

TOWN OF MEDINA  
PERSONNEL POLICIES AND PROCEDURES MANUAL

Forward

The residents of our Town have always expressed a strong desire to have well-paved and maintained roads. This is also the goal of the Town Board. As an employee of the Town you are a part of the team working to accomplish these goals.

This manual is intended to be your personal guide in understanding the rules and regulations of the Town. As we continue to grow and expand, it has become necessary to define our policies to avoid any misunderstandings and to ensure that all employees are treated fairly.

Because of emergencies that can arise in the Town due to but not limited to tornadoes, flooding, snow storms, etc. the Town road personnel may be required to live within a 10-mile radius of the Town of Medina Municipal Building. Road personnel shall be aware of changing weather conditions and when possible be ready to respond to calls for help.

Code of Ethics

All Town of Medina employees shall follow the Code of Ethics authorized in Chapter 19 of the Wisconsin Statutes. This Code requires all employees to avoid situations in which their individual personal interests conflict with those of the Town and the people of the Town of Medina. The Code of Ethics is intended to prevent possible conflicts of interest in public office, improve standards of public service, and promote and strengthen the faith and confidence of the people of the Town of Medina in their government. The Town recognizes that all codes of employee ethics and conduct must be related to an individual's every day work environment and can only be effective when supplemented by the use of employee common sense and discretion. Responsibility and accountability in recognizing and avoiding all conflict of interest situations, whether actual or apparent, remains with the employee.

Equal Employment Opportunity

The Town does not discriminate against any employee because of race, color, creed, sex, age, religion, or national origin. This policy applies to hiring, job placement, and subsequent change in employment status. Employment applications are used to judge the experience, training, and aptitude of possible employees, and therefore, all statements on the employment application are subject to investigation and review. Any false or misleading information given in the employment application will disqualify any applicant for a future job, or if already hired and working, may result in discharge for falsification of the application.

Types of Positions

Permanent Full-time – a position, permanent in nature of job functions and activities that requires 2,080 hours in town employment status per year.

Permanent Part-time – a position, permanent in nature of job functions and activities that requires less than 2,080 hours in town employment status per year.

Seasonal – a position wherein work activities are of a recurring but seasonal nature and limited to 1,000 hours per year.

Limited Term – temporary employment limited to 600 hours in any calendar year.

Contractual – a position established by the Town for a specific purpose by contractual agreement approved by the Town Board.

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Probationary Period

All newly hired employees shall serve a probationary period of 180 days of continuous service. The probationary period may be subject to an additional ninety days probation to evaluate abilities for seasonal duties for employees with seasonal tasks, and supervisory positions. During said probationary period, the employee shall not attain any seniority rights and shall be subject to dismissal at the sole discretion of the Town of Medina Board. Any employee that is required to have a valid CDL will have to abide by all conditions set forth by the Town's Drug and Alcohol Abuse and Testing Policy.

Leaves of Absence

Leaves of absence, without pay, must be approved by the Town Board and will only be considered after employee has completed their probationary period, providing such employee does not accept employment elsewhere. Leaves of absence without pay may be granted to employees to extend their annual vacation, provided the leave of absence shall not exceed fifteen working days. At the expiration of the time stated on such leave, the employee to whom written leave of absence has been granted shall be entitled to be reinstated to the position in which they were employed at the time the leave was granted.

Leaves of absence with pay would be granted to permanent full-time employees whenever such leave would be in the Town's interest. Such leave shall include for the purpose of attending professional conferences, training, institutes and visits to other municipalities. Leave with pay must be approved by the Town Board.

Employees shall not accrue seniority when a leave of absence is granted for more than fifteen days except for military leave and maternity leave.

Military – Leave of absence shall be automatically granted to all employees who are recalled or volunteer for military service and such employees shall be reinstated to their former job at the expiration of their military service under and pursuant to the provisions of Section 45.50 of the Wisconsin Statutes and Title 38 of the Federal Code.

Paid Holidays

Each permanent full-time employee shall be granted the following paid holidays, or days in lieu thereof: a full day each for New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. Additionally, each employee shall receive two floating personal holidays. If any of the above listed holidays shall fall on a Saturday, the Friday before shall be declared the holiday. If any of these holidays shall fall on a Sunday, the Monday following will be declared the holiday.

Personal holidays may not be carried over to the next year.

Permanent part-time employees who work a minimum of 1,040 hours per year shall be granted holidays on a pro-rata basis. Part-time employees who work less than 1,040 hours per year do not receive paid holidays.

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Seasonal and limited term employees are not entitled to paid holidays.

To be eligible for holiday pay, the employee must work his/her regular schedule of hours the day immediately before and the day immediately after the holiday, unless authorized for sick leave, vacation, or with approval from the Town Chairman, Town Clerk or in their absence a Town Supervisor.

Employees required to work on a holiday or Sunday, due to snowplowing or other emergency or at the request of the Town Chairman, Town Clerk or in their absence a Town Supervisor shall be compensated at the rate of twice their hourly rate of pay for actual hours worked in addition to the holiday pay.

Vacation

All full-time employees shall earn vacation accrued on a bi-weekly basis from the date of employment. As a general rule, probationary employees are not entitled to use vacation prior to completion of the probationary period. Exceptions may be granted by the Town of Medina Board with advance notice. The Town of Medina Board shall seek reimbursement for vacation used prior to completion of the probationary period for employees voluntarily terminating employment or by involuntary termination of employment. Employees shall be entitled to annual paid vacation as follows:

Years of Service	Hours Earned
After 1	40
After 2-5	80
After 6-10	100 + 4 additional hours per year of service over 5 years
After 10	120 + 6 additional hours per year of service over 10 years to a maximum vacation time of 160 hours

The Town Board can award additional vacation based upon previous experience and job performance.

Permanent part-time employees who work a minimum of 1,040 hours per year shall be entitled to vacation benefits on a pro-rata basis.

The Town Chairman, Town Clerk or in their absence a Town Supervisor shall determine the number of employees on vacation at any one time.

The Town Chairman, Town Clerk or in their absence a Town Supervisor should be notified in advance of dates that are to be used as vacation or personal holidays.

A maximum of 40 hours of vacation may be carried over each anniversary date. Additionally, an employee may request payout for a maximum of 40 hours of vacation pay not carried over.

The heirs of employees whose services terminate due to death shall be entitled to be paid based on current wage rate for all vacation hours accumulated earned but unused, plus all earned vacation for the year in which they terminate due to death.

Employees who resign and give notice to the employer of their resignation at least two weeks prior to the effective day of their resignation shall be paid based on current wage rate for the number of vacation days earned, but unused as of the date of resignation.

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Employees discharged for disciplinary reasons including but not limited to theft shall lose all vacation hours.

Sick Leave Earned

Each full-time employee shall earn two hours leave with pay for each two-week pay period.

Permanent part-time employees who work a minimum of 1,040 hours per year shall earn sick leave benefits on a pro-rata basis.

Use of Sick Leave

Sick leave is intended for the use of employees in the event of personal illness, bodily injury, preventative medical or dental appointments, maternity/paternity (Leave of Absence) or in the event of a serious illness or accident involving a number of the employee's immediate family. (The definition of "immediate family" will be spouse, child, or other relative residing in the employee's household.). As a general rule, probationary employees are not entitled to use sick leave prior to completion of the probationary period unless approved by the Town Chairman or Town Clerk. The Town of Medina Board shall seek reimbursement for sick leave used prior to completion of the probationary period for employees voluntarily terminating employment or by involuntary termination of employment.

Sick leave may be utilized for preventative health care such as dental and doctor office appointments, provided that any employee utilizing sick leave in such manner gives notice of his/her intent to the Town Chairman, Town Clerk or in their absence a Town Supervisor to do so no later than five working days in advance of the day such employee desires to use leave for such purposes.

Written notice from a doctor must be submitted for approval of three or more consecutive sick days.

Employees (or heirs thereof) whose services are terminated due to death or who retire with five or more years of continuous service with the Town shall be paid for 50% of unused sick leave based on current wage rate.

Employees discharged for disciplinary reasons shall lose all unused sick leave hours.

Funeral Leave

If an employee is absent because of time relating to travel, making arrangements for, or attendance at the funeral of a member of the employee's family (wife, husband, daughter, son, step-child, father, mother, father-in-law, mother-in-law, or current step-parent brother, sister, grandparent, or grandchild), the employee will be allowed a maximum of three (3) days off with pay. In the event the absence relates to travel to and attendance at the funeral of the employee's aunt, uncle, niece, or nephew, the amount of time will be one (1) day with pay. If the employee is not scheduled to work such day(s), no funeral leave pay will accrue for the day(s) not scheduled to work.

Overtime/Compensatory Time

Overtime is the time that an employee works in excess of 40 hours per work week. It is the Town's policy that overtime be held to a minimum, consistent with workload needs. When overtime is

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requested and authorized by the Town Chairman, Town Clerk or in their absence a Town Supervisor, the employee has the option of receiving overtime compensation in one of two ways, time and one-half in pay, or time and one-half in time off (compensatory time).

Employees desiring to accumulate overtime hours as compensatory time shall notify the Town Clerk of said desire at the time hours are reported on the time sheet. The maximum accumulation of hours shall not exceed 80 hours at any given time during the year. All hours not taken as compensatory time off by December 30<sup>th</sup> of the following year shall be paid out on the following pay period.

Use of compensatory time shall be subject to a request by the employee and authorized by the Town Chairman, Town Clerk or in their absence a Town Supervisor. Authorization shall be subject to the staffing needs of the Town. Compensatory time shall not accrue for overtime reimbursement.

Emergency Call Out

When an employee is called out off hours for an emergency by an Emergency Agency, Town Chairman, Town Clerk or Town Supervisor, the employee will receive minimum compensation of two hours' pay at time and a half.

Worker's Compensation

All Town employees and officials are covered by the State Workmen's Compensation Program. The program provides medical and financial benefits for individuals who, in the performance of duties related to their work, become temporarily or permanently disabled, or die as a result of a job-related injury or disease.

Coverage is automatically extended to all eligible Town employees or officials and requires no financial contribution on the employee's part. It is, however, each individual's responsibility to report to the Town Chairman, Town Clerk or in their absence a Town Supervisor within 24 hours that they have been injured or have been temporarily disabled as the result of a work-related injury or disease. The Town encourages employees to utilize the Medicare program from Rural Insurance. In the event of a delay in processing the Worker's Compensation claim, the Town will continue to issue the employee's regular paycheck and the employee shall sign a waiver stating that he/she shall endorse and return the Worker's Compensation check to the Town immediately upon its receipt.

Retirement Fund

The Employer agrees to continue in effect the administration of the Wisconsin Retirement System as provided under Chapter 40, Wis. Stats., and the appropriate Adm. Code rules of the Employee Trust Funds Board.

Employees who select to participate in the Wisconsin Retirement System shall contribute fifty percent of the required contribution and the Town of Medina shall contribute fifty percent of the required contribution.

Public Employees Social Security Fund

All employees come under the Federal Social Security System immediately upon employment. Rates are as set by the Federal Government.

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TASC Plan

Full time employees are eligible for enrollment in the TASC Plan established by the Town. The Town Board will annually establish in the budget the Town's contribution to each employee's TASC Account. Each employee will be issued a TASC debit card for use as prescribed under the guidelines of the TASC Account. Any unused balance shall be paid out at the conclusion of each calendar year or carried over to the following year. Employee is required to complete a notification form identifying whether they select the carry over or pay out of all unused funds by December 1<sup>st</sup> of each year. Any balance paid out is subject to income tax and is considered taxable income. This amount is also subject to the Wisconsin Retirement System shared employer/employee contribution rate in effect at the time of payout. The Town of Medina retains the right to change this benefit if health insurance benefits offered by the Town of Medina should change.

Hours of Work

Due to the nature of the highway patrol positions, the Town will allow a flexible schedule for these employees. Full-time employees are generally expected to work forty hours per week. If working less than four hours Monday through Friday employees are to notify the Town Chairman, Town Clerk or in their absence a Town Supervisor. Overtime is limited to snowplowing and emergency work unless authorized by the Town Board.

A work log shall be maintained with a monthly report to the Town Board. Part-time positions are to work hours as required and/or needed. Other employees will be required to work those hours established by the Town Board for that position.

A ten-minute paid work break is permitted mid-morning and mid-afternoon.

Any employee directed to attend board meetings will be paid at their hourly rate of pay until dismissed. The Highway Patrolman will attend Monthly Board meetings to report on Town roads, equipment and related items. Highway Patrolman will be paid to attend the meeting a minimum of 1.5 hours or until dismissed.

Time Sheets – Pay Day

Pay Day – Part time employees shall be paid monthly at the regular meeting of the Town Board. Full time employees shall be paid every two weeks with the pay period being Sunday to Saturday.

To be paid, W4s and any other required documentation or records must be submitted to the Town Clerk.

Time cards are to remain at the Town Hall and upon completion of the card's pay period, will be picked up by the Town Clerk who will issue the paycheck. Pay checks will be distributed on the Thursday following the end of the pay period.

Any employee who is required to travel in his/her personally owned automobile in the course and discharge of his/her official duties will be reimbursed at the current federal mileage rate for miles traveled by the most direct route and detailed on their time card.

Personnel Files

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The Town Clerk shall maintain a personnel record for each employee. The personnel record shall show the employee's name, title, job description, salary, change in employment status, training received, disciplinary actions, exit interviews, and other such information as may be considered pertinent. These records shall be considered "confidential" and shall be accessible only in the following manner:

1. Contents of the employee's file shall not be opened by anyone except the Town Clerk or appointee (appointee must have written authorization from the Town Clerk specifying purpose and dates).
2. The employee shall have the right, pursuant to Chapter 103, Wisconsin Statutes to inspect and copy (for a reasonable charge), their file within forty-eight hours of written request made to the Town Clerk.
3. No information from the personnel file shall be released to outside parties except verification of employment, employment dates, titles, job description and salary without written authorization from the employee.

This right to inspect does not apply to records on file that can be withheld from access and inspection under Chapter 103.13(6), Wisconsin Statutes.

The Town of Medina may release any record which an employee may inspect if employee signs a written release form stating what record and to whom the record(s) should be released.

General Conduct

It is recognized to be the obligation of all employees to be courteous and efficient in the performance of their duties. Employees are expected to establish and maintain harmonious and effective working relationships with other employees and Town officials. A friendliness and willingness to help should be exhibited during telephone calls, in letters, and in person-to person conversation, while at the same time being as brief and concise as possible. In addition, employees should always strive to reduce costs of supplies and services in every practical manner, and to be as careful with Town property as with their own.

Whenever illness or other emergencies prevent the employee from coming to work, contact the Town Chairman, Town Clerk or in their absence a Town Supervisor before normal working start time. **Employees who are repeatedly absent or tardy provide grounds for disciplinary action including possible dismissal.**

Employees who, as a condition of employment, are required to maintain a valid State of Wisconsin Commercial Driver's License shall, upon proof of renewal, be reimbursed for cost of such renewal.

Employees are required to notify the Town Chairman, Town Clerk or in their absence a Town Supervisor of any traffic violation which would affect the status of their Commercial Driver's License.

Harassment

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Town of Medina maintains a strict prohibition against sexual, racial, religious, sexual orientation, and other harassment prohibited by law. Such harassment as verbal, non-verbal, physical, and other threatening reprisals as the result of a negative response to harassment, like other types of discrimination, is a violation of both township policy and the law. All employees are responsible for complying with this policy. Employees who are found to have harassed another employee, non-employee or township resident, during the course of their employment will be subject to disciplinary action up to and including termination.

Substance Abuse

Town of Medina has a strong commitment to the safety of its employees and the general public, the protection of Township and public property, and the maintenance of a drug- and alcohol-free work environment. Consistent with the spirit and intent of this commitment, Town of Medina has developed this no-tolerance Substance Abuse Policy regarding the use, possession, sale, purchase, manufacture, distribution, dispensation, or being under the influence of drugs or alcohol while on the job, during the work day, including breaks, meals, and overtime, and on Township property and in Town vehicles. All employees are expected to abide by this policy as a condition of employment. Violation of this policy may subject employees to disciplinary action up to and including discharge.

Grounds for Disciplinary Action

Sufficient grounds for disciplinary action ranging from reprimand to immediate discharge, depending upon the seriousness of the offense and/or the number of infractions include but are not limited to the following identified acts:

1. Insubordination, including disobedience, failure or refusal of written or oral instructions of supervisory authority, or to carry out work assignments.
2. Neglecting job duties or responsibilities.
3. Loafing, loitering, sleeping or engaging in unauthorized personal business.
4. Disclosure of confidential information and records.
5. Falsifying records or giving false information to other agencies or private organizations or to employees responsible for record keeping.
6. Defacing or destroying Town property
7. Failure to observe all safety rules and regulations, including the use of protective equipment and clothing or in the operation of vehicles and equipment.
8. Failure to report accidents or injuries including traffic accidents.
9. Leaving the place of duty during working hours without permission from a Town official.
10. Threatening, attempting or inflicting bodily injury.
11. Threatening, intimidating, interfering with, or using abusive or profane language or gestures towards others.
12. Horseplay, including practical jokes, pushing, or throwing objects.
13. Failure to observe tobacco use regulations.
14. Unauthorized possession of weapons.
15. Making false or malicious statements concerning other employees or Town officials.
16. Unclean or inappropriate dress or grooming.
17. Violating any general conduct rules or safety rules.

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18. Unauthorized use of Town property, equipment or supplies.
19. Possession of or use of alcoholic beverages or narcotics while on Town time or property, or arriving for work while under the influence of alcohol or narcotics.

In all cases, the Town considers discipline as a corrective action necessary to the overall improvement of the Town operation.

Safety Rules

The following safety rules have been developed the employee's protection. The Town Board recognizes that roadwork is heavy work, but it need not be dangerous or hazardous. It is the Town Board's intent to provide a safe working place. It is the employee's responsibility to work in a safe manner so that the employee does not endanger themselves or others. It shall be the employee's responsibility to see that temporary employees work in a safe manner. The rules include but are not limited to:

1. Safe clothing must be worn at all times. Ragged and torn clothing is dangerous and should not be worn.
2. Only hard-soled safety toe shoes can be worn on the job site. Town will reimburse the employee annually for purchase of safety shoes and other necessary safety gear as determined at the annual budget and authorized by the Town Board.
3. A minimum of a T-shirt on the upper torso is required. Bare torsos are not permitted on the job.
4. Eye protection must be worn on any operation where eye injuries may result. Some of these operations are grinding, chipping, acetylene burning and welding. Ear protection must be used where excessive noise is a problem.
5. Keep the shop a neat and safe work place.
6. When using chemicals or other hazardous materials, wear proper clothing, personal protective gear, etc. Follow instructions on container, store and dispose of properly.
7. No employee is permitted to ride any hoist, hook or other material handling equipment while in motion.
8. Riding in the back of a truck is prohibited.
9. No piece of equipment should be refueled or maintained while the motor is running.
10. Smoking is not permitted in Town vehicles or in Town buildings.
11. Oxygen and acetylene must be transported and stored in an upright position. Cylinders must be chained at all times to prevent falling. Cylinders must not be stored with petroleum products.
12. Township personnel should report all known instances of damage due to the result of snow plowing, mowing or any other activity conducted by township personnel to a Town Chairman, Town Clerk or in their absence a Town Supervisor within 24 hours.
13. Destruction or defacement of any safety poster, rules or signs may result in the employee's dismissal.
14. Report any unsafe condition on the job to the Town Chairman, Town Clerk or in their absence a Town Supervisor for corrections.
15. Report any unsafe or broken tools to the Town Chairman, Town Clerk or in their absence a Town Supervisor for repair or replacement.
16. None of these rules can be considered to waive any legal requirements for the protection of the employees or the public.

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17. **Beware of buried utilities.** Notify diggers hotline before conducting any excavating work. Stay at least 5 feet away from all marked utilities. Be sure you know the locations of all private utilities.
- 18 **Beware of overhead powerlines while working.** Stay at least 25 feet away from the lines with backhoe or other bucket equipment. Electricity can arc, especially on humid days.
19. **If in doubt, ask a Town Official.**

Miscellaneous

Appeals- Grievances- Variance- Any appeal, grievance or variation to this manual requires approval of the Town Board.

Political Activity – No employee is precluded from engaging in political activity provided that such activity does not interfere with normal working hours and does not involve the use of Town equipment or property.

Employees are specifically prohibited from directly or indirectly coercing any person to hold or contribute monetary or other types of assistance to any political candidate, party or purpose.

Jury Duty – Any full-time employee required to report for jury duty shall receive his/her normal wages for each day his/her presence shall be required by the Court. Any employee required to report but is not selected for jury duty during regular work hours shall return to his/her place of work as soon as possible. Any pay from the court must be turned over to the Town prior to payment of wages for time of jury duty.

Suggestion system – An employee suggestion system is hereby created for the purpose of encouraging employees to submit suggestions that would improve the efficiency and effectiveness of the Town service. Please include the current procedure, the proposed procedure, and a brief description of how it will benefit the Town. All suggestions will be reviewed by the Town Board.

Special Licenses – the Town will pay for any special licenses any employee is required to have, such as a CDL.

Approved by the Town of Medina Board of Supervisors December 6, 2017.

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ACKNOWLEDGEMENT OF TOWN OF MEDINA  
EMPLOYMENT DOCUMENTATION

I \_\_\_\_\_ acknowledge that I have read and understand the Town of Medina Personnel Policy and Procedures Manual and the Town of Medina Description of my duties for the position of \_\_\_\_\_.

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

Signature: \_\_\_\_\_