offender to discipline by the appropriate official. Serious violations may result in suspension or termination.

### **Harassing Conduct**

Harassment is unwelcome conduct toward an individual because of his or her race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status, when the conduct creates an intimidating, hostile, or offensive work environment that causes work performance to suffer or negatively affects job opportunities. Examples of harassment that may violate the law and will violate this policy include:

- Oral or written communications that contain offensive name-calling, insults, jokes, slurs, negative stereotyping, or threats. This includes but is not limited to comments or jokes that are distasteful or targeted at individuals or groups based on race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status.
- Nonverbal conduct, such as staring, leering, and giving inappropriate gifts.
- Physical conduct, such as assault or unwanted touching.

- Visual images, such as derogatory or offensive pictures, cartoons, drawings, or gestures. Such prohibited images include those in hard copy or electronic form.
- Threatening or refusing to take employment action if the employee does not agree to request for favors or gifts.
- Physical, verbal, or psychological abuse of an individual.

### **Sexual Harassment**

“Sexual harassment” means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. Sexual harassment includes conduct directed by a person at another person of the same or opposite gender. Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to, the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee’s work performance or to create an intimidating, hostile, or offensive work environment.

Harassment exists when submission to such conduct is implicitly or expressly made a term or condition of employment or when submission to or rejection of such conduct is used as a basis for any employment decisions or when such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Examples of conduct prohibited under this policy include, but are not limited to, the following:

- Unwelcome sexual advances, requests for sexual favors, or physical conduct of a sexual nature;
- Unwelcome verbal or physical conduct or displays of a sexual nature (e.g., posters, calendars, etc.);
- Making submission to or rejection of sexual harassment the basis of any employment decision;
- Unprofessional comments in any work environment with respect to an individual’s gender;
- Insults or name-calling based on an individual’s gender;
- “Jokes” or other remarks that are sexual in nature or demeaning to individual’s gender;
- Physical, verbal, or psychological abuse based on an individual’s gender.

This or similar conduct is unacceptable and inappropriate in the workplace. The City of Wausau will not tolerate any form of harassment or workplace bullying. Such conduct may be the basis for disciplinary action, up to and including dismissal.

### **Workplace Bullying**

Workplace bullying is similar to harassment, although it is not necessarily based upon a factor protected under civil rights legislation. It can include:

- Repeated and malicious mistreatment of one employee by one or more employees;
- Persistent humiliation;
- Unfounded criticism;
- Unwanted teasing, personal insults;
- Repeated shouting, verbal intimidation or displays of temper;
- Public ridicule and humiliation;
- Exclusion, disregarding and ignoring;
- Gossip;
- Devaluing of efforts.

## **How To Report A Violation**

**Do not assume that the City is aware of the problem. If you experience or witness harassment in the workplace, report it immediately to your supervisor.** If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

Allegations of harassment by a supervisor against an employee are to be reported to the Director of Human Resources. Confidentiality will be maintained regarding all allegations of harassment to the extent possible.

### **1.03 – ADA / Reasonable Accommodation**

It is the policy of the City to comply with all the relevant and applicable provisions of the American with Disabilities Act (ADA) and other laws. The City will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the City. An employee who believes he/she has a disability and may require an accommodation should contact a supervisor or the Human Resources Department to initiate a request for an accommodation.

### **1.04 – Chain of Command**

Operation of any government agency depends on an effective chain of command. The ultimate decision concerning policy in the City of Wausau resides by law with the Common Council under the leadership of the Mayor. The Department Directors of the City are part of the management team and report to the Mayor. Supervisors and Managers subordinate to the Directors are also members of the management team. This system represents a means of establishing orderly lines of organization and communication as management personnel unite with Common Council and Mayor to promote effective service delivery for the community.

Each employee is responsible for informing his/her immediate supervisor of the employee's activities by whatever means the supervisor deems appropriate. If an employee has any questions, opinions or suggestions about the information contained in this Handbook or about any other aspect of his or her job, then those questions, opinions or suggestions must be directed through the chain of supervision.

The City recognizes that many employees interact with or receive requests from the Public on a daily basis as part of their positions. The City expects that employees will use sound judgment and common sense to determine which requests are inappropriate and should be reported to a supervisor. If an employee is unsure of whether a request should be reported, the employee should discuss it with his/her supervisor. Any employee who receives inappropriate requests for special treatment from an individual citizen, business representative or elected or appointed official must immediately report such request to his/her supervisor. No specific requests should be fulfilled unless permission to do so is given by an employee's supervisor.

Generally, if an employee has a problem with an individual, then the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the problem, then the employee must address the problem through the employee's immediate supervisor and onward through the chain of supervision and management.

As citizens, City employees retain constitutional rights to address matters of public concern with elected officials in a professional manner. However, City employees are expected to use the management chain to address any matters related to the performance of their specific job duties or responsibilities.

### **1.05 – Personnel File Access**

The City maintains a personnel file for each employee that accurately reflects each employee's record of service to the City. The files are kept in the Human Resources Department. Information retained in the personnel file includes, but is not limited to, personal information such as forms for federal and state taxes, enrollment forms for benefits, address changes, and specific work-related information such as applications for employment, resumes, performance reviews, salary adjustments, job changes, and other designated records. Reasonable access to personnel records by management team members will be authorized. All personal medical information will be secured in an area separate from the personnel records, with strictly controlled and limited access, in order to protect confidentiality. Departments are prohibited from maintaining separate medical files for their employees.

Employees may request to inspect their own personnel files. Requests for inspection will be scheduled at a mutually convenient time and within the timeframes required by law. Personnel files may not be taken outside of the custody of the Custodian. Employees may review and copy items in their personnel files. However, employees may not remove or alter personnel records unless agreed to by the Director of Human Resources. If an employee disagrees with any information in his/her personnel file, the employee may submit a written statement explaining your position which shall be attached to the disputed portion and included in the file. Employees should contact the Human Resources office to review their personnel file.

### **1.06 – Residency Requirement**

The Police Chief and Fire Chief are required to live within a 20-mile radius of the City's limits.

## **Chapter 2 – Employee Conduct**

### **2.01 – Employee Conduct and Work Rules**

### **2.02 – Attendance and Punctuality**

### **2.03 – Calling In**

### **2.04 – Personal Appearance**

### **2.05 – Bulletin Boards**

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### **2.12 – Social Media**

### **2.13 – Open Door Policy**

### **2.14 – Contact with the Media**

### **2.01 – Employee Conduct and Work Rules**

To ensure orderly operations and provide the best possible work environment, the City expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

Some of the rules and regulations of the City are addressed in this Chapter. However, the rules and regulations addressed in this Chapter should not be viewed as being all-inclusive. Types of behavior and conduct that the City considers inappropriate, and which could lead to disciplinary action up to and including termination of employment without prior warning at the sole discretion of the City include, but are not limited to, the following:

- Failure to abide by the City’s Core Values or other work rules or policies;
- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of city-owned or another employee-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in prohibited areas;
- Sexual or other unlawful or unwelcome harassment;
- Unauthorized absence from workstation during the workday;
- Violation of personnel or departmental policies;
- Unsatisfactory performance or conduct;
- Unauthorized disclosure of proprietary or confidential information.



## **2.02 – Attendance and Punctuality**

The City maintains core business hours within each Department and Department Directors are responsible for ensuring staffing during these times. All employees are expected to maintain predictable attendance and hourly employees must report and leave work on time. All employees are expected to be on time and ready to work each scheduled day and time of employment or salaried employees' failure to maintain an average of a forty-hour work week or to coordinate with a supervisor time away during core hours. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

## **2.03 – Calling In**

If you will be absent from or late for work for some reason, you must notify your immediate supervisor or Department Director by telephone as soon as possible, preferably at least two (2) hours prior to the normal start of the workday. Absence from work without permission or proper notification is a performance problem subject to the Corrective Action Program.

## **Exceptions**

An absence for any one of the following reasons may be considered excused if the employee presents satisfactory evidence to substantiate the absence when requested or not later than the first day he/she returns to work following the absence. If the employee does not present evidence, adequate in the City's view, that he/she was absent for one of the following reasons when requested, the absence may not be excused:

1. Industrial Injury
2. Vacation
3. Jury Duty
4. Military Duty
5. Approved Leave of Absence (submitted in writing with at least one week's notice)
6. Funeral Leave

## **2.04 – Personal Appearance**

Employees contribute to the culture and reputation of City of Wausau in the way they present themselves. A professional appearance consistent with employee's job responsibilities is essential to a favorable impression with residents, customers, and elected officials. Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of such persons. The clothing employees wear on the job must be appropriate to the nature of the work they perform. Protective clothing or uniforms may be required for some employees. Other employees, frequently those who normally work in an office setting, wear appropriate business casual clothing to work.

Managers may exercise discretion to determine appropriateness in appearance. Employees who do not meet a professional standard may be sent home to change and non-exempt employees will not be paid for that time off. Management may make exceptions for special occasions. If an employee is unsure of what is appropriate should check with their manager or supervisor in their department.

Casual attire will be permitted for City Hall staff except when an employee's schedule includes activities that require traditional business attire or casual business attire. A professional appearance is still

required. On Fridays and Specialty Days employees may wear sweatshirts, hooded sweatshirts, and team logo T-shirts. Even though considered “casual” these clothing items should still portray a well-groomed and business-like appearance. All attire should be neat and clean and should fit properly (not overly tight or baggy). Clothing designed to advertise a specific product (other than City apparel) is not acceptable. This provision does not prohibit employees from wearing appropriate clothing that bears a small logo of the brand of clothing.

The City of Wausau recognizes the importance of individually held religious beliefs to persons within its workforce. The City of Wausau will reasonably accommodate a staff member’s religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the Human Resources Department.

If an employee is in doubt or questions a particular item of apparel, the employee should consult your supervisor or contact the Human Resources Department for guidance.

### **2.05 – Bulletin Boards**

Bulletin boards are maintained to keep employees informed. All notices, announcements or printed items are restricted to posting on the appropriate bulletin board. The bulletin board is only for notices involving official facility business, legal notices, and other material related to the operation and objectives of the organization. Employees must secure prior authorization from the Department Director where the bulletin board is located before posting any notices on bulletin boards.

### **2.06 – Solicitation**

To avoid work disruptions and possible discord between employees, the City has a policy regarding solicitation and literature distribution as follows:

- (1) City employees may not verbally solicit or distribute written materials for any organization, fund, activity or cause to other employees in work areas.
- (2) There shall be no solicitation during work hours of the employee soliciting or the work hours of the employee being solicited.
- (3) The City may authorize civic or charitable efforts coordinated by employees with prior approval of the Mayor’s office. Employee participation in such efforts is completely voluntary.
- (4) Use of City resources for soliciting, to include copy machines, e-mail and U.S. mailing materials, is strictly prohibited.
- (5) The City is a United Way agency and supports employees contributing to charitable or not-for-profit organizations through United Way. United Way events are considered “official” charitable events and employees may participate in City sponsored United Way activities and events. The City may offer additional vacation days as a participation incentive during a United Way charity campaign.

## **2.07 – Political Activity**

City employees shall not take part in any political campaigning in their capacity as a City employee. Employee are not precluded from being an active citizen and engaging in the political process provided it does not interfere with normal work performance and is not during normal working hours. When engaging in political activity or engaging in discussion of issues of public importance, employees are expected to ensure that their actions and positions are not attributed to the City. Further, City resources may not be used for promoting a particular candidate or a political party.

## **2.08 – Drug/Alcohol/Tobacco Free Workplace**

The use of any tobacco product including e-cigarettes is not permitted at any time in all City buildings, facilities, and equipment.

The City of Wausau maintains a drug, alcohol, and tobacco free workplace. The City prohibits use of tobacco products in all City buildings and properties except for those outside areas designated by the Mayor. The City prohibits use, manufacture, distribution, possession or dispensing of any illegal drugs or controlled substances, except medication taken as prescribed, by any employee while at work, on City property, in City vehicles, or while off the premises performing work for the City. Employees are prohibited from reporting for work while under the influence of a controlled substance, except non-impairing medication taken as prescribed. In the event an employee is prescribed a medication that may adversely impact his/her behavior, attitude or performance, the employee must notify his/her supervisor prior to reporting for work with the medication in his/her system.

When random or mandatory drug testing is required by law, such testing shall be conducted in accordance with imposed requirements. Any such testing shall be conducted by trained medical personnel at the City's expense with the results of such test, or tests, to be disclosed to and used by the City. The circumstances under which testing will be performed and the specific procedures which will be used in drug/alcohol testing are found in the City's Policy, a copy of which can be obtained from the City's intranet or the Human Resources Department.

## **2.09 – Use of City Equipment**

The City of Wausau provides credit cards, supplies, uniforms, equipment, vehicles, and materials necessary for employees to perform their job. These items are to be used solely for City-related business. Personal use must be minimal in nature. The following uses fall outside of the minimal use standard:

- Use that incurs cost for the City;
- Use that results in or is anticipated to result in personal financial gain of an individual;
- Use that would violate another City policy or work rule; or
- Use that exceeds a time frame beyond a typical employee break or rest period during scheduled work time.

Employees are expected to exercise care in the use of City equipment and property and use such property only for authorized purposes. Loss, damages or theft of City property should be reported to supervisors immediately.

**Office Equipment:** The City's equipment such as telephone, postage, facsimile and copier machine, is intended to be used for business purposes of the City. Loss, damage, or theft of City property should be immediately reported to a supervisor. An employee may only use this equipment for non-business purposes in an emergency and only with a supervisor's permission. Personal usage, in an emergency, of these or other equipment that results in a charge to the City should be immediately reported to a supervisor.

**Personal Cellular Telephones:** Although the City may approve reimbursement for employee use of personal cell phones, employees are being paid to be productive performing work for the City during working hours. Personal cell phone use is to be limited to lengths of time typical of rest or lunch periods. Employees receiving reimbursement for City use must produce personal cell phone records if requested as a form of evidence during an employment investigation.

**City Issued Cellular Telephones/iPads:** The City, in its sole discretion, may provide a cellular telephone or other equipment owned by and paid for by the City to employees. Employees may use such equipment for personal use but will be responsible for reimbursing the City for any costs incurred that exceed the City's normal cost of providing the equipment to the employee.

**Technology Use:** The use of City computers and software is limited solely to the appropriate business use except as provided above regarding use of City owned telephones and iPads. Employees are not allowed to use the computer system for their personal benefit, and are strictly forbidden from installing software on the system. Further, this section reaffirms that the City's employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail or other computer or electronic means of communication or storage, whether or not employees have private access or an entry code into the computer system. The City reserves the right to monitor the use of its computer system.

**Vehicle Use:** The operation of a City-owned vehicle is a privilege which may be withdrawn at any time at the sole discretion of the city.

City vehicles may only be used for authorized City business. Any exception (such as use for personal errands or business) must be approved in advance by the Department Head and be irregular and infrequent in nature. Personal use must be monitored and comply with all IRS regulations accordingly as determined by the City. For liability purposes, non-city personnel may not be passengers in City vehicles outside of business necessity.

Unauthorized personnel are prohibited from operating City vehicles. Only employees with an unrestricted, current driver's license and who have adequate insurance coverage as described in the City Fleet Safety Policy may operate City vehicles. Employees who use personal vehicles for City business must provide adequate proof of insurance annually to their supervisor in order to be eligible for use and reimbursement. It is the responsibility of an employee to immediately inform their supervisor of any restriction, suspension or revocation of driving privileges that would affect their ability to operate a vehicle on City business. All employees operating City vehicles must be familiar and compliant with the City Fleet Safety Policy.

**Return of Equipment:** Upon separation of employment, employees must return all City property, uniforms, equipment, work product and documents in his/her possession or control. Failure to do so will result in an invoice for the fair market value being sent to the employee and will be due and payable within 30 days.

## **2.10 – Vehicle Take Home Policy**

The following criteria will have to be met by any City of Wausau employee who drives a city vehicle to and from their residence at any time.

- (1) The employee is in official “on call” status to respond to emergencies on a rotating or consistent basis; and he/she
- (2) Lives in the Wausau metro area. The Mayor will decide on interpreting “metro area”. This is meant to address response time and eliminate subsidy of long distance employee commutes.

In addition to the above allowable use of a City vehicle, a City employee may also be allowed to drive a City owned vehicle to and from his/her residence on an incidental basis when the employee will be reporting directly to an alternative work site the following work day.

Personal use of City-owned vehicles is generally not allowed and must be approved in advance by the Department Head and be irregular and infrequent in nature. Personal mileage should accumulate only during trips to and from work. Personal use must be monitored and comply with all IRS regulations accordingly as determined by the City. Personal use of a City vehicle is generally a taxable fringe benefit unless acting in an official capacity or in official “on call” status. Department Directors will be held responsible for ensuring only employees meeting the appropriate criteria are assigned take home vehicles. Employees are responsible to the IRS for their fringe benefits.

## **2.11 – Outside Employment**

Employees engaging in outside work or holding other jobs, are subject to certain restrictions as outlined below. Use of City resources in the performance of outside employment is strictly prohibited.

Activities and conduct away from the job must not compete with, conflict with, or compromise the City’s interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on nonworking time that are normally performed by the City. This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If the City determines that an employee’s outside work interferes with performance, the employee may be asked to terminate the outside employment. Employees who have accepted outside employment may not use paid sick leave to work on the outside job.

## **2.12 – Social Media**

Employees who have personal social networking sites should use these sites for sharing personal views and opinions. Employees should refrain from sharing official government views. Employees must be mindful that members of the general public will make certain assumptions about their access to information, authority or levels of influence solely as a result of affiliation with the City.

All government-related communication through City sponsored social media outlets shall be approved by the Mayor and should remain professional in nature and always be conducted in accordance with the organization’s core values, communications policies and practices, and expectations. Employees must not use City social networking sites for political purposes, to conduct private commercial transactions, or to engage in private business activities. Employees using social media to communicate on behalf of a local government should be mindful that any statements made are on behalf of the organization; therefore, employees should use discretion before posting or commenting.

The City may monitor content out on the Internet. When posting on social media sites, employees must use the following disclaimer when discussing job-related matters, “*The opinions expressed on this site are my own and do not necessarily represent the views of the City of Wausau*”. Employees may not post confidential or sensitive information about the City, employees, residents, or applicants. Additionally, employees may not post obscenities, slurs or personal attacks that can damage the reputation of the City, residents, employees or applicants.

### **2.13 – Open Door Policy**

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents will resolve themselves naturally; however, if a situation persists that you believe is detrimental to you or to the City, free discussion with your immediate supervisor, Department Director, or a member of the human resources department is encouraged. These individuals will endeavor to work out a satisfactory solution to the problem.

The City does not tolerate any form of retaliation against employees availing themselves of this procedure. The procedure should not be construed, however, as preventing, limiting, or delaying the City from taking disciplinary action against any individual, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where the City deems disciplinary action appropriate.

### **2.14 – Contact with the Media**

Inquiries from the press must be directed to Department Directors. Employees are not authorized to represent the City unless designated by the Department Director.

## **Chapter 3 – Hiring and Promotional Processes**

### **3.01 – Job Postings**

### **3.02 – Internal Transfers/Promotions**

### **3.03 – Background and Reference Checks**

### **3.04 – Nepotism, Employment of Relatives and Personal Relationships**

### **3.05 – Fairness in Personnel Progress**

#### **3.01 – Job Postings**

The City will post current job openings on the City website and various bulletin boards located throughout City offices. All employees who believe they possess the required education, knowledge, skills and abilities of the job vacancy are welcome to apply for any open City position.

#### **3.02 – Internal Transfers/Promotions**

Employees with more than six (6) months of continuing employment with the City may request consideration to transfer to or compete for other jobs as vacancies become available and may be considered along with other applicants. The City may also initiate transfer employees between departments and facilities to meet specified work requirements or reassignment of work requirements. Promotions and transfers generally will be determined on the basis of the City's appraisal as to which individual is most qualified for the position. Qualifications are based upon ability to perform the work, relative skills and abilities, education, proven performance, disciplinary record, and experience. Where these qualifications are equal, years of service may be considered. The final determination rests with the City.

#### **3.03 – Background and Reference Checks**

To ensure that individuals who are offered employment by the City of Wausau are well qualified and that the City maintains a safe and productive work environment, the City conducts pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the City and a drug and/or alcohol test. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

Additional checks such as driving records or credit reports may be made on applicants for particular job categories if appropriate and job related.

The City of Wausau also reserves the right to conduct a background check for current employees to determine eligibility for promotion or voluntary reassignment in the same manner as described above.

#### **3.04 – Nepotism, Employment of Relatives and Personal Relationships**

The City of Wausau wants to ensure that its personnel practices including employee hiring, promotion and transfer maintain an equitable working environment and do not create the potential for conflict of interest or favoritism. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a direct or indirect reporting responsibility to each other. Close relatives are defined as spouse, domestic partner, parents (in-laws), grandparents, children (in-laws), uncle, aunt, nephew, niece, siblings (in-law), step relatives, cousins, and relatives of a domestic partner. Direct reporting responsibility includes when a close relative is the employee's immediate supervisor. Indirect reporting responsibility is when a close relative (1) supervises the

immediate supervisor of a close relative and has the ability to influence the decisions of the immediate supervisor, or (2) serves as the ultimate supervisor in the chain of command and is responsible for auditing, controlling or reviewing the work of the employees in the chain of command who supervise a close relative.

If employees begin a dating relationship or become relatives, partners, or members of the same household and if one party is in a supervisory position over the other, both employees are required to inform their management chain and Human Resources of the relationship. The manager and Human Resources will confer as to the best method to resolve the potential conflict.

Management personnel are prohibited from having romantic or sexual relationships with subordinate employees in their supervisory chain. Possible violations should be reported to Human Resources.

The City reserves the right to take appropriate action to maintain fairness in its personnel policies and practices when there is the potential for a conflict of interest because of the relationship between employees. Nothing in this policy shall be construed as discouraging the appointment of relatives for positions not designated by this policy as being in conflict. Except as restricted by this policy, each recommendation for appointment shall be based upon the best qualified applicant for the position to be filled. Nothing in this policy shall be construed to limit the opportunity for promotion of any person employed by the City.

### **3.05 – Fairness in Personnel Progress**

All City staff are prohibited from seeking any unfair advantage for any applicant for employment and/or attempting to influence the Department Director, Human Resources or other staff participating in the selection process. This does not prevent City staff from being listed as or from providing references within a selection process, the same as any other citizen.



## **Chapter 4 – Employment Categories and Classification**

### **4.01 – Employment Categories**

### **4.02 – Introductory Period**

### **4.03 – Hours of Work**

### **4.04 – Flexible Work Schedules**

### **4.05 – Inclement Weather**

### **4.06 – Separation of Employment**

### **4.07 – Protective Services Employees Repayment Commitment**

### **4.01 – Employment Categories**

The City has the following employment categories:

**Regular Full-time:** A regular full-time employee is an employee who works a regular schedule and is expected to normally work forty or more hours per workweek. Only regular full-time employees receive employment benefits from the City unless specifically identified in the City’s policies or as required by law.

**Regular Part-time:** A regular part-time employee is an employee who works a regular schedule and is expected to normally work more than twenty but less than forty hours per workweek. A regular part-time employee does receive prorated employment benefits from the City unless specifically identified in the City’s policies or as required by law.

**Part-time:** A part-time employee is an employee whose schedule consists of less than twenty hours per week. A part-time employee is not eligible for employment benefits from the City unless specifically identified in the City’s policies or as required by law.

**Temporary:** Employees in the service of the City on a temporary basis for fewer than fifty-two (52) consecutive weeks per year. Such employees are compensated at an hourly rate and are not eligible for employee benefits. Such employees are also not eligible for Wisconsin Retirement benefits nor are contributions made by the City unless the employee exceeds the required hours in a 12-month rolling period which at that time the employee will be eligible for WRS benefits including any contributions required to be made by the City. Hours worked will be reviewed periodically to verify the accuracy of an employee’s employment classification. If reclassification is necessary, the employee will be notified.

**Seasonal:** Employees are considered seasonal if they expected duration of their employment is six months or fewer, and if the job typically starts and ends at approximately the same time each year.

**In-Training:** In-training employment is designed to provide a means to recruit and develop employees for hard to fill positions. In-training employee(s) are hired without fully possessing all of the minimum qualifications required for the position and are then placed on a program to attain all qualifications criteria. Depending upon the skill level gap, the salary may be pro-rated by the Human Resources Director until position qualifications are met. A candidate who is initially hired into an in-training position must successfully complete the job requirements of the appointment. The City may separate from service any employee who has not successfully completed any portion of the in-training plan, or subsequent licensure or certification requirements.

Human Resources may designate specific positions or job classifications as in-training. Department Directors, working in conjunction with Human Resources, will determine and document the in-training program, which will include a description and length of the program. The in-training plan must include:

- (1) The title of the job classification of the in-training plan.
- (2) The duties and responsibilities of the class.
- (3) The skills and abilities that must be acquired by the employee while in-training.
- (4) The compensation level for each stage of completion of the various components of the in-training plan.
- (5) Post “in-training time” commitment and payback plan for breach of the time commitment.

The training plan may include any of the following components:

- On the job training;
- Classroom or field instruction;
- Courses conducted by an educational institution, vocational school, or professional training organization; or
- Written, oral and/or practical examination(s).

Unless other staffing methods have been exhausted, positions with primary responsibility for supervision will not be designated as in-training positions.

**Contractor:** A contractor is retained on a per project basis with a defined scope and agreed upon fees/costs at the project outset. A contractor may perform services on a regular or an irregular schedule. Contractors work to provide a specified product or service for an agreed upon outcome work; the performance of work is not controlled by the City. Contractors do not receive any additional compensation or benefits provided by the City.

Executive employees include Department Directors and the Mayor.

Exempt employees include positions that are administrative, professional, or certain computer positions as defined by the FLSA, and as such, are “exempt” from overtime compensation requirements of the Act. Positions that are “exempt” from FLSA will not receive additional compensation for additional hours worked beyond their normal work hours. These employees are accountable for work product and for meeting the objectives of the Department for which they work. Exempt employees are expected to work as many hours as necessary to fulfill their responsibilities and must respond to direction from management to complete specific work assignments by specific deadlines. Exempt employees may be required to work specific hours to provide services as deemed necessary by the Department Director.

- (1) The only exception would be for employees in the position of Police Lieutenant (who are treated consistent with the Police Collective Bargaining Agreement), Fire Battalion Chief and DPW Street Maintenance Supervisor during snow removal months (beginning November 1 and ending April 1).
- (2) Exempt employees may alter their attendance during regular work hours with advance approval from their assigned manager. Such altered attendance will be at the discretion of the employee’s Department Director, and will be granted if the needs of the department allow for such alteration.

Non-exempt employees are all other employees.

#### **4.02 – Introductory Period**

Unless otherwise specified by the Human Resources Committee, new and promoted employees shall serve an introductory period of six (6) months. An introductory period may be extended at the request of the Department Head, with approval of the Human Resources Director. Completion of the introductory period does not guarantee continued employment for any specified period, nor does it modify or change the employee's at-will status or require an employee be discharged only for "cause".

#### **4.03 – Hours of Work**

The normal workday shall be from 8:00 a.m. to 4:30 p.m., Monday through Friday with a 30-minute unpaid lunch break. The normal workweek shall be considered to be forty (40) hours year-round.

Employees who work 8:00 a.m. to 4:30 p.m. will also be given a 20-minute or two 10-minute paid rest break. The exact time of the rest breaks will be at the discretion of the supervisor as governed by the nature of the ongoing work.

Employees are permitted alternative working hours provided that:

- A. The Department Director approves the alternate schedule.
- B. Service to the public during the normal workday hours remains unaffected by the alternative schedule.
- C. The number of daily hours worked by the affected employees remains unchanged. The hours of work for the following individual Departments shall be 7:00 a.m. to 12:00 p.m. and 12:30 p.m. to 3:30 p.m., Monday through Friday. Employees in the individual departments listed below will also be given a 20 minute or two-10-minute paid rest break. The exact time of the rest breaks will be at the discretion of the supervisor as governed by the nature of the ongoing work.

Community Development Maintenance Division  
Engineering Division  
GIS Division  
Inspections Division (Inspectors)

The hours of work for the following individual Departments shall be 7:00 a.m. to 3:00 p.m., 2:30 p.m. to 10:30 p.m., 10:30 p.m. to 6:30 a.m. Monday through Friday with a 20-minute paid meal break on the work site. Employees in the departments listed below shall not be eligible for additional paid rest breaks.

Streets and Maintenance Division  
Inspections Division (Electricians)  
Water Division  
Wastewater Division

For Patrol Lieutenants, the normal workday shall consist of a twelve (12) hour shift and the normal work cycle shall consist of two (2) days on duty followed by two (2) days off duty; three (3) days on duty followed by two (2) days off duty; two (2) days on duty followed by three (3) days off duty (2-2, 3-2, 2-3 within 14 days).

The normal schedule for Battalion Chiefs shall be as follows: On duty one 24-hour period, have one 24-hour period off, on duty one 24-hour period, have one 24-hour period off, on duty one 24-hour period, and have four (4) 24-hour periods off. The on-duty week shall be an average of not more than fifty-six (56) hours.

Employees are subject to call-in twenty-four (24) hours a day in case of emergency. Emergencies shall be determined by the Mayor or Common Council.

#### **4.04 – Flexible Work Schedules**

The City of Wausau permits its employees to utilize flexible working schedules to achieve improved service levels and to accommodate particular needs of the employees when this does not conflict with the effective delivery of City services or result in overtime.

#### **4.05 – Inclement Weather**

Citizens depend on the City during inclement weather; therefore the City is always open for business, regardless of weather conditions, unless otherwise determined by the Mayor or their designee. Weather conditions may prevent employees from getting to work or cause them to arrive late. Employees are expected to make every reasonable effort to get to work during inclement weather. When severe weather conditions exist, it will be the responsibility of each employee to contact the employee's supervisor before the start of their shift if they are unable to report to work on time. Work time missed due to inclement weather is unpaid time. However, non-exempt employees may request to use vacation, compensatory or personal leave time for lost time due to inclement weather.

#### **4.06 – Separation of Employment**

There are many reasons an employee may separate from their employment with the City. Upon receipt of notice of an employee's intent to voluntarily separate from employment, the supervisor should notify the Department Director and Human Resources. The following types of separations apply:

**Resignation:** Resignation is a voluntary act initiated by an employee to end employment with the City. Employees who provide a minimum of ten (10) working days' notice prior to the effective date of resignation shall leave employment in good standing and remain eligible for rehire. Supervisors should confirm the resignation in writing to the employee, and ensure the resignation is properly documented.

**Reduction-in-Force:** Reductions in the workforce are employer initiated actions that may occur through layoffs or furloughs, in addition to attrition or position elimination or modification of positions. The City will determine the Departments, number of positions and persons impacted by the reduction in workforce.

In the event of a reduction in workforce through layoff or furlough, affected employees will be laid off or furloughed based on impact on City operations, experience in a particular position, skills, abilities, qualifications, length of service and the interests and needs of the employer. Length of service shall not be the deciding factor in any decision regarding who will be laid off but may be considered. The City may choose to solicit volunteers for the reduction in workforce.

**Retirement:** A voluntary act initiated by the employee to end employment with the City and to begin drawing earned benefits through the Wisconsin Retirement System. Employees wishing to retire from City service and qualify for conversion of sick leave to be used as contribution towards post-retirement health insurance benefits are to provide at least ninety (90) days advance written notice to the Human Resources Department in order to allow time to properly coordinate all aspects of retirement benefits.

At time of voluntary retirement employees who subsequently leave the employ of the City, upon giving a six (6) month written notice to the Human Resources Department and applied for retirement under WRS, shall receive a payment of \$2000.00 (subject to payroll tax and deductions allowed by law) on final payroll. Employees who change their separation date, will

have the six (6) month timeframe restart from the new notice date. No time from first notice to next notice will be credited. Rehired retirees do not qualify for this payment.

**Involuntary Termination:** Involuntary, employer initiated actions in response to an employee's failure to satisfactorily perform assigned job duties and/or failure to comply with the City's work rules.

**Job Abandonment:** Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. **A no call/no show lasting three days will be considered job abandonment and deemed an employee's voluntary resignation of employment.**

**Reinstatement:** A former regular employee may be reinstated to their former position if they resigned in good standing and if, within three years from the date of resignation, there is a vacancy, and their reinstatement is recommended by the Department Director and approved by the Director of Human Resources or the Police and Fire Commission for positions under their jurisdiction. Employees granted reinstatement will serve a six (6) months introductory period regardless of the length of the introductory period served during the prior service.

If an employee is reinstated within one year from the date of resignation, the employee will accrue benefits based on the total years of service and receive any prior paid leave balances that have not expired or been paid out. If an employee is reinstated after one year from the date of resignation but less than two years, the employee will be reinstated and accrue benefits based on his/her total years of service, but shall not receive any prior balances. If an employee is reinstated after two years but less than three years from the date of resignation, the employee shall be reinstated without having to participate in a competitive examination process, but shall accrue benefits based upon the reinstatement date instead of total years of service and shall not receive any prior balances. If the employee is reinstated with two years from the date of resignation, they shall remain eligible for the Post-Employment Health Plan provided they were eligible prior to their resignation.

All items which have been issued to an employee during the course of employment remain the property of the City. At the time of an employee's separation, whether voluntary or involuntary, all City documents and other items of City property in the employee's possession (i.e., cell phones, identification cards, uniforms, keys, key cards, credit cards or procurement cards, tools, and equipment) must be returned on or before their last day of work. It will be the supervisor's responsibility to ensure that all City property is returned.

An exit interview will be conducted for all separations of employment for regular full and part-time employees through the Human Resources Department. This interview is intended to be beneficial for both the city and the departing employee. Employees will have the opportunity to air concerns or receive answers to specific questions. Additionally, it is the intention of the City to obtain information that will help in recruitment and retention efforts.

Any employee who resigns or who is terminated will receive their final paycheck on the next regularly scheduled payday.

#### **4.07 – Protected Service Employees Repayment Commitment**

Newly hired Police Officers and Firefighters undergo rigorous and expensive training. Any new hire choosing to leave employment within three (3) years of the initial appointment date will be responsible for repaying the City for the costs of pre-employment processing to include the following: medical and drug testing and psychological examination, along with Department issued uniform and protective equipment. Firefighters will also be responsible for repaying the City for the cost incurred for tuition, books, and computer costs associated with the Paramedic Certificate program. Costs will be prorated at 100% from 0 to 1 year, 75% from 1 to 2 years and 50% from 2 to 3 years. In the event a repayment plan is not outlined and agreed to during the period between tendering resignation and separation from employment, collection action may be taken and future employment references will indicate a failure to comply with the employer's work rules and conditions of employment.

#### **4.08 – CDL Repayment Commitment Agreement**

- A. The City of Wausau will directly cover the full cost of the Commercial Driver's License (CDL) training program, including tuition, materials, and testing, as provided by an accredited training institution.
- B. The City of Wausau will make arrangements for the Employee's enrollment in the CDL training program and ensure that all necessary payments are made directly to the training institution.
- C. As a condition of receiving this benefit, Employee agrees to comply with the following terms and conditions:
  - a. I agree to participate in the CDL training program, adhere to the program's requirements, and diligently complete all necessary coursework, training, and examinations.
  - b. I will take and successfully pass the Theory Training Assessment with a minimum 80% and participate in Behind-the-wheel Training to demonstrate proficiency sufficient to pass the State administered CDL skills test.
  - c. I will successfully pass the State administered CDL skills test and obtain a Class A CDL or Class B CDL with no restrictions.
- D. The City of Wausau will compensate regular wages for the class and test time. Any study time spent outside of class will not be compensable.
- E. Further, Employee agrees to remain actively employed with the City of Wausau for a period of thirty-six (36) months following the date of receipt of the certification.
- F. Should Employee fail to obtain the Class A CDL or Class B CDL, voluntarily terminate employment with The City of Wausau prior to the thirty-six (36) month date referenced in item E above or be discharged for cause prior to the thirty-six (36) month date referenced in item E above, Employee agrees and promises to repay the cost of the course noted in item A above. Costs will be prorated at 100% from 0 to 1 year, 75% from 1 to 2 years, and 50% from 2 to 3 years.
  - a. The Employee agrees that the reimbursement amount shall be deducted from their final paycheck, if applicable, or paid in full by the Employee to the Employer via a mutually agreed-upon method of payment.
  - b. Repayment should be made as a lump sum or in up to eighteen (18) monthly payments starting the month following my last day of work. Repayment will be made directly to the City of Wausau.

This agreement shall be canceled in its entirety upon completion of thirty-six (36) months of continued employment or in the event of death, a permanent layoff, or a permanent disability of the employee prior to the thirty-six (36) month date.

## ***Chapter 5 – Compensation***

### **5.01 – General Provisions**

### **5.02 – Compensation Plan Administration**

### **5.02 – Time Keeping**

### **5.04 – Payroll**

### **5.05 – Overtime**

### **5.06 – Compensatory Paid**

### **5.07 – Call-in Pay**

### **5.08 – Shift Differential**

### **5.09 – Jury Duty**

### **5.10 – Mechanic Incentive Pay (Water Utilities)**

### **5.11 – Mechanic Incentive Pay (DPW Streets & Maintenance)**

### **5.12 – Firearm Certification Pay**

### **5.13 – Paramedic Pay Incentive**

### **5.14 – Expense Reimbursement**

### **5.15 – Clothing and Equipment**

### **5.16 – Attendance at Training Sessions and Other Meetings**

### **5.17 – Standby Pay**

### **5.18 – Premium Pay for City Engineer Designation**

### **5.19 – Tuition Reimbursement**

### **5.20 – Mileage Allowance – Assessment Department**

### **5.01 – General Provisions**

It is in the best interest of the City of Wausau, our employees, and the community which we serve, to competitively and fairly compensate employees for their work. The compensation for general City employees in an allocated position not covered by a labor contract will be established by the Human Resources Director in consultation with the Department Director within the budget approved by the Common Council.

Where applicable, overtime, compensatory time, call-in pay, shift differential and court appearances for Police Lieutenants shall be paid in accordance with the provisions of the collective bargaining agreement between the City of Wausau and the Wausau Professional Police Association.

The City's compensation philosophy is to maintain position classifications and compensation levels that are internally consistent and responsive to changes in local economic conditions and strategic priorities. The City's pay plan is designed to fulfill employer obligations under state and federal statutes. The City's compensation priorities include:

- (1) **Internal equity and alignment:** Employee's jobs and skills will be compared in terms of their relative contributions to the City's objectives. This comparison will include the nature and responsibilities of the position, the decision-making environment and impact, scope of accountability, qualification requirements and level of control assigned to the position which will include independence of action and levels of judgement and discretion required of the position. Pay rates both for employees doing equal work and those doing dissimilar work will continually be evaluated.
- (2) **External competitiveness:** To be an effective organization the City must attract and retain high caliber employees while at the same time controlling labor costs to ensure living in Wausau provides value to our citizens. The City will gauge our compensation against both private and public markets to ensure that we are capable of employing a quality work force at market costs.



- (3) **Employee contributions to organizational effectiveness:** Increasing emphasis placed on performance that exceeds goal achievement. The City will evaluate employee performance and determine whether an employee should be placed differently in the salary range based upon relative performance.
- (4) **Administration:** The City will continually evaluate the compensation plan and pay model to determine if the strategic goals are being met. This review will focus on the ability to attract and retain skilled workers, perceived fairness and understanding of the pay plan, and a comparison of labor costs to the overall labor market.

The City's total compensation system is comprised of Base Compensation, Employee Benefits and Discretionary Performance Recognition. The compensation system will be objective and non-discriminatory in theory, application, and practice. Base compensation is designed to provide competitive and fair compensation to employees for fulfilling the full scope of responsibilities and accountabilities as outlined in our job descriptions. Base compensation salary ranges for each position are established by researching industry and local salary survey data. Generally, the City will administer base compensation to reflect the requirements of the position and will incorporate the City's pay-for-performance culture.

City employee benefits will be reviewed on an annual basis to ensure they remain as competitive as possible within budget constraints. Human Resources will coordinate and recommend benefit design changes annually to the Common Council through the Human Resources Committee.

## **5.02 – Compensation Plan Administration**

- (1) **Job Documentation:** Job documentation refers to the collection and maintenance of job content information. Formal job descriptions are used to describe duties and responsibilities required for each job at the City. The description focuses on the job, not the employee assigned to the job and is representative of work performed.

City job descriptions generally contain the following information: job title; reporting relationships; exemption status; purpose; essential duties and responsibilities; additional duties and responsibilities; job requirements; performance specifications; and work environment conditions. A copy of the approved job description is available for each employee on the City's website, through their manager, or the Human Resources Department. A job description is used to describe every job. It is intended to document the minimum requirements and illustrative duties and responsibilities of the job as it exists at the present time. The formal job description is used as the basis for assigning a pay range. Accurate and complete job descriptions will be prepared and maintained.

Current job documentation is the responsibility of the Human Resources Director in coordination with Department Directors. The Human Resources Director is responsible for ensuring the consistency and accuracy of the information and keeping formal copies and background information on file for all jobs. The Human Resources Director is also responsible for writing new and revised job descriptions and determining the salary range for new or changed jobs.

At the time the Department Director determines there is a vacancy to fill, a position description questionnaire must be completed listing the minimum requirements and responsibilities for the job. A job description will then be developed and a pay grade and salary range assigned to the job.

As a job changes, a revised job description may be needed. Department Directors will ensure the manager reviews the job description with their employees on an annual basis in conjunction with the performance appraisal process. If changes are minor, the manager and employee should note the changes on the current job description and forward it to the Human Resources Director. The Human Resources Director will make the changes and prepare and distribute an official revised description.

If a job becomes vacant, the Department Director will ensure the manager reviews the current job description to determine if it reflects the work to be performed or if there should be any changes prior to the position being posted. Revisions should be made before any action is taken to fill the position.

- (2) **Salary Range Structures:** The City is committed to providing a salary range structure that is responsive to the external market and is internally equitable. Data will be collected and analyzed on a regular basis to determine market movement of jobs and current salary trends.

Job pricing is the process of matching our jobs at the City to similar jobs of the external market. Pay grades are determined through a process of evaluating jobs based upon internal and external conditions and grouping similarly valued jobs together (job groups). The market value for jobs within a job group is used as a factor when computing the pay for the salary range structure.

The salary range structure consists of a series of overlapping salary ranges. Each salary range has a minimum, midpoint, and maximum salary amount. To reflect the City of Wausau's pay for performance philosophy, the minimum and maximum of each pay grade will be within 20% of the midpoint. The City of Wausau will review credible sources of data as well as data from local and national compensation surveys in order to maintain competitive salary ranges.

Each salary range is identified through a minimum, midpoint, and maximum salary amount.

- (a) **Minimum** –The lowest amount the City will pay an individual for a job assigned to the salary range.
- (b) **Minimum to midpoint area** – Is intended for employees who:
- Are continuing to learn job responsibilities while meeting performance standards.
  - Are fully trained but perform at a level that is less than proficient.
  - Have not acquired sufficient time in the job to warrant pay at the midpoint level.
- (c) **Midpoint area** – Intended to represent the salary level for employees who are fully qualified and performing at a proficient level over a period of time (the direct midpoint of the range is intended to reflect the market rate).
- (d) **Midpoint area to maximum** – Intended for employees whose performance is continuously excellent or outstanding and exceeds performance objectives over a period of time.

The Human Resources Director will conduct a comparative ratio analysis on an annual basis to determine where each employee's pay falls relative to his or her current salary range. As a policy, the Common Council requires the overall pay plan to maintain compensation within assigned pay ranges within the salary structure using the information contained within this section as a guideline.

The Human Resources Director is responsible for gathering, analyzing, and recommending changes to the salary range structure based on market data and salary trend information. Final approval of these recommendations will be made by the Common Council. A full review of market data for all City jobs will be conducted approximately once every five (5) years. The Human Resources Director will review market data and develop a comparison of market data to current midpoints and current pay practices.

- (3) **Pay Adjustments:** A pay adjustment occurs when the City adjusts an employee's rate of pay to fall within the parameters of established pay ranges. These adjustments may occur for various reasons. To ensure credibility and achievement of City objectives, an effective pay adjustment system must be developed and maintained with guidelines and procedures communicated to users on a timely basis. The guidelines and procedures of the base compensation plan are intended to ensure that each employee will be rewarded on the basis of demonstrated performance. Department managers are responsible for initiating appropriate pay adjustments for their employees through the performance management system with the oversight of the Human Resources Director. Managers will communicate all approved pay adjustments to employees.
- (a) **General Wage Adjustments (GWA):** General wage increases are periodic measures designed to keep salaries current with the rate of inflation and are often tied to market rates. Within the City, market rates (mid-points of salary ranges) are the rate of pay with which the City compares itself in local, regional or even national markets for our jobs. When necessary and appropriate, salary adjustments not related to performance, but intended to keep employee buying power current as a retention measure, or to correct market or equity disparities may be proposed for individual jobs, groups of jobs, or the overall pay plan to maintain the City's relative position to the market. All general wage market adjustments will be submitted to the Common Council for approval and will add to the base budget moving forward.
- (b) **Discretionary Performance Incentives (DPI):** Discretionary performance incentives are intended to ensure that performance is recognized. Equity is achieved and maintained by inclusion in the pay range for which the position is rated. The Human Resources Director will review market conditions and trends to recommend a budget on an annual basis that will be approved by the Common Council. Recommendations for individual discretionary performance incentives will be determined by Department Directors within the budget provided and should be on the basis of performance. Discretionary performance incentives require the following:
1. Current, completed performance evaluation on file with Human Resources;
  2. Overall exceptional ratings on the current performance evaluation;
  3. A recommendation made by the Department Director to the Human Resources Director;
  4. With the budget approved by the Common Council; and
  5. Approved by the Human Resources Director who will take into consideration the overall performance of all general government employees. Discretionary Performance Incentives may include the following:
    - a. Base percentage increase ranging between .25 and 4.5%. **Base percentage increase may not result in base rate exceeding established salary range maximum rate.**
    - b. One time cash bonus (exempt staff only).
    - c. Paid time off (1/2 day increments up to one full work week).

- d. Tuition reimbursement.
  - e. Assignment to attend professional development training or professional conferences.
  - f. Gift cards.
  - g. Nominal items designed to reward the employee.
- (c) The operational needs of the City drive the work to be performance by employees. The market drives the level of pay needed to attract and retain workers possessing the skills and abilities necessary to perform the work. Various statutes define the pay requirements for public employees. Compensation plan administration is technical in nature and is delegated to the Human Resources Director to administer within the budget approved by the Common Council. Funds to administer the compensation plan generally add to the base budget going forward. The types of actions requiring compensation decisions may include the following:

1. **New Hires:** The hiring rate is based upon the salary range of the position, factors in the salary rate of the position finalize, and is generally below the mid-point for new hires. If an individual with prior experience is hired, the hiring rate should reflect the level of experience the individual brings to the City. The proposed hiring rate will be determined and approved by the Human Resources Director. Any hiring rate that exceeds the market rate (mid-point) for a position must be presented to and approved by the Mayor.

Positions that have been identified by the Human Resources Department as executive, high level, or difficult to fill shall be eligible for a sign-on bonus of up to \$2,000. Criteria for difficult to fill classification shall be quantifiable and may include but is not limited to a previous unsuccessful recruitment. If an employee who receives a hiring bonus separates from service within three years of hire, the hiring bonus shall be repaid according to the following schedule:

- First 12 months after receiving reimbursement – 100%
- Thirteen (13) through twenty-four (24) months after receiving reimbursement – 75%
- Twenty-five (25) through thirty-six (36) months after receiving reimbursement – 50%

2. **Introductory Period Completion:** The introductory period allows both the employer as well as the new employee to evaluate whether or not the position is a good fit for one or both parties. It also allows the manager to evaluate how well the employee performed the standards of the position. For employees whose performance during the introductory period is exceptional, a discretionary performance incentive may be warranted within the budget approved by the Common Council. Any requests for a discretionary performance incentive upon conclusion of the introductory period must be submitted through and endorsed by the employing Department Director to the Director of Human Resources. The request must contain a justification of performance standards established along with a description of quantifiable ways the standards were exceeded. Requests must be received by Human Resources within 30 days of the introductory period completion.
3. **Promotional Increases:** Promotional increases are provided when a current employee moves into a position with a higher level of responsibilities. The amount of the increase should be consistent with the objectives of the base compensation plan, take into consideration the employee's pay level prior to the promotion, and internal equity issues.
4. **Job Reclassification:** As the organization continues to grow, jobs and responsibilities will evolve and change over time. Therefore, as job descriptions change, they will be periodically evaluated to determine if the job needs to be reclassified into a different pay

grade. The Human Resources Director will have the responsibility to recommend the reclassification of positions in order to ensure appropriate classification and wages.

Department initiated reclassification requests. If the duties and responsibilities substantially exceed those specified for the position, or if the job has substantially changed due to increased departmental demands which place additional responsibility on the position, a Department Director may initiate a position reclassification request. Due to varying circumstances involved in position reclassification, the Department Director shall meet with the Mayor and Human Resources Director prior to the initiation of any action involving a reclassification. This effort should help avoid any misunderstanding during the reclassification process. Note: “more of the same” is not the basis for reclassification, but rather new work of a higher level shall be demonstrated before the Department Director and Human Resources Director shall consider a reclassification.

All position reclassification requests will require submission of a position description questionnaire, internal equity analysis, and relevant market data prior to consideration. Department Directors must submit reclassification requests to Human Resources. All reclassification requests will be evaluated thereafter and subject to the approval by the Human Resources Director within the compensation plan’s administrative guidelines and philosophy. Where appropriate, position reclassification may result in compensation adjustment for current incumbents. Upon approval of the Human Resources Director, reclassification requests (including any proposed compensation adjustments) will be submitted to Council for final approval.

5. **Transfer:** A transfer is the reassignment of an employee from one job to another job in the same pay grade and salary range. Lateral transfers provide employees with the opportunity to acquire new work experience and provide exposure to a different work environment.
6. **Temporary Appointments:** Employees temporarily appointed to positions of a higher classification may be eligible for a pay increase during the temporary appointment period. The Human Resources Director will take into consideration the employee's pay level at the time of the appointment, change in scope of duties and responsibilities, duration of the appointment, internal equity issues, and other factors when making the compensation determination.
7. **Developmental Job Assignment:** When the business needs arises to assign an employee to perform the full scope of duties and responsibilities of a higher level position for more than thirty (30) consecutive calendar days, the Department Director may, with approval from the Human Resources Director, authorize a developmental job assignment. Developmental job assignments will only apply to assignments to a higher level classification within a higher paying range on the salary structure. The Human Resources Director may authorize a salary increase within the higher range up to 5% more than the employee’s regular salary for the duration of the assignment if funds are available within the budget adopted by the Common Council.
8. **Demotion:** A demotion is the reassignment of an employee from one job to another job in a lower pay grade and salary range with a resulting decrease in the scope and responsibility. Demotions may occur for unsatisfactory job performance, in response to an employee request, or for various organizational reasons. The determination of whether

the employee should have their pay reduced will be based on the current pay level of the employee relative to the salary range as well as internal equity considerations.

9. **Redlining:** Employees whose salary is determined to be above the maximum pay rate in the pay grade established for their job will have their pay rates redlined until such time that the market adjustments bring their current salary within established salary ranges. The redlining procedure does not allow for an employee's base rate to be adjusted above the salary range maximum rate. Once adjusted to the maximum salary rate, exempt employees may be eligible to receive discretionary performance incentives that do not add to the salary.

(d) **Exceptions:** In order to make the base compensation plan an effective management tool, exceptions from base compensation administration guidelines may be considered when extenuating circumstance exist. Exceptions to policy should be discussed with the Human Resources Director prior to the preparation of any proposed exception communication. Exceptions must be reviewed and approved by the Human Resources Director.

(4) **Compensation Setting:** Pay and salary range information is a matter of public record. As a general rule, City will not discuss individual compensation information with other employees unless extenuating circumstances exist. When discussing compensation with an employee, the focus will be on that employee's specific pay situation. Employees will be provided their individual pay and salary range only in conjunction with employment. In the event an employee accesses salary information on other staff, that employee is prohibited from sharing that information within the workplace and from using it in a manner that is disruptive to the workplace. If an employee is considering a job change to a vacant position, the salary range information for the position sought will be discussed at that time. Compensation is based upon the position's duties, responsibilities, and qualification requirements, not on the qualifications of the individual.

City of Wausau compensation data is public record. Therefore, any party wishing to acquire specific compensation information may be entitled to receive it provided they make the request in the appropriate manner.

### **5.03 – Time Keeping**

All non-exempt employees must accurately record time worked on a timecard for payroll purposes and are required to record their own time at the beginning and end of each period of hours worked, and before and after any unpaid break. Timecards can be paper or electronic. Employees must record their time whenever they leave the building for any reason other than City business or with prior approval from the supervisor or when on an unpaid break. Filling out another employee's timecard, allowing another employee to fill out your timecard, or altering any timecard will be grounds for discipline up to and including termination.

No work shall be performed by employees prior to their clocking or logging in at the start of their workday, during their lunch break when they are clocked out, or after they have clocked out at the end of their workday. No one in the City of Wausau has the authority to ask, or encourage, or insinuate that you should work off the clock.

Non-exempt Employees may use vacation, sick leave, or compensatory time in units of 15 minutes or more.

#### **5.04 – Payroll**

City employees shall participate in the City's direct deposit program and are paid on a bi-weekly basis. The general payroll workweek begins on Sunday at 12:01 am and ends on the following Saturday at 12:00 midnight. Each paycheck will include earnings for all work performed through the end of the preceding payroll period. In the event that a regularly scheduled payday falls on a bank holiday, employees will be paid on the day prior to the bank holiday.

The City of Wausau is required to make certain payroll deductions from each paycheck. This includes federal and state income taxes and employee contribution to Social Security, where applicable and as required by law. These deductions will be itemized on the payroll statement. The amount of the deductions may depend on earnings and information furnished on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number or marital status must be reported to Human Resources immediately. To ensure proper credit for tax purposes a new W-4 must be completed to change the number of exemptions. Any other mandatory deductions to be made from paychecks, such as court-ordered garnishments, will be taken whenever the City is ordered to make such deductions.

The City reserves the right to make deductions and/or withhold compensation from an employee's paycheck as long as such action complies with applicable state and federal law. In addition, it may be possible for employees to authorize the City to make additional voluntary deductions for extra income taxes, contributions to retirement savings programs or insurance benefits (if eligible).

Every effort is made to avoid errors in an employee's paycheck. All questions regarding errors or deductions should be directed to Human Resources payroll immediately. The City will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

#### **5.05 – Overtime**

Positions within the City are analyzed under the provisions of the Fair Labor Standards Act (FLSA) to determine whether the position meets the criteria for overtime compensation. Any questions related to the designation of a position under the FLSA should be referred to Human Resources.

Prior approval by supervisors or managers must be obtained for all overtime hours worked. Failure to obtain prior approval for working overtime may result in disciplinary action. Overtime work is to be held to a minimum consistent with the needs of the service. It is the responsibility of each department to explore all possible alternatives before a decision is made to require employees to work on an overtime basis. Further, it is the responsibility of each department to ensure that the provisions of overtime pay are administered in the best interest of City service. Each department should develop internal controls that provide a means of reviewing and evaluating the use of overtime.

Overtime shall be compensated for non-exempt employees at one and one half (1 ½) times the employee's regular rate of pay. Overtime is defined as any hours worked in excess of 40 hours per week. Hours worked on Saturday or Sunday for work that is not regularly scheduled is considered overtime and shall be compensated at one and one half (1 ½) times.

For workers in the following individual Divisions, overtime is defined as work in excess of (8) hours per day. The Divisions listed below exclude support staff, and exempt staff for the purposes of overtime.

- Community Development Maintenance Division
- Streets and Maintenance Division
- Inspections- Electrical Division

- Engineering Division
- GIS Division
- Water Division
- Wastewater Division

When the business need allows, the Employer may adjust the regular work schedule of the employee to prevent the payment of overtime.

### 5.06 – Compensatory Time

#### Exempt

Exempt employees shall not be eligible for compensatory time under any circumstances. **By law, exempt employees are not eligible for overtime or its alternative option of compensatory time off.**

Other exempt level staff working excessively or extraordinarily to meet the demands of their position as deemed by the Department Director may be allowed to flex their schedule by working a reduced schedule in a workweek with the prior approval of the Department Director. This reduced workweek is not on an hour-for-hour basis but to recognize work performed above-and-beyond the demands of the position.

#### Non-Exempt

Non-exempt employees may elect whether they receive overtime in pay or as compensatory time. Non-exempt employees may also elect whether they wish to receive straight-time compensatory time or pay for time worked in excess of the normal daily schedule.

Compensatory time may accumulate to a maximum of forty (40) hours with the following exceptions:

- Fire Battalion Chiefs:** Compensatory time may accumulate up to a maximum of four hundred (400) hours.
- Police Lieutenant:** Compensatory time will be capped at the rate specified within the Police Collective Bargaining Agreement.

Compensatory time off shall be scheduled so as not to unduly disrupt operations.

Compensatory time off shall be paid out at any time during the year upon written request and approval by the Department Director or at the direction of the Department Director. Compensatory balances that exceed the bank hour maximum shall be paid out. All balances in compensatory time banks must be used within the calendar year it is earned or it will be paid out on the last pay period of each year.

### 5.07 – Call-in Pay

If a non-exempt employee is called back into work outside of his or her regular work schedule, he or she will receive a minimum of two (2) hours of pay for such work or pay for the actual time worked, whichever is greater.

For scheduled court appearances on behalf of the City of Wausau, employees will receive a minimum of two (2) hours pay for such work or pay for the actual time worked, whichever is greater.

These provisions will not apply to hours worked consecutively prior to or subsequent to the employee's regular schedule of hours.



### **5.08 – Shift Differential**

Any regular non-exempt employee who is assigned to work a schedule that requires four (4) or more work hours after 4:30 p.m. shall receive one dollar and forty-five cents per hour (\$1.45/hour) in addition to their regular hourly rate. For any regular employee who is assigned to work a schedule that requires four (4) or more work hours after 12:00 midnight shall receive one dollar and sixty cents per hour (\$1.60/hour) in addition to their hourly rate. Shift differential shall be paid as described above for leave time and would include vacation, sick days, and holidays. No differential shall be paid for an employee working overtime.

Employees shall receive 7 days' notice before a shift change. Shifts may be delayed or moved earlier by up to 2 hours with 24 hours' notice. If the notice period is not met, employees shall continue to receive shift differential during the notice period. Note: a phone message may constitute notice.

### **5.09 – Jury Duty**

Regular full-time employees who serve on a jury or 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. When released from jury or witness duties employees shall immediately return to their job and complete the scheduled work day. Employees shall not be entitled to overtime or shift differential under this provision. Part-time employees are not eligible for paid time off for jury duty but shall be allowed to modify their work schedule to accommodate such duty when reasonably possible.

### **5.10 – Mechanic Incentive Pay (Water Utilities)**

Employees classified as a Water Plan Operations Technician in the Water Department or Plant Maintenance Mechanic in the Sewage Department are eligible for an educational incentive pay of \$0.75 per hour upon achieving 50% of the electrical and instrumentation training program as confirmed by North Central Technical College officials. Upon completion of the electrical and instrumentation NTC program and receipt of a State of Wisconsin Journeyman card, the employee will receive an incentive pay of \$1.50 per hour.

### **5.11 – Mechanic Incentive Pay (DPW Street and Maintenance)**

Employees classified as an Equipment Services Mechanic and Senior Equipment Services Mechanic in the Streets & Maintenance Division are eligible for certification incentive pay according to the following schedule:

- Upon receipt of the ASE Automotive Certifications A4, A5, A6, A7 and A8, employees shall receive a pay incentive of \$0.10/hour
- Upon receipt of the ASE Automotive Certifications A1, A2, A3 and A9, employees shall receive a pay incentive of \$0.10/hour
- Upon receipt of the ASE Medium/Heavy Truck Certifications T3, T4, T5 and T8, employees shall receive a pay incentive of \$0.15/hour
- Upon receipt of the ASE Medium/Heavy Truck Certifications T1, T2, T6 and T7, employees shall receive a pay incentive of \$0.15/hour
- Upon receipt of EVT Ambulance Certifications E0 and E1, employees shall receive a pay incentive of \$0.15
- Upon receipt of EVT Ambulance Certifications E2 and E3, employees shall receive a pay incentive of \$0.15
- Upon receipt of EVT Ambulance Certification E4, employees shall receive a pay incentive of \$0.15

- Upon receipt of EVT Firetruck Certifications F1 and F2, employees shall receive a pay incentive of \$0.15
- Upon receipt of EVT Firetruck Certifications F3, F4 and F8, employees shall receive a pay incentive of \$0.15
- Upon receipt of EVT Firetruck Certification F5 and F6, employees shall receive a pay incentive of \$0.15
- Upon receipt of ASE Advance Certification L1 and EVT Advance Certification L1, employees shall receive a pay incentive of \$0.25
- Upon receipt of ASE Advance Certification L2 and ECT Advance Certification FA4, employees shall receive a pay incentive of \$0.25

Employees in those positions who complete the necessary certifications and meet expectations with their annual employee evaluation will be eligible up to \$1.90/hr incentive pay for certifications. Employees must provide Human Resources with proof of certification completion to receive the incentive pay. Should a certification expire, the employee will forfeit the applicable incentive pay until the certification is renewed.

**5.12 – Firearm Certification Pay**

Persons classified as Deputy Chief, Captain or Lieutenant will receive Firearm Certification Bonus equal to 1% of the mid-point of the appropriate pay range of their respective positions pay grade. Firearm pay shall be paid upon meeting department annual certification testing standards and no later than November 1.

**5.13 – Paramedic Incentive Pay**

Persons classified as Battalion Chief will receive Paramedic Incentive Pay equal to 2% increase of base pay contingent upon proof of paramedic licensure.

**5.14 – Expense Reimbursement**

For employees where a Commercial Driver’s License is a requirement of employment, the City will pay up to \$50 toward the difference in the cost of a commercial driver’s license and a regular license, upon issuance and/or renewal.

**5.15 – Clothing and Equipment**

The City provides clothing allowances and uniforms to certain employees.

Building Maintenance employees shall be furnished shirts and pants by the City.

Parking Control Specialists shall receive uniforms purchased by the City at the time of initial employment.

The City will maintain such uniforms by replacing damaged or worn out clothing upon proof of the need for replacement.

Employees in the following divisions will receive the following Clothing and Equipment:

Community Development Maintenance Division	Engineering Division	GIS Division
Streets and Maintenance Division	Water Division	
Inspections- Electrical Division	Wastewater Division	

1. All protective clothing required to perform essential job duties shall be owned and furnished by the City in its discretion at no cost to employees. Such protective clothing shall be left on City property at the close of the working day.
2. The City shall provide eleven (11) sets of uniforms for employees in these divisions except the Engineering Division.
3. The City shall furnish hand tools needed to perform the employee's job requirements as determined by the City. Power tools, special equipment and large tools will be furnished by the City. Any question concerning the necessity of purchasing additional tools shall be determined by the City. Employees are responsible for the costs of replacing/repairing City owned tools and equipment that are lost, stolen or damaged due to the fault of the employee.
4. Motor Pool staff including Equipment Services Mechanics, Senior Equipment Mechanics and Fleet Supervisor are required to supply and use their own tools. Motor Pool staff responsible to maintain their tools in good working order, and are responsible for the costs of replacing/repairing their personal tools. These employees shall receive an annual tool allowance of \$500.
5. Employees shall receive an annual reimbursement of \$50.00 towards the purchase of cold weather gear.
6. Employees will be reimbursed 50% of the cost up to \$125.00 per pair of safety boots annually. Boots must be worn on all job sites and inspected for compliance to ANSI F2421 or ANSI F2413 standard.

Persons classified as Police Chief and Fire Chief shall receive a uniform allowance of \$475.00 per year. Persons classified as Deputy Fire Chief, Battalion Chief, Fire Division Chief and Fire Marshal shall receive a uniform allowance in accordance with the provisions of Article 15 of the agreement between the City of Wausau and Wausau Firefighter Association, Local 415. Persons classified as Police Lieutenant, Police Captain or Deputy Police Chief shall receive a uniform allowance in accordance with the provisions of Article 21 of the agreement between the City of Wausau and the Professional Police Association.

#### **5.16 – Attendance at Training Sessions and Other Meetings**

Employees may be assigned to attend training sessions and other professional meetings. Attendance at training sessions or other meetings, whether during, before, or after the employees regular work schedule may be considered paid time. More information regarding when training sessions or other meetings will be considered paid time; is available from the employee's supervisor or human resources.

#### **5.17 – Standby Pay**

Two employees with the Water Utility and two employees with the Wastewater Utility will be designated to standby on a weekly basis to keep the system operational by responding to emergent situations and/or to reduce or mitigate risk resulting from potential failures within sewer collection and water distribution system. In addition, one Electrician, one Fleet Technician, and one Senior Equipment Operator will be designated to standby on a weekly basis to respond to emergency situations. Each department may add one additional employee per division to the Standby schedule when necessary. This exception shall last no more than 3 months, unless extended at the recommendation of the Department Director and approved by the Finance and Human Resources Director.

Non-exempt employees on standby status will be compensated at a rate of \$230 for the week assigned for standby status; if an employee does not serve on standby for the entire week, he or she will receive a daily portion of the flat rate (\$230/7) for days spent on standby. Standby employees, when called in to work, will still receive the 2-hour minimum for being called in to work. While in standby, the designated employee(s) will be present at a specified location or available to be contacted and will be prepared to report immediately for work if the need arises. Standby status is not concurrent with work time. Standby

status begins at the end of the normally scheduled workday and ends at the beginning of the following normally scheduled workday. Standby assignments will be in increments of one week, beginning at close of business on the designated day and end at the beginning of the workday one week later.

#### **5.18 – Premium Pay for City Engineer Designation**

An Engineer recommended by the Director of Public Works and Utilities and designated by the Mayor to perform the duties of City Engineer as annotated within the Municipal Code shall receive additional compensation of 7% for the duration of the appointment.

#### **5.19 – Tuition Reimbursement**

Employees whose performance exceeds average ratings may be eligible for partial tuition reimbursement consistent with the Department's procedure and within available resources. When funds are available, Department's may approve up to 50% reimbursement for tuition. Approval must be obtained in advance of enrollment, and tuition reimbursement may occur upon receipt of proof of satisfactory completion of a course previously approved for tuition reimbursement. Satisfactory completion of a course is defined as obtaining at least a "C" in the course. Grades below a "C" will not be considered satisfactory progress. Funds expended for tuition reimbursement are limited to tuition or registration fees and will not include textbooks, supplies, travel, or any other school related expense. If a recipient departs City employment within 3 years of receiving tuition reimbursement, the department employee must repay the City for any funds received according to the following schedule:

- First 12 months after receiving reimbursement – 100%
- Thirteen (13) through twenty-four (24) months after receiving reimbursement – 75%
- Twenty-five (25) through thirty-six (36) months after receiving reimbursement – 50%

Failure to make reimbursement arrangements may result in collection action and will result in a negative reference.

#### **5.20 – Mileage Allowance**

Employees in the Assessment Department who are regularly required to use their personal vehicle when conducting City business will receive a monthly mileage allowance of \$200.00 per month.

## **Chapter 6 – Performance Measurement and Staff Development**

### **6.01 – General Provisions**

### **6.02 – Training**

### **6.03 – Voluntary or Developmental Training**

### **6.04 – Succession Planning**

### **6.05 – Required Training**

### **6.06 – Mandated Performance Improvement Training**

### **6.07 – Travel To and From Training**

### **6.08 – Training Records**

#### **6.01 – General Provisions**

The public expects high quality service from our employees that is delivered using the most efficient and effective use of resources. The City expects all employees to perform their job duties at a high quality level that exceeds the expectations of our citizens. As the City has limited resources available, it must only employ individuals who are committed to and capable of providing high quality services. Therefore, apathy, an inability to work as a member of a team, poor attitude, and marginal or unacceptable work performance are inconsistent with the interests and expectations of the City and the public.

Supervisors will formally document performance feedback known and discussed with the employee during the performance period at least once annually. Performance standards and job expectations will be discussed at the formal review meeting. Throughout the performance rating period, supervisors and managers will provide employees with feedback concerning their performance. Constructive feedback designed to improve or enhance performance will be provided as well as recognition for a job well done. All performance reviews will be based on job factors that include but are not limited to job knowledge, quality of work, initiative, dependability, attendance, attitude and related factors.

An up-to-date performance appraisal must be on file in the personnel record in order for an employee to be eligible for any form of pay increase.

#### **6.02 – Training**

Training can be any measure taken to expand an employee's knowledge, skills and/or abilities and may include any of the following methods.

1. On-the-job;
2. Classroom or field instruction;
3. Courses conducted or conferences hosted, by and educational institution, vocational school, or professional training organization; or
4. Written, oral and/or practical examination(s).

In addition to developing an employee's job performance, assigning an employee to attend training can be a form of recognition for a job well done.

#### **6.03 – Voluntary or Developmental Training**

There may be times when full-time employees request to attend training designed to develop them within their career. In these instances, supervisors and managers must assess whether or not attendance at the desired training will be of benefit to the City of Wausau. If the determination is made that it will benefit the City, Department Directors have the authority to outline an arrangement to support the employees development within available resources and in compliance with pertinent statutes. The parameters of the training approval must be in writing and must be communicated to Human Resources in advance of attendance.

#### 6.04 – Succession Planning

It is in the City’s best interest to identify, support and retain exceptional performers. Evaluators will solicit individual development goals from staff during the formal performance evaluation process. Supervisors, in coordination with Department Directors, may identify exceptional performers for development designed to assist them in being competitive for future, higher level job openings. Human Resources is available to provide assistance with preparing development plans.

#### 6.05 – Required Training

In order to ensure that City employees have the tools necessary to perform essential job functions consistent with key workplace expectations, supervisors may require employees to attend job related training. When doing so, the cost of training will be paid by the City and attendance at training will be considered work time.

Department Directors will develop any Department required training by job classification. Department Directors shall provide a listing of all completed trainings for department employees to Human Resources on an annual basis at the end of the calendar year. List shall include:

- Title of training;
- Sponsoring organization;
- Location of training;
- Cost of training;
- Expense reimbursed to employee for attending training;
- Name of employee and position; and
- Date(s) of training.

All City employees must comply with the following schedule for City required training:

Core Values	All Employees	Every 2 Years
Ethics	All Employees	Every 5 Years
Drug and Alcohol Use	All Employees	Every 2 Years
Workplace Violence Prevention	All Employees	Every 2 Years
Sexual Harassment Awareness and Prevention	All Employees	Every 5 Years
Valuing Diversity in the Workplace	All Employees	Every 5 Years
City Employee Handbook	Supervisors and Managers	When Updated
Supervisory Certificate Training	Supervisors	Enrollment within 3 months, Completion within 18 months
Drug and Alcohol Awareness for Supervisors	Supervisors and Managers	Every 3 Years

#### 6.06 – Mandated Performance Improvement Training

Any time an employee has been provided with feedback regarding violation of a work rule or of unsatisfactory performance the supervisor may develop, with assistance from Human Resources, a written plan for improvement. Within this plan an employee may be assigned to attend either classroom or on-the-job remedial training. Failure to comply with the assignment is grounds for immediate termination from employment.

### **6.07 – Travel To and From Training**

When assigned to attend training, the employee's duty station for the day will be considered the training site when located within a 20 miles radius of the employee's regular duty station. As such, travel time to and from training within 20 miles radius will not be considered compensable work time.

When multiple employees are attending training outside the 20 miles radius, the Department Director or Human Resources, as needed, will coordinate a plan for travel pool and if available, the use of a City vehicle, if available. If no City vehicle is available, only the driver will be eligible for mileage reimbursement. Employees, who are assigned to attend training located outside the 20 miles radius, will be compensated for the time spent traveling to and from the training less the amount of time the employee would be commuting to and from the employee's residence and regular duty station.

### **6.08 – Training Records**

Completion of training documentation should be forwarded to Human Resources for inclusion in the personnel file.

## **Chapter 7 – Employee Benefits**

### **7.01 – General Provisions**

### **7.02 – Insurance Eligibility**

### **7.03 – Health Insurance**

### **7.04 – Dental Insurance**

### **7.05 – Life Insurance**

### **7.06 – Voluntary Benefits**

### **7.07 – Flexible Spending Account**

### **7.08 – Health Savings Account**

### **7.09 – Wisconsin Retirement System**

### **7.10 – Worker’s Compensation**

### **7.11 – Disability Accommodation**

### **7.12 – Post Employment Health Plan – Sick Leave Conversion**

### **7.13 – Employee Assistance Program**

### **7.01 – General Provisions**

The following benefits apply to all employees except that Wisconsin Retirement System, Worker’s Compensation and Post Employment Health Plan – Sick Leave Conversion benefits for persons classified as a protective service employee shall be extended and administered in accordance with applicable provisions established in the collective bargaining agreement between the City of Wausau and the Wausau Professional Police Association and Local 415 Fire Fighters Association.

Employee contributions toward the monthly insurance premium(s) are made through convenient payroll deductions twice a month. Employees, who are not eligible for family plan coverage under the City’s health insurance plan, are not eligible for any additional compensation in lieu of additional contributions by the City. If two employees are in dependency status to each other, only one of the employees may carry the family plan(s).

Employees who are in non-pay status, i.e., (a) during a layoff, or (b) on leave of absence longer than 30 days are required to pay the full cost of the medical, dental and life insurance programs. Employees on leave certified under the Family Medical Leave Act (FMLA) shall continue to receive the employer paid portion of the premiums for the first 60 days of the qualified family medical leave. Refer to Section 8.07 for additional information regarding benefits while on family medical leave and after expiration of the family medical leave qualified leave.

### **7.02 – Insurance Eligibility**

Regular full-time employees may choose to be included in the City’s group insurance programs. All such insurance programs shall be selected by and may be changed by the employer. Regular part-time employees may elect to participate in the plans and, if so, shall pay a prorated share of the medical and/or dental programs. In order to participate, part-time employees will need to average 30 hours per week in order to qualify and maintain benefits within the City’s health insurance plans. Average hours need to be maintained on a yearly basis from October 1<sup>st</sup> to September 30<sup>th</sup>. If an employee no longer qualifies for benefits COBRA will be offered at the time the loss of coverage occurs.

Employees electing to participate in either the health insurance or dental insurance plans shall be eligible for coverage on the first day of the month following their thirtieth (30<sup>th</sup>) day of employment. If the employee was covered under a different plan at the time City coverage was first offered and the employee stated in writing that the coverage was declined because of the other medical coverage, the employee may enroll under the City plan(s) no later than 30 days after the date the other coverage ends.



Eligible employees who decline health or dental insurance benefits may in the future be able to enroll in the plan(s), provided enrollment is requested within 30 days of specific qualifying events. Employees may be able to enroll themselves and their new dependents, provided that the employee requests enrollment within 30 days after the marriage, birth, adoption, or placement for adoption, divorce, or involuntary loss of other group health insurance coverage.

An employee may be eligible to continue the City's group coverage in accordance with state and federal law under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) in the event of a qualifying event. This may occur as a result of termination, layoff, reduction in hours, injury or illness, or in the event an employee is on military leave or other leaves of absence. All employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins. If a qualifying event occurs which entitles the employee and/or qualified beneficiaries of their right to elect continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Continued participation will be solely at the participant's expense.

Detailed benefits and provisions of the group health and dental insurance plan(s) are explained in the Annual Employee Benefits Enrollment Guide provided to employees by Human Resources. These documents are available for review in the Human Resources office or on the City's intranet.

### **7.03 – Health Insurance**

Employees enrolled in City sponsored health insurance will contribute 12% of the health insurance premium on a monthly basis. Employees whose spouse is eligible for employer paid health insurance but declines such coverage shall pay a \$50 monthly surcharge. Employees who decline participation in the City sponsored wellness program shall pay an additional \$50.00 per month on their health insurance premium.

### **7.04 – Dental Insurance**

Employees will contribute 50% of the dental insurance premium on a monthly basis.

### **7.05 – Life Insurance**

Employees are eligible to participate in the group Life Insurance program for life insurance for self, spouse or children. Premiums shall be paid by the employee.

### **7.06 – Voluntary Benefits**

The City offers a variety of voluntary benefits such as vision insurance, short-term disability insurance, long-term disability and deferred compensation programs. Complete details of these plans will be available to new employees and at various times during the year.

### **7.07 – Flexible Spending Account**

Employees may contribute to a flexible spending account for health, dental or vision capped at IRS regulations. All designated flex account deductions are pre-tax dollars.

### **7.08 – Health Savings Account (HSA)**

The City's health plan is currently a qualified high deductible health plan (HDHP). Eligible employees who participate in the city's health plan are allowed to open a Health Savings Account at any bank of the employee's choosing. An HSA allows employees to contribute pre-tax dollars to pay for qualified medical, prescription, dental and vision expenses. HSA balances roll over from year to year and can be saved for future medical expenses or retirement. Employees who enroll in an HSA are only allowed to enroll in the Limited Purpose health care FSA, which limits use of the FSA money for qualified dental and vision expenses.

For 2020, the City makes an employer contribution to the HSA accounts of employees enrolled in the health plan in the following amounts: Employee only plan: \$600; Family plan: \$1,200. The City's contribution is only made if the employee contributes at least \$600 to her/her HSA annually if on the employee only plan or a minimum of \$1,200 if on the family plan. The City's contribution is made bi-monthly.

Employees are not eligible for this benefit if:

- Enrolled in Medicare Part A, Tri-Care or VA Benefits.
- Employee or spouse is enrolled in a regular medical FSA.
- Has dual coverage (HSA participant covered by another plan that is not HSA eligible).

### **7.09 – Wisconsin Retirement System**

All eligible employees will be covered under the Wisconsin Retirement System (WRS) and all employees shall contribute the employee's share as established by law. The City shall pay the required employer contribution.

### **7.10 – Worker's Compensation**

Employees eligible for Worker's Compensation benefits shall have their salary continued for up to 3 days after which the employee shall only receive Worker's Compensation payments as determined by the Wisconsin Worker's Compensation Act. Worker's compensation is a form of accident and disability insurance to protect an employee in the event of a job-related injury or illness. Income for time lost from work will be covered by worker's compensation coverage after an employee misses three (3) full days of work due to an injury. An employee may use sick or vacation time to compensate for pay prior to the worker's compensation benefits beginning. Any medical benefits needed for treatment of the injury or illness will be provided immediately by worker's compensation insurance. All workers' compensation insurance premiums are paid exclusively by the City.

### **7.11 – Disability Accommodation**

The City recognizes that employees with serious illnesses or disabling conditions may wish to engage in as many of their normal pursuits as their conditions allow including employment with the City. The City is committed to complying fully with the Americans with Disabilities Act. The City reasonably accommodates employees who become disabled, either on or off the job, to the fullest extent required by law.

The Human Resources Director, or designee, is the City's agent for coordinating disability accommodations and is designed as the City's agent for the purpose of accessing employee medical information.

### **7.12 – Post Employment Health Plan – Sick Leave Conversion**

Sick Leave Conversion upon Retirement: Regular full-time employees are eligible for the following upon retirement or medical disability retirement:

When a full-time employee, with less than 25 years of service, retires or is forced to retire due to medical disability, a maximum of 60 percent (60%) of the sick leave remaining in the employee's accumulated sick leave account may be converted to its monetary value (employee's hourly rate, exclusive of longevity and shift differential rates) and shall be contributed to the participant's Post Employment Health Plan (PEHP). In order to determine the employee's sick leave conversion benefit, the following formula would be applied:

## **Years of Service + Age = Credits**

EXAMPLE: 20 Years of Service + 55 = 75 Credits

For credits above 68 but below 80, deduct 5 percent (5%) from the standard conversion for each year short of 80.

80 credits =	60 percent conversion of sick leave to dollar credits.
79 credits =	55 percent conversion
78 credits =	50 percent conversion
77 credits =	45 percent conversion
76 credits =	40 percent conversion
75 credits =	35 percent conversion
74 credits =	30 percent conversion
73 credits =	25 percent conversion
72 credits =	20 percent conversion
71 credits =	15 percent conversion
70 credits =	10 percent conversion
69 credits =	5 percent conversion
68 credits =	0 percent conversion

Regular full-time employees who retire with at least 25 years of service shall have a monetary contribution of 80 percent (80%) of banked sick leave hours contributed to the participant's PEHP.

Employees who were classified as non-represented employees as of December 31<sup>st</sup>, 2011, who will have at least 30 years of service as of December 31<sup>st</sup> 2012 shall have a monetary contribution of 100 percent (100%) of banked sick leave hours contributed to the participant's PEHP when they retire.

### **In order to be eligible for sick leave conversion upon retirement, an employee must meet all of the following conditions:**

1. Have been hired prior to January 1<sup>st</sup>, 2013; and
2. Apply for Wisconsin Retirement Fund benefits within thirty (30) days of the last day of work; and
3. In cases of voluntary retirement the employee must have notified the Human Resources Department at least three (3) months prior to the retirement date. When an employee is forced to retire due to a medical disability as described by WRS, the three (3) month notice may be reduced upon approval from the Human Resources Director. An employee must submit written notice to the Human Resources Department and give anticipated retirement date. Upon receipt of notice the Department Director shall sign the notice, accepting the retirement which becomes irrevocable unless an exception is approved by the Director of Human Resources.

### **7.13 – Employee Assistance Program**

The City offers an Employee Assistance Program to all City employees and their families. Assistance includes help with alcohol and other drug related problems, as well as other personal problems. All employees are encouraged to seek assistance for alcohol and drug abuse or other personal problems. Assistance is provided on a confidential basis. However, participation does not relieve employees of their responsibility to comply with the City's alcohol and drug rules and to meet work performance requirements.

From time to time an employee may be required by the City to participate in the EAP.

Such mandatory referrals will be made by the Human Resources Department, in consultation with the City's Labor Attorney and the affected supervisors. All EAP referrals, visits and related matters are confidential and the outcome, subject matter, etc. of any use of the program is not disclosed to the employer. If an employee is required by the City to participate in the EAP, confirmation from EAP or the provider that the employee has participated in the EAP and is able to perform his/her job may be required by the City. Failure to participate in the EAP including following any course of action recommended by the provider may result in discipline, up to and including termination.

## **Chapter 8 – Time Off/ Leaves of Absences**

### **8.01 – General Provisions**

### **8.02 – Paid Holidays**

### **8.03 – Personal Holidays**

### **8.04 – Vacation**

### **8.05 – Perfect Attendance Leave**

### **8.06 – Sick Leave**

### **8.07 – Family Medical Leave Policy**

### **8.08 – General Leaves of Absence**

### **8.09 – Educational Leave of Absence**

### **8.10 – Military Leave**

### **8.11 – Bereavement Leave**

### **8.12 – Separation Benefits for Vacation, Compensatory and Perfect Attendance Leave**

### **8.13 – Lactation Policy**

### **8.01 – General Provisions**

The following benefits apply to all employees except that holiday, personal holiday, vacation, perfect attendance leave, post-employment health plan, sick leave, compensatory time, health insurance benefit contributions, and employee contributions into the Wisconsin Retirement System benefits for sworn employees classified as public safety personnel shall enjoy the benefit that is greater at the time of hire or promotion to a non-represented public safety position, e.g. either the handbook or as outlined in the collective bargaining agreements as determined by the employee and the Director of Human Resources between the City of Wausau and the Professional Police Association and Local 415 Fire Fighters Association. The leave benefits agreed upon at the time of hire or promotion to a non-represented public safety position shall be in effect throughout the remainder of the assignment with the City, except upon promotion to Chief. The Chief of Police and Fire Chief shall be subject to the benefits as outlined in the handbook.

### **8.02 – Paid Holidays**

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

New Year's Eve	Thanksgiving Day
Spring Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve Day

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

If any of these holidays fall on a Saturday the preceding Friday, or if any of these holidays fall on a Sunday, the following Monday shall be considered a holiday for pay purposes. Non-exempt employees who work on a holiday shall be paid holiday pay, plus overtime at 1.5 times the regular rate of pay for hours worked, with no additional time given.

### **8.03 – Personal Holidays**

In addition to the above holidays, each full-time employee shall receive a total of three (3) personal holidays per calendar year. Department Directors shall receive a total of six (6) personal holidays per

calendar year. Regular part-time employees shall receive eighteen (18) hours as personal holidays per calendar year.

New employees shall receive three (3) personal holiday days upon hire and may utilize this benefit at time of hire, pending supervisor approval.

Choice of personal holidays must be approved by the department supervisor and may not be taken in increments of less than one quarter (1/4) hour for non-exempt employees. Personal holidays must be used within the calendar year they are received.

**8.04 – Vacation**

Regular full-time employees shall earn paid vacation based on the number of years of service in accordance with the following schedule:

<u>Years of Service</u>	<u>Annual Vacation</u>	<u>Bi-weekly Accrual</u>	<u>Max. Vacation Accum. Allowed</u>
At time of hire	15 days	4.6154 hours	160 hours
Upon completion of 5 years of service	20 days	6.1540 hours	200 hours
Upon completion of 10 years of service	25 days	7.6924 hours	240 hours
Upon completion of 15 years of service	30 days	9.2308 hours	280 hours

For example, an employee who is hired on 1/1/2000 and works continuously will complete 5 years of service on 1/1/2005, and will complete 10 years of service on 1/1/2010.

Regular part-time employees shall receive a proration of the annual vacation accrual as described above based on the number of hours they worked in the previous year. Annual vacation will be awarded on the 2<sup>nd</sup> payroll of each year. Regular part-time employees may accrue vacation to carry over to the following year. The maximum vacation accrual allowed will be the budgeted full-time equivalency of the position.

Annual vacation shall be credited according to an employee’s anniversary date. In the first six months of employment, employees may borrow up to half their annual vacation accrual amount. The scheduling and limitations on number of employees permitted to be on vacation at the same time shall be scheduled according to the policy established by individual departments as determined by the Department Director and based on the needs of the City.

Department Directors, upon initial appointment, shall accrue vacation time as a 5<sup>th</sup> anniversary employee and shall be allowed to accumulate vacation time up to a maximum of 360 hours, regardless of their length of service.

Vacation may be used in no less than one-fourth (1/4) hour increments for all non-exempt employees. The Human Resources Department may negotiate vacation accrual amounts outside of the above schedule for executive or other high-level positions, and to positions that have been identified by Human Resources as difficult to fill. The Human Resources Department shall establish quantifiable criteria for a determination of difficult to fill, including but not limited to having a previously unsuccessful recruitment.

## 8.05 – Perfect Attendance Leave

In departments electing to continue to participate in Perfect Attendance Leave (PAL) employees eligible for a PAL accrual shall make application to the Human Resources Department within 30 days of becoming eligible. Late requests will not be processed.

1. Earning Method: Employees covered by this handbook who do not fail to report to work due to sickness or injury or who do not use sick leave, with the exception of leave certified under the Family Medical Leave Act, during a twelve (12) month period (January 1 to December 31) shall earn twelve (12) hours of Perfect Attendance Leave for the first year of perfect attendance. Employees who do not use sick leave for two (2) or more consecutive twelve (12) month periods shall earn sixteen (16) hours effective January 1 of each year they qualify. At no time may an employee's PAL account exceed forty (40) hours. Usage of sick leave for Workers Compensation and incidents of Family Medical Leave will not affect Perfect Attendance Leave accruals.

Employees will be allowed three incidents of sick leave usage for medical or dental appointments within the established Perfect Attendance Leave earning period without sacrificing eligibility for Perfect Attendance Leave. These incidents should be reported using pay code 126 "SickPrevnt." Each incident may not exceed three hours per usage. Notice requirements for these absences remain in effect, and upon request of the employer the employee must provide a statement from a physician or dentist verifying the need for leave.

Regular part-time employees shall receive a proration of perfect attendance leave based on their number of hours worked.

2. Utilization: Employees may request to use Perfect Attendance Leave at any time following the year(s) in which it is earned.
3. Minimum/Maximum Usage: Perfect Attendance Leave may not be used in less than one-half (1/2) hour for non-exempt employee nor more than forty (40) hour segments.

## 8.06 – Sick Leave

The City's sick leave policy is designed to compensate for unavoidable absences from work caused by injury or illness. This policy's intent is to prevent the financial hardship of loss of wages for an extended period of time.

- A. Accumulation: Regular full-time employees and sworn public safety personnel working a 40-hour work week shall receive an amount equal to 8 hours per month of service which will accrue on a bi-weekly basis at 3.6923 hours. Sick leave will accrue up to a maximum of 133 days (1,064 hours).

Regular part-time employees shall receive a proration of the bi-weekly accrual equal to 4 hours per month of service, which will accrue on a bi-weekly basis at 1.85 hours. Sick leave will accrue up to a maximum of 66 days (528 hours).

Employees earn sick leave immediately upon starting employment with the City. Employees must have six (6) days of paid time (hours worked or paid leave) in a pay period in order to earn sick leave during that pay period.

- B. Use of Sick Leave: An employee may use sick leave when, due to sickness or temporary disability, the employee is unable to perform the duties of employment. In addition, an employee may use sick leave to attend his or her medical and dental appointments. An employee may also use sick leave for a member of his/her family's serious health condition. Immediate family is defined as the

employee's spouse, child, parent, or a relative living in the same household as the employee. Sick leave use for an immediate family member is allowable only when certified under the Family Medical Leave Act or where the immediate family member requires the constant attention of the employee. An employee may also use sick leave to transport an immediate family member to doctor's appointments and care for sick children in their household in case of an emergency. Though we can't cover every situation in policy, the city strives to destress employees in these trying times. Unique situations can be brought before the Human Resources Director. Generally, employees who will be missing work due to illness or injury must notify their immediate supervisor as soon as reasonably practical but not later than two (2) hours prior to the start of their scheduled work day. Employees should consult their immediate supervisor to learn the proper procedure for notifying the City of the need to use sick leave as notification policies may differ between departments. The employee shall provide, upon request of the employer, a statement from a physician verifying the need for leave when requested by the City at any time. Sick leave may be used in increments of no less than 15 minutes for non-exempt employees.

- C. Catastrophic Sick Leave Accounts (CSLA): Individuals who have a catastrophic sick leave account as of January 1<sup>st</sup>, 2012 will continue to have such balances available to them; however, additional sick leave accrual will not accrue into an individual's catastrophic sick leave account (CSLA). Sick leave in the CSLA may only be used after an employee's regular sick leave account had been exhausted. Sick leave in the CSLA may not be used to supplement salary in the event of a Worker's Compensation injury and all unused sick leave in the CSLA shall be forfeited upon termination of employment.
- D. Sick Leave During Vacation: In the event that an illness or injury should occur during vacation, an employee may make a request to substitute sick leave for vacation leave. Such requests must be made within the affected pay period and be approved by the supervisor who may require medication verification.

### **8.07 – Family Medical Leave Policy**

The City provides family and medical leave to eligible employees consistent with Wisconsin and Federal laws. In general, eligible employees shall be allowed up to twelve (12) work weeks of unpaid leave per calendar year for the birth or placement of a child for adoption or foster care, or for the employee's own serious health condition or when the employee is needed to care for the employee's parent, spouse, or child with a serious health condition, or when an employee has a qualifying exigency as a result of a parent, spouse or child serving in active military duty. Eligible employees are allowed twenty-six (26) weeks of unpaid leave to care for a parent, spouse, child, or next of kin who is on active duty and sustains a serious injury or illness which renders the service member medically unfit to perform his/her duties. Wisconsin and Federal family and medical leave will run concurrently with each other and with any other leave which is available to the employee under the policies of the City or other Federal and State laws. Unless provided for under a different leave policy, the family and medical leave will be unpaid.

The taking of leave under this policy will not be used in any employment decision involving the employee including the determination of raises or disciplinary action.

#### **A. Eligibility for Leave**

An employee, who has worked for the City for at least fifty-two (52) consecutive weeks and has been paid by the City for at least one thousand (1,000) hours in the twelve (12) months immediately preceding the date the leave begins, is eligible for leave under the Wisconsin family and medical leave law. An employee, who has worked for the City for at least twelve (12) months and has worked at least one thousand two hundred fifty (1,250) hours for the City



in the twelve (12) month period immediately preceding the date the leave begins, will be eligible for Federal family and medical leave. The leave taken under this policy will be counted toward the leave to which an employee may be entitled under Federal and/or Wisconsin leave laws.

**B. Reasons for a Leave**

Eligible employees are generally entitled to an unpaid leave under this policy during a calendar year for one or a combination of the following reasons:

**1. Birth or Placement for Adoption or Foster Care of a Son or Daughter.**

Unpaid leave of up to twelve (12) weeks under Federal law and/or six (6) weeks under Wisconsin law is available to an eligible employee. Leave for this purpose may not be taken on an intermittent basis unless the City agrees otherwise or as required by law. Leave under this provision must commence within sixteen (16) weeks of the date of the birth or placement for adoption. Any accrued paid leave for which the employee is eligible at the time the leave begins may be substituted, or may be required to be substituted, for this otherwise unpaid time. Entitlement to leave for the birth or placement for adoption or foster care ends twelve (12) months after the birth or placement for adoption or foster care.

**2. Serious Health Condition of Employee.**

Unpaid leave of up to twelve (12) weeks under Federal law and/or two (2) weeks under Wisconsin law may be taken by an eligible employee for the employee's own "serious health condition." A serious health condition generally occurs when an employee receives inpatient care at a hospital, hospice or nursing home or outpatient care which requires a schedule of continuing treatments by a health care provider and the employee is incapable of performing the functions of his/her position because of the condition. Leave for this reason may be taken all at once or in smaller increments as necessary. If the leave is taken in smaller increments, the employee may be temporarily transferred to a different job. In general, the City will consider any absence of more than three (3) full days due to illness or injury to be absence for a serious health condition.

If the leave is required due to a work-related injury, for any employee who is on leave for more than two (2) weeks, the family and medical leave will run concurrently with the workers compensation leave.

**3. Serious Health Condition of a Child, Spouse, or Parent**

Unpaid leave of up to twelve (12) weeks under Federal law and two (2) weeks under Wisconsin law may be taken by an eligible employee, who is needed to care for a child, spouse, or parent with a "serious health condition."

**4. Qualifying Exigency of Active Duty Spouse, Child or Parent**

Unpaid leave of up to twelve (12) work weeks under Federal law may be used to address certain qualifying exigencies when a spouse, child or parent is on active military leave or is called to active duty in the uniformed services. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending certain post-deployment reintegration briefings.

**5. Serious Injury or Illness of Covered Servicemember**

Unpaid leave of up to twenty-six (26) work weeks under Federal law may be used to care for a covered servicemember. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, or a veteran, who has a serious injury or illness incurred or aggravated in the line of duty within the last five (5) years that may render the servicemember medically unfit to perform his or her duties and for which the servicemember is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list.

**C. Substitution of Paid Leave**

Any paid time off to which the employee is entitled at the time the leave begins may be substituted, or required to be substituted, for the otherwise unpaid time off. An employee requesting substitution of paid time off for the otherwise unpaid leave must comply with the City's leave policies applicable to the type of paid leave the employee is requesting be substituted. If the request to substitute paid leave is denied, the employee will be notified that the request has been denied and the reason for the denial. If the leave is not taken all at once, but is taken in smaller increments, the employee may be temporarily transferred to another job at the City. Once the employee has exhausted any paid time off the remainder of the leave will be unpaid. Any paid leave used will not be available later.

**D. Notification to the City**

In the event the need for a leave under this policy is foreseeable, the employee shall notify the City, in writing, at least thirty (30) calendar days before the start date of the leave. The form to request a family and medical leave is available from the Human Resources Department. In the event of an emergency, written notice must be received by the City promptly after the leave commences, and such notice must comply with the City's policies regarding notice of absence from work. Failure to provide the required notification may result in the delaying of the leave.

**E. Certification of Need for Leave**

Within fifteen (15) days of requesting a leave under this policy, the employee must file the appropriate completed certification with their Department Director or the leave may not be classified as a leave under this policy. The certification forms are available from the Human Resources Department. If the City determines that the medical certification is incomplete or insufficient, the employee will be notified in writing. The employee must provide the additional information/documentation within seven (7) days. The City may also contact the health care provider directly to authenticate or clarify the information provided on the medical certification form.

**F. Benefits Coverage**

If an employee is participating in the City's group health, dental, life, and Long Term Disability insurance programs prior to the start of the leave, the employee may continue to receive coverage under those plans. The City shall continue to provide health, dental, life, and Long Term Disability insurance at the same level and under the same conditions as if the employee was continuing to work, for the duration of the leave. The employee shall continue to be responsible for the employee's share of the premiums (if any is required for similarly situated active employees).

If the employee has paid time off substituted for the otherwise unpaid leave, the employee's share of the premiums will be paid through the normal payroll deduction method. If the leave, or any portion thereof, is unpaid, the employee shall pay for the employee's portion of the premiums (if any is required for similarly situated active employees) during the leave. All premiums for

coverage must be received by the City no later than the first day of the month to which the coverage relates. Certain other benefits may also be continued during a leave provided under this policy. An employee who does not want to continue health or any other insurance coverage while on leave shall notify the Human Resources Department, in writing; otherwise, it will be assumed that the employee chooses to continue such coverage. If an employee fails to return to work at the City or fails to remain at work for a period provided by law, the City may recover its portion of the premium paid for health plan coverage during the leave.

**G. Additional Certification**

The City may require an employee to provide additional Health Care Provider Certifications from a health care provider chosen, and paid for by the City. The City may also require that an employee re-certify as to the continuation of the serious health condition at various points in time under certain circumstances.

**H. Return to Position at End of Leave**

An employee, who returns to work at the City at the end of a family or medical leave, shall be returned to the position the employee held at the commencement of the leave or, if the position has been filled, to equivalent employment with the City. If an employee wishes to return to work before the previously approved end date of the leave, the employee shall give the City reasonable advance notice prior to the desired return date. If the reason for the leave was the employee's own serious health condition, the employee shall provide the City with a medical release from the employee's health care provider before returning to work. Failure to provide such a release will delay the employee's return to work until such release is provided to the City.

**I. Failure to Meet Policy Requirements**

An employee who fails to meet the requirements of this policy may have his/her request for a leave denied or delayed until the requirements are met.

**8.08 – General Leaves of Absence**

An employee may request leave without pay. To request leave without pay, all other forms of paid leave must be exhausted. An employee will not be allowed to take unpaid leave if they have accruals available. The exception is certain forms of state and federal leaves which allow employees to take unpaid leave. Leaves without pay shall not exceed thirty (30) calendar days unless approved by the Human Resources Committee. As a general practice, the City will review and evaluate these requests based on the following criteria:

1. Length of leave requested;
2. Reason for the leave;
3. Recommendation of Department Director;
4. Current workload;
5. Operational needs of the department;
6. Exhaustion of all other applicable and/or available leave;
7. Length of employee's continuous services;
8. Prior disciplinary record;
9. Performance evaluations;
10. Annual patterns of sick leave usage.

In no case shall a leave of absence be granted for the purpose of accepting employment with another employer. During the period of leave of absence, no benefits shall accrue to the employee. Participation in group insurance plans can be maintained during leave of absence provided that the employee pays the full cost. The payment for health benefits needs to be made 30 days in advance.

Employees who take leave without pay in excess of 5 days will not accrue vacation, sick leave, or other types of leave during their period of unpaid leave.

### **8.09 – Educational Leave of Absence**

Educational leaves of absence not to exceed one (1) year may be granted at the discretion of the Human Resources Committee with a recommendation from the Department Director. Such leave shall be without pay and benefits.

### **8.10 – Military Leave**

Military leaves of absence will be granted in accord with all requirements of State and Federal law including the Family and Medical Leave Act (FMLA) and the Uniformed Services Employment and Reemployment Rights Act (USERRA). All employees requesting military leave must notify the Human Resources Department prior to said leave unless precluded by military necessity. The notice must be in writing and include a copy of the employee's military orders and/or training schedule.

Reserve Training: Employees who are members of a reserve component of the military forces of the United States or the State of Wisconsin shall be paid the difference, if any, between their regular pay and their military pay for the training period involved, not to exceed two (2) weeks in the calendar year.

Active Duty: In the event of a national or state emergency, employees may take an extended military leave of absence without pay if ordered to active duty. Any employee on military leave of absence may continue group insurance plan coverage provided that the employee shall pay the full cost.

Compliance with USERRA: All military leave from the City is subject to USERRA. Employees should consult the Human Resources Department for answers to more specific questions about military leave and USERRA. The City administers a separate USERRA policy to comply with laws on military leave.

### **8.11 – Bereavement Leave**

The City recognizes the need for employees to have time to make arrangements, handle family matters and attend funerals when a close or extended member of their family dies. The City shall grant bereavement pay to regular full-time employees as follows:

Death in Immediate Family – Up to three (3) days of leave is provided. Immediate family includes:

- employee's spouse, children, grandchildren, father, mother, brother, sister
- the employee's spouse's parents
- employee's step-children, step-grandchildren, step-father, step-mother, step-brother, step-sister
- the employee's spouse's step-parents
- any person who had resided with the employee immediately preceding the person's death

Death in Extended Family – Up to one (1) day of leave is provided. Extended family includes an employee's brother-in-law, sister-in-law, uncle, aunt, niece, nephew, great grandchildren, and grandparents.

Regular part-time employees shall receive a proration of bereavement leave based on their number of hours worked.

Additional time off requested as paid or unpaid leave may be available for use by employees if the circumstances warrant. Employees should contact their supervisor to discuss any requests and exceptions may be granted at the discretion of the Department Director, in consultation with the Director of Human Resources.

#### **8.12 – Separation Benefits for Vacation, Compensatory and Perfect Attendance Leave**

At time of voluntary termination (resignation or retirement) employees who subsequently leave the employ of the City, upon giving ten (10) working days written notice to the Human Resources Department, shall receive cash payment for all remaining accrued vacation time, compensatory time, and perfect attendance leave.

The employee's last day of work will be the last day on the payroll. Employees will not be permitted to utilize vacation, compensatory time and/or perfect attendance leave and stay on the payroll after the last day at work.

#### **8.13 – Lactation Policy**

All women who breastfeed their child(ren), and who need to express milk during the working day, will work with their supervisor and Human Resources to determine how best to accommodate the needs of the mother while still accomplishing the performance of her job. For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express milk for her baby. The City has designated that each City facility will have a private and secure location for this purpose and supervisors are responsible for such designation in their respective work locations. Such location shall not be a restroom. Nursing mothers wishing to use a room for this purpose must request/reserve the room by contacting their direct supervisor.

Expressed milk should be placed in cooler-type containers and may be stored in City refrigerators. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Additional rules for use of the room and refrigeration are posted in each room where applicable. Breaks of more than 20 minutes will be unpaid, and the employee should indicate this break period on their time record.

## **Chapter 9 – Risk Management and Workplace Safety**

### **9.01 – Risk Management Program Policy**

### **9.02 – Risk Management Program Responsibilities**

### **9.03 – Safety**

### **9.04 – Hazard Communication Program**

### **9.05 – Violence in the Workplace**

### **9.06 – Weapons Policy**

### **9.07 – Drug Free Workplace**

#### **9.01 – General Provisions**

The City of Wausau recognizes its responsibility to provide for the safety of its employees, to prevent loss from third party liability, and to protect City property (buildings, grounds, tools and equipment) from damage and loss. For this reason, the City establishes the following scope of the Risk Management program to include:

- (1) Safety and health of City employees.
- (2) Safety of the City’s fleet operations.
- (3) Protection of the City from third party liability.
- (4) Protection of City property.

The City of Wausau intends and expects that, at a minimum, the City comply with all applicable local, state and federal health and safety standards, guidelines, and best practices. The safety of City employees and the public, and the protection of City assets are the first priorities in all City operations. These will take precedence over expediency or shortcuts. Every attempt will be made to eliminate or at least reduce the possibility of loss and potential loss due to employee injury, fleet operations, third party liability, and property damage/loss. Loss prevention is to be an integral part of operations. Preventing loss within the scope of this policy requires looking at both actual losses, and “near misses”. Investigating accidents and incidents to determine “root cause” prior to taking corrective action is essential. Identifying potential loss exposures and taking preventive action is standard operating procedure. The City will support the Risk Management Policy with appropriate funding and will hold all employees accountable for fulfilling their loss prevention responsibilities.

Loss Prevention is a shared responsibility and requires the cooperation of all parties. Department Directors and supervisors recognize the need to set a positive example through their attitude, words, and actions, in the implementation of this policy. Employees recognize the need to continue to work together with management and co-workers in living out the full scope of this policy. The entire City workforce is joined together to ensure continuous improvement of our risk management efforts, and help ensure that every employee returns home safely at the end of the workday, that City assets are protected, and that the City lives up to our mission statement.

#### **9.02 – Risk Management Program Responsibilities**

Safety Coordinator: The Safety Coordinator is responsible for the development and implementation of the overall risk management policy and procedures, for providing technical support to Department Directors and supervisors in their efforts to fulfill their risk management responsibilities, and for stimulating active participation in achieving risk management goals.

Department Directors: Department Directors are responsible for conducting the following loss prevention activities within their respective departments, and for working cooperatively with other departments to prevent loss:

- (1) Analyze the prior year losses; identify loss potential situations within the scope of their department; set specific, measurable goals; and develop an annual Loss Prevention Action Plan aimed at preventing or reducing loss and to consider loss prevention as one criterion to assess when hiring new employees and when doing performance evaluations of employees.
- (2) Integrate loss prevention into all aspects of department operations; involve all employees in loss prevention; develop, implement, monitor effectiveness, and update as needed, department specific loss prevention policies and procedures – including safety rules; provide safety orientation and training for new and transferring employees, and existing employees, as needed and required; conduct regular inspections to identify and correct loss potential situations, covering the scope of this policy.
- (3) Review accident/incident/“near miss” reports to be assured that the “root cause” has been identified and that effective corrective action has been implemented; list the temporary transitional duty tasks available for injured employees and actively promote the return to work of injured employees, within their capabilities.
- (4) Actively participate in loss prevention activities to demonstrate commitment to the full scope of this Risk Management Policy; document loss prevention activities and issues; hold all employees accountable for their loss prevention responsibilities; proactively budget for loss prevention expenses; ensure department compliance with all applicable local, state and federal standards, guidelines, and best practices; promote a culture of continuous improvement in loss prevention.

Supervisors – Supervisors are responsible for conducting the following loss prevention activities within their respective departments, as well as other loss prevention responsibilities that Department Directors may assign to them, and for working cooperatively with other departments to prevent loss:

- (1) Participate in the development of the department specific, annual Loss Prevention Action Plan; involve all employees in loss prevention.
- (2) Consider loss prevention as one criterion to assess when hiring new employees and when doing performance evaluations of employees.
- (3) Provide initial and ongoing safety training for all employees; give detailed instructions for safe job performance by explaining the inherent hazards and safety precautions; observe work performance and provide commendation and/or coaching to assure that safe work performance is maintained and unsafe work practices are corrected and eliminated; enforce disciplinary protocol in cases of clear disregard of safe work expectation; document loss prevention activities and issues.
- (4) Identify and correct loss potential situations, covering the scope of this policy; promote prompt reporting of incidents, but no later than the end of their shift; complete an accident/incident/“near miss” investigation report, within 24 hours, focused on determining the “root cause” and implementation of corrective action; keep in touch with injured employees who may be off work; help identify temporary transitional duty tasks available for injured employees; actively promote the return to work of injured employees, within their capabilities; monitor the progress of employees on temporary transitional duty to be sure they are working within their capabilities, make adjustments as needed.

- (5) Actively participate in loss prevention activities to demonstrate commitment to the full scope of this Risk Management Policy; document loss prevention activities and issues; hold all employees accountable for their loss prevention responsibilities; keep knowledgeable of all local, state, and federal standards, guidelines, and best practices pertaining to operations; ensure department compliance with all applicable local, state, and federal health and safety standards, guidelines, and best practices; promote a culture of continuous improvement in loss prevention

Employees – It is the responsibility of all employees to:

- (1) Participate in the development of the department specific, annual Loss Prevention Action Plan, as requested; help to carry out the action plan; actively support the full scope of the Risk Management Policy by positive attitude, words, and actions.
- (2) Actively participate in safety training; follow safe work procedures, to include but not limited to safety rules, the use of personal protective equipment, machine safeguards, and other safety equipment; assist co-workers with proper safety techniques and procedures.
- (3) Immediately correct unsafe acts/conditions/equipment whenever able; report unsafe acts/conditions/equipment to the supervisor when the employee is unable to correct them; maintain good housekeeping throughout operations; submit loss prevention suggestions to the supervisor; follow all applicable local, state, and federal standards, guidelines, and best practices pertaining to the employee's operations.
- (4) Report all injuries and incidents, including "near misses," immediately; cooperate with the accident/incident investigation, with particular focus on determining the "root cause" and prevention of recurrence. If injured, cooperate with the medical provider and keep the supervisor informed of the employee's capabilities; work within the employee's capabilities when returning to work.
- (5) Work toward a culture of continuous improvement in loss prevention, to help ensure that every employee returns safely home at the end of his or her workday, and that the City's assets are protected.

### **9.03 – Safety**

The City of Wausau is committed to furnishing a safe place of employment that includes the use of safety devices and safeguards, methods, and processes reasonably adequate to render employment safe, and other things reasonably necessary to protect the life, health, safety, and welfare of such employee. The City subscribes to and follows the requirements of the laws that relate to the protections of life, health, safety and welfare of City employees.

The City of Wausau has developed and maintains a comprehensive safety program conforming to tried and accepted safety practices. This program encourages proper attitudes toward injury and illness prevent on the part of both management and employees. It also requires cooperation in all safety and health matters, not only between supervisors and employees, but also between each employee and their coworkers.

Any unsafe practice or condition, affecting persons, property or equipment, must be reported immediately to your supervisor. Should a hazardous situation exist, safety always takes precedence over continuing operations. Retaliation against employees for reporting workplace safety issues or a workplace injury is prohibited and will not be tolerated. City employees are encouraged to submit suggestions to their supervisor or to Human Resources regarding ways to increase workplace safety.



#### **9.04 – Hazard Communication Program**

In order to provide a safe and hazardous free workplace for its employees, the City of Wausau complies with the requirements of the Wisconsin Employees' Right to Know Law (Wisconsin State Statutes 101.58 – 101.599), as well as with the requirements of OSHA's Hazard Communications Standard (29 CFR 1910.1200). The Hazard Communications policy is posted on the City's intranet.

#### **9.05 – Violence in the Workplace**

The City of Wausau is committed to providing a safe workplace for its employees and a safe environment for the citizens of the community, and has a zero tolerance policy toward any intimidating, threatening or violent behavior at the workplace. This policy applies to any form of workplace violence occurring on the worksite, or involving City employees engaged in the performance of their work duties whether on or off City property. In addition, this section applies to domestic violence situations when physical harm, threat of harm or fear of harm creates a safety issue for any employee while performing their job. Domestic violence threats at work must be met with the same level of response as any other kind of threat. Managers will work to the extent reasonably possible to ensure that employees are free from intimidating, threatening and violent behavior while at work.

Employees who display intimidating, threatening and/or violent behavior will be held accountable under City policy and work rules, as well as local, state and federal law. An employee who harasses, threatens, bullies, humiliates, coerces, calls names, makes offensive jokes/comments, disrespects, isolates, ignores, attempts to or inflicts bodily harm to co-workers, representatives of other agencies, or members of the general public; or damages/messes with another's property/personal items, is in violation of this policy. All City employees are responsible for committing to and becoming involved in the prevention of workplace violence and promotion of a safe work environment.

All City employees have a responsibility to notify their immediate supervisor, or in the absence of their supervisor, another supervisor, of any intimidating, threatening or violent behavior that they witness, are subjected to or have been told that another person has witnessed or received. In addition to notifying a supervisor, the appropriate authorities should be contacted, which include, but are not limited to: as appropriate, the City police department, fire department or emergency ambulance services.

Employee involvement entails understanding and complying with the prevention program and security measures; making suggestions for improving safety and security issues; participating in problem solving sessions; conducting inspections and making recommendations for corrective strategies; and participating in training and education programs that cover techniques to recognize escalating agitation, assaultive behavior or criminal intent, and discussing appropriate responses. Retaliation against any employee for filing a complaint of workplace violence, or for assisting, testifying, or participating in the investigation of such a complaint, is illegal and is prohibited by the City and by federal laws.

All managers have a responsibility to review this section with new employees and periodically review with all employees within their department. Additionally, they are responsible for maintaining a working environment that is as safe as reasonably possible for City employees. Supervisors can help prevent workplace violence and threats by: knowing the early behavior pattern warning signs, knowing the sequence of workplace violence, and reducing the risk of violence. Periodic employee surveys should be conducted for ideas on the potential for violence, holes in security and other risk factors. If information received determines there may be potential for a threatening or violent situation, it is the manager's personnel responsibility to immediately notify the Department Director and the City Attorney or Director of Human Resources, in addition to advising the employee what authorities to contact, and to notify the appropriate authorities if the employee involved in the incident cannot. Managers are required to maintain a written record that documents the incident until such time as that information is turned over to the Director of Human Resources.

The City will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

#### **9.06 – Weapons Policy**

Violations of this policy will not be tolerated and may result in discipline up to and including termination.

- A. A “weapon” is any device designed as a weapon and capable of producing death or harm to another person and includes but is not limited to, loaded or unloaded firearms, any electronic weapon as defined in § 941.125, Wis. Stat., knives and explosive devices. Weapons are further defined in § 939.22(10), Wis. Stat.
- B. The possession or control of any weapon by regular full-time or part-time City employees in any City of Wausau facility is strictly prohibited except: for the occasional need to use or possess a City-owned or personally-owned knife, such as utility knife, with a blade no longer than three inches for approved City work; for sworn Police Department employees in the performance of his/her duties; Fire/EMS personnel, those engaged in official military activities sponsored by federal, state or local government and as provided in subsection (c) herein below.
- C. Regular full-time and part-time employees other than sworn Police Department employees are prohibited from possessing a weapon, carrying a weapon (openly or concealed), using a weapon, or threatening the use of a weapon in the course of employment or during any part of the course of employment, regardless of whether an employee is physically present on City of Wausau property or off-site or in a City-provided vehicle. This prohibition applies even though the employee may be licensed in his/her private capacity to carry a concealed weapon.
- D. This policy does not prohibit regular full-time and part-time employees from storing a weapon in their personal vehicle while the vehicle is on City property or while using their personal vehicle during the course of employment. Weapons stored in employees’ personal vehicles on City property or while the vehicle is being used in the course of employment with the City must be secured in the vehicle.

#### **9.07 – Drug Free Workplace**

The City of Wausau believes that a working environment unaffected by alcohol and drugs fosters safety, quality service and productivity, and is in the best interest of all employees. Every employee shares in the responsibility to support a drug and alcohol-free environment, and the policy and rules on alcohol and drug abuse are aimed toward reaching this goal. The purpose of this policy is to assure worker fitness for duty and to protect our employees and the public from the risks posed by the misuse of alcohol and drugs. This policy is also intended to meet the requirements of “the Drug-Free Workplace Act of 1988” (49 CFR Part 29) and the “Drug-Free Workplace Requirements” (49 CFR Part 29.600-29.635, subpart F). This policy applies to all employees of the City of Wausau and all work sites, including off-site lunch periods or breaks when an employee is scheduled to return to work.

#### **Prohibited Conduct**

- 1. Unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. Employees must abide by the terms of this policy as a condition of

employment. Violation of this policy could constitute grounds for immediate termination of employment.

“Drugs” are defined to include both “illegally used controlled substances” (illegal drugs or other controlled substances as defined under state or federal law, including narcotic and non-narcotic drugs, and prescription drugs used abusively) and “non-controlled” (over-the-counter) medicines if they render one unfit for duty. Additionally, the abuse of any substances for the purpose of achieving a drug-like effect will fall under the prohibition against “drugs”. “Possession” includes the presence of drugs or alcohol in the possession or control of the employee or in the employee’s desk, locker, toolbox, lunch box, automobile on City property or other personal area.

2. An employee who reports to work or who is observed at work under the influence of alcohol or drugs, or who is incapable of safely performing his/her job, will be subject to severe disciplinary action, which may include immediate termination of employment. “Under the influence” includes the presence of any alcohol or drug in the body, which may be verified by laboratory tests, or impairment of any degree, which may be verified by appropriate field tests.
3. An employee who, under a proper medical authority, is taking prescription drugs or other medication, which may affect his/her ability to work safely, is responsible for bringing this matter to his/her supervisor’s attention before beginning work. Whether or not an employee is taking a prescription drug, non-prescription drug, or other medication, an employee who reports to work or who is observed at work and is incapable of safely performing his/her job may, depending on the circumstances, be subject to severe disciplinary action, which may include immediate termination of employment.

### **Reporting Requirement**

Any City employee convicted of a drug statute violation occurring in the workplace must report such to the employer in writing no later than five calendar days after such a conviction.

### **Testing**

The City will take reasonable steps to search for and detect use of, possession of and impairment by alcohol and drugs. Because the City is committed to maintaining a drug and alcohol free working environment, prior to making a job offer, applicants for employment will be screened to avoid hiring persons who use drugs or who abuse alcohol. In addition, the City may require any employee suspected of being under the influence of alcohol or drugs to submit to a breath tests, blood test or urinalysis by City designated physician or qualified test process. The type of testing will be at the City’s discretion and expense.

### **On-Going Education**

The City will work actively to educate employees about the drug and alcohol problem by working closely with employee groups and unions representing its employees. The City will strive to develop a cooperative approach with all employees in dealing with the problem of drugs and alcohol. This policy will be adopted and incorporated into City policy records and handbooks.

## **Chapter 10 – Employee Discipline**

### **10.01 – General Provisions**

### **10.02 – Disciplinary Procedures**

### **10.03 – Grievance Procedure**

### **10.04 – Performance Improvement Plans**

#### **10.01 – General Provisions**

All City employees are expected to satisfactorily perform all job duties, complete assignments in a timely manner, and meet a standard of conduct appropriate to the reputation of the City. While at work employees are responsible for being aware of and abide by existing rules and regulations. Generally, the City endorses a policy of progressive discipline in which employees are provided with a notice of their deficiencies and an opportunity to improve. However, the City retains the right to determine the appropriate discipline based upon the circumstances of each specific situation. Supervisors have the responsibility, with the guidance provided by Human Resources to apply discipline fairly and consistently without discrimination.

#### **10.02 – Disciplinary Procedures**

The City's disciplinary procedures include guidelines for progressively severe penalties for serious first offenses and for repeated violations, misconduct, or for a series of unrelated problems involving job performance or behavior. The progression or level of discipline may vary depending on the nature and severity of the behavior or misconduct as determined by the Department Director with consultation from Human Resources when suspension or termination is being considered.

- (1) **Performance Feedback:** Employee feedback and job coaching typically involves an informal meeting between the employee and supervisor, where the employee is made aware of his/her performance deficiencies, inappropriate behavior, work rule violation, etc., and expectations are communicated so the employee receives guidance for improvement. Certain circumstances may be more formal, involving a third party, if warranted. Feedback and coaching should be designed to resolve the problem early and avoid the need to take disciplinary action.
- (2) **Verbal Reprimand:** This type of notice occurs when a supervisor verbally warns an employee regarding inappropriate behavior, poor performance, a work rule violation, etc. Verbal warnings are given when feedback or coaching has failed to produce the desired result or the behavior is clearly unacceptable. Supervisors should meet with the employee in private to discuss his/her behavior or conduct and future expectations, including a clear explanation of the consequences of the failure to correct the problem. All verbal reprimands should be documented in writing. A memorandum documenting the facts of the situation (specific violation(s), date/time of violation(s), prior related discipline, standards for future conduct, and warning of further corrective discipline for non-compliance, and any follow-up action to be taken) should be prepared by the supervisor. The memorandum should be given to the employee and forwarded to the Director of Human Resources to be maintained in the employee's personnel file.
- (3) **Written Reprimand:** A written reprimand occurs when an employee's behavior, misconduct or poor performance is documented in a written letter and retained in the employee's personnel file. The notice should contain the specific violation(s), the date and time of the violation(s) (or period of time), prior related discipline, specific standards for future conduct (including timelines, if appropriate), warning of further corrective discipline for non-compliance, and any follow-up action to be taken.

- (4) Suspension: A suspension occurs when an employee is involuntarily relieved from work for a certain number of days, with or without pay. Typically this occurs when prior warnings have not been successful in correcting employee behavior or the misconduct or violation is more serious in nature. Non-exempt employees under the FLSA may be suspended in increments of any length; Exempt employees under Wisconsin law may only be suspended in increments of a work week.
- (5) Termination: Termination is the involuntary and permanent removal of an employee from City employment. Termination is administered in situations where previous attempts to correct an employee's behavior have failed or the severity of the level of misconduct justifies the termination.

Prior to any suspension or termination, supervisors with approval from or with the assistance the Director of Human Resources should undertake a proper and thorough investigation. Supervisors are prohibited from suspending or terminating an employee without written approval from the Director of Human Resources.

It is imperative for disciplinary proceedings to be properly, completely and consistently documented. Proper documentation helps to support supervisor's disciplinary actions and is necessary to communicate to employees what behavior or action was inappropriate or a violation of City policy, procedure or rule.

Disciplinary actions are typically not taken against employees, without conducting an objective investigation, which includes the opportunity for the employee to explain their action(s). As the supervisor, with assistance from the Human Resources Director, contemplates the appropriate level of discipline the affected employee should be provided a meeting prior to imposing discipline that includes a loss of pay. In some cases the nature of the offense or level of misconduct may be severe enough to warrant termination for a first offense. Steps in the disciplinary process include:

- (1) Employee Notice and/or
- (2) Investigation
- (3) Due Process Meeting: The employee will be provided with a written notice of the misconduct and an explanation of the reasons for discipline. The due process meeting serves as an opportunity for an employee to provide additional facts prior the finalization of discipline NOTE: During meetings which may lead to discipline, a union employee has the right to request and be afforded representation from the union at the meeting.
- (4) Discipline: If discipline is warranted following the due process meeting, the employee will be provided a **written** notice of the discipline, including the infraction and a general statement of the reasons for the action. The administered discipline becomes a part of the employee's personnel file.

### **10.03 – Grievance Procedure**

This procedure is intended to comply with Section 66.0509(1m), Wis. Stats., and provides a grievance procedure for addressing issues concerning employee discipline, termination and workplace safety. This policy applies to all employees other than public safety and transit employees who are covered by the grievance procedure in their respective collective bargaining agreements. An employee may appeal any level of discipline, termination, and issue of workplace safety under this grievance procedure. For purposes of this policy, the following definitions apply:

**Grievance:** A grievance shall mean any dispute or misunderstanding regarding the actions of City officials which relate to employee discipline, termination, and work place safety.

**Employee Discipline:** Discipline may result when an employee’s actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee’s performance is not acceptable, or when the employee’s conduct is detrimental to the interests of the City of Wausau. Disciplinary action may call for any of the following consequences depending on the problem and the number of occurrences:

- written warning
- suspension (with or without pay)
- termination of employment

There may be circumstances when one or more of the above are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline. The City of Wausau reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

“Employee Discipline” shall not include the following items:

- Placing an employee on paid administrative leave pending an internal investigation;
- Performance feedback, meetings, oral reprimands (even when documented) or other pre-disciplinary action;
- Actions taken to address work performance, including use of a performance improvement plan or job targets;
- Change in job duties, transfer, or reassignment to an equivalent position, change in job assignment; or
- Disability reassignment or termination;
- Other personnel actions taken by the employer that are not a form of progressive discipline.

**Employee Termination:** Is defined as an involuntary separation from employment as a result of action taken by the employer to terminate or discharge an employee from employment for rule violations, poor performance, acts detrimental to the City or other misconduct.

“Employee Termination” shall include any of the following personnel actions; however, only disciplinary terminations are subject to the grievance procedure:

- A. Non-disciplinary:
  - Voluntary quit;
  - Layoff or failure to be recalled from layoff at the expiration of the recall period;
  - Reduction in workforce or job transfer;
  - Completion of temporary employment, seasonal employment, contract employment, or assignment;
  - Disability separation;
  - Retirement;
  - Job abandonment, “no-call, no-show”, or other failure to report to work;
  - Lack of qualification or license, or inability to perform job duties.
  
- B. Disciplinary:
  - Unsatisfactory performance;
  - Work rule violations;
  - Acts detrimental to the interests of the City.

**Workplace Safety:** is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to the same.

Any written grievance filed in Step 1 of the grievance procedure must be filed with the Department Director using the *Written Grievance Form* that is available in the Human Resource office or on the City's intranet.

### **Steps of the Grievance Procedure**

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.

1. Step 1 – Written Grievance Filed with the Department Director. The employee must prepare and file a written grievance with the Department Director or his/her designee with a copy to the Director of Human Resources, within ten (10) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The written grievance shall be submitted using the *Written Grievance Form* and give a detailed statement concerning the subject of the grievance, the facts on which the grievance is based and indicate the specific relief sought. The Department Director or his/her designee will investigate the facts giving rise to the grievance and inform the employee and the Director of Human Resources of his/her decision, in writing, within ten (10) business days of receipt of the grievance. The written response shall contain a statement of the date the meeting between the Department Director or his/her designee and the Grievant occurred, the decision to sustain or deny the grievance, and the deadline for the Grievant to appeal the grievance to the next step of this procedure. In the event the grievance involves the Department Director, the employee may initially file the grievance with the Director of Human Resources or his/her designee, thereby waiving Step 1 of the procedure moving directly to Step 2. Any request to waive Step 1 must be made to the Director of Human Resources.
2. Step 2 – Review by the Director of Human Resources. If the grievance is not settled at Step 1, the employee may appeal the grievance to the Director of Human Resources within five (5) business days from the Department Director or his/her designee's decision at Step 1. The Director of Human Resources or his/her designee will review the matter and inform the employee and the Department Director of his/her decision, in writing, within five (5) business days of receipt of the grievance.
3. Step 3 – Appeal to the Human Resources Committee. If the grievance is not resolved at Step 2, the employee may appeal by filing a written appeal of the grievance with the Human Resources Committee within five (5) business days from the Director of Human Resources or his/her designee's decision. The appeal should be sent to the Chairperson of the Human Resources Committee with a copy sent to the Director of Human Resources. The Human Resources Committee shall meet with the parties to discuss the matter at their next regularly scheduled meeting. Within five (5) business days of the meeting, the Human Resources Committee shall issue a written notice to the parties involved whether the matter has been resolved and if not, any disputes of fact and/or the application of the relevant City policies to the facts and whether there is a grievance that is subject to this procedure. The written notice should also include the Committee's decision to sustain the grievance because the undisputed facts substantiate the grievance or deny the grievance due to disputed facts.

4. Step 4 – Impartial Hearing Officer. If the grievance is not settled at Step 3, the employee may request in writing, within five (5) business days from the Human Resources Committee’s decision, a request for a hearing by an Impartial Hearing Officer. The appeal should be sent to the Director of Human Resources. The City shall select and be responsible for the expenses for the Impartial Hearing Officer. The Impartial Hearing Officer shall not be a City employee. The Impartial Hearing Officer may determine that no hearing is necessary and that he/she can make a determination based solely on the submission of written documents. If the Impartial Hearing Officer determines that a hearing is necessary, the hearing shall be held at a mutually agreeable time in a public building. Employees may be accompanied by a representative of their choice, at their own expense, during the Impartial Hearing process. All testimony shall be taken under oath. In all cases, the Grievant shall have the burden of proof to support the grievance. The rules of evidence shall not apply, but no factual conclusions may be based solely on hearsay evidence. There shall be no discovery. A transcript of the hearing will be prepared only if one or both parties agree to bear the cost. After receiving the evidence and closing the hearing, the Impartial Hearing Officer shall issue a written response to the parties involved. The Impartial Hearing Officer may request oral or written arguments and replies.

The Impartial Hearing Officer shall have the power to issue a written response to the grievance. The response shall contain findings of fact, analysis and recommendation. The Impartial Hearing Officer shall have no power to issue any remedy. The sole question to be answered by the Impartial Hearing Officer is whether the City’s decision, which is the subject of the grievance, was arbitrary or capricious.

5. Step 5 – Review by the Governing Body. If the grievance is not resolved after Step 4, the non-prevailing party may request within five (5) business days of receipt of the written decision from the Impartial Hearing Officer a written review by the City Council. No formal hearing will be required and 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 written record before the hearing officer. The City Council may request additional written submittals of the parties on matters which were raised before the Impartial Hearing Officer or, at its discretion, meet with the parties to review the matter. The preparation of the written record shall be at the expense of the party seeking the appeal and the appealing party shall supply a copy of the written record to the other party without charge. The matter will be scheduled for the City Council’s next regularly scheduled meeting. The Council shall consider only the issues raised before the Impartial Hearing Officer. The Council is not to substitute its judgment for that of the Impartial Hearing Officer, but rather will limit its determination to whether a rational basis exists for the Impartial Hearing Officer’s decision. A simple majority vote of the Council shall decide the appeal. The Council’s decision shall be final and binding on the parties.

The City Council will inform the employee of its findings and decision in writing and provide a copy of the decision to the Director of Human Resources within five (5) business days of the City Council meeting.

An employee may not file a grievance outside of the time limits set forth in the procedure above without mutual agreement of the parties involved. If the employee fails to meet the deadlines set forth above, the grievance will be considered terminated and may not be re-filed. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee must process his/her grievance outside of normal work hours, unless the employee elects to use accrued paid time (vacation, comp time etc.) in order to be paid for time spent processing his/her grievance during normal work hours through the various steps of the grievance procedure.



#### **10.04 – Performance Improvement Plans**

Depending on the seriousness and nature of an employee's performance, behavior or infraction, it may be helpful and necessary for the supervisor to develop a work improvement plan. This type of plan emphasizes the need for improvement on behalf of the employee, with the primary goal being to assist the employee in resolving the problem in order to improve performance or behavior. The following elements should be incorporated into a performance plan:

- (1) Identification of the problem: What is the employee doing that is not satisfactory? How is their conduct influencing the work of the department, City, and other co-workers or citizens?
- (2) Goals for change: What needs to be changed? What goals should be achieved?
- (3) What the employee will do: Specific, measurable performance indicators should be established over a defined period of time. If training needs to be received, the employee should be told the type of training, how often, when the training should be completed and who will pay for the cost of the training.
- (4) What the supervisor and department will do: The time frame(s) for supervisory conferences should be indicated and how the supervisor will assist the employee in seeking out training opportunities.
- (5) The performance plan should be discussed (and documented) with the employee and reviewed periodically to assess progress, provide performance feedback and make course corrections as needed.
- (6) Evaluate the employee's progress at the end of the specified time frame to correct the deficiencies. This assessment should be documented, and the memorandum should indicate whether the employee met the requirements of the plan or whether further follow-up with the employee is appropriate.

**Employee Acknowledgment**

**CITY OF WAUSAU  
EMPLOYEE ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING**

**Employee Handbook**

By signing below, I acknowledge that I have received a copy of the City of Wausau's Employee Handbook. I also acknowledge that I have had the opportunity to read the policy and have any questions answered, and that I understand and will abide by the provisions contained in this policy.

I acknowledge that I have not entered into any such individual agreement or contract by acknowledging receipts of this Handbook or by following any of the provisions of this Handbook. I understand that the contents of this Handbook may be changed by the Employer at any time, with or without notice to the extent permitted by law.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_