

VILLAGE OF COLOMA EMPLOYEE HANDBOOK

JANUARY 1ST, 2012

APPROVED BY VILLAGE BOARD DECEMBER 28, 2011

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I. WELCOME AND ORGANIZATIONAL CHART

ABOUT THIS HANDBOOK

The Village's Employee Handbook (hereinafter "Handbook") has been prepared to inform you about the Village's philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee and the conduct that is required of you. In addition to clarifying responsibilities, we hope this Handbook gives you an indication of the Village's interest in the welfare of all who work here.

This Handbook provides answers to many of the questions you may have about the Village's benefits programs, as well as the policies and procedures we abide by. However, no employee handbook can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together as a team. If anything is unclear, please discuss it with your supervisor.

You are responsible for reading this Handbook, and your performance evaluations will in part reflect your adherence to the Village's policies.

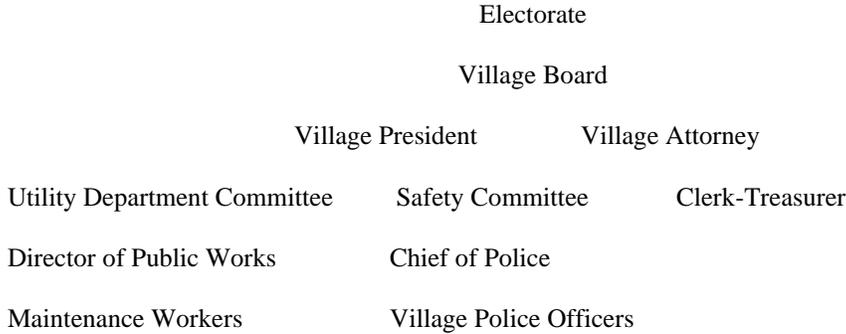
This handbook is not intended to create, nor does it create, any contractual rights, express or implied, or any guarantees of employment. Employment with the Village is at-will and not for any definite period of time.

Notwithstanding any provision herein, the Village may and will make employment-related decisions on a case-by-case basis.

The policies in this Handbook are guidelines. The Village, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Handbook at any time without prior notice. Every reasonable effort will be made to keep you informed through suitable lines of communication, including postings on the Village bulletin boards and/or notices sent directly to you in-house. No one other than the Village Board may alter or modify any of the policies in this Handbook, and any such alteration or modification must be in writing and signed by the Village President or the Board's designee. No statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy, nor will any such statement or promise constitute an agreement with any employee.

Village of Coloma

Organizational Chart



II. VILLAGE BOARD VISION FOR PERSONAL CONDUCT OF VILLAGE EMPLOYEES

The philosophy of the Village Board is that all employees are to be courteous and efficient in the performance of their duties. Employees are required to establish and maintain harmonious and effective working relationships with other employees, departments and citizens. A friendliness and willingness to help should be evident during telephone conversations, in correspondence, and in person to person contacts while at the same time being as brief and concise as possible. Every effort should be made to respond to citizen inquiries and concerns in a forthright, courteous and patient way. A failure to act in a professional and courteous manner may result in discipline, up to and including discharge.

III. INTRODUCTION

The purpose of this Handbook is to establish and maintain a reasonable and equitable system for administration of all personnel matters. The goal of uniform personnel practices is to ensure that the principles of fairness and merit are the basis for all personnel matters. In addition, the intent of the handbook is to establish a safe, effective and efficient work place for Village employees. This Handbook applies to all employees of the Village except where the terms of a specific contract contradictory of the policies set forth below are in effect.

This Handbook shall be reviewed and updated at the discretion of the Village Board. Revisions shall be subject to Village Board approval.

IV. OPEN DOOR POLICY

Employee's opinions, suggestions and questions are important to us. Feel free to talk with your supervisor or to any member of management about issues at work which concerns you. We will attempt to provide straight forward responses to your questions and comments.

At the Village, we encourage all employees to work together. However, there may be times when you may become involved in a conflict with a co-worker. Generally, if you are having a problem with an individual, we encourage you to approach that person first and attempt to resolve the conflict. If that does not resolve the problem, go to your immediate supervisor. Do not allow a small conflict to grow into a larger one.

Complaints about co-workers, working conditions, terms of employment, or anything else work-related can not resolved unless brought to the attention of the Village. Such issues should be brought to the attention of the immediate supervisor, the chairman of the Personnel Committee

or the Village President.

V. EMPLOYMENT POLICIES

A. **EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the Village of Coloma to provide equal opportunity in employment as required by law regardless of age, race, creed, religion, color, marital status, sex, national origin, ancestry, disability, sexual orientation, arrest or conviction record or political beliefs. This policy shall include, but not be limited to the following: recruitment and employment, promotion, transfer, demotion, compensation, selection for training and layoff or termination.

Employees are protected under State and Federal Fair Employment Practices Acts, administered by the Wisconsin Department of Industry, Labor and Human Relations (DILHR) or a successor agency.

Any employee who believes that a violation of any portion of this policy has occurred should bring in writing such violation to the attention of the Chairman of the Personnel Committee who will investigate and remedy any violation found to have occurred.

B. **ANTI-HARASSMENT POLICY**

The Village is committed to providing a working environment free from harassment of any kind. We insist that all employees refrain from any behavior that causes harassment, including sexual harassment, against other employees or applicants for employment based on membership in a protected employment classification. The Village strives to provide an environment free from all forms of harassment or intimidation based on age, race, religion, color, physical or mental handicap, sex, national origin, ancestry, or any other proscribed basis of employment discrimination. Any employee who violates this policy will be subject to corrective action, which may include discipline, up to and including discharge.

You are encouraged, but not required, to approach the harasser or any other specific individual. You may go straight to the Chairman of the Personnel Committee or Village Board, if you wish, even for what you may consider to be a minor harassment incident. You are required, however, to report the harassment to **somebody** in management. The Village will make every reasonable effort to halt any harassment. This policy will not be effective, however, without the cooperation of all employees. Any individual who believes that he or she has been subjected to harassment has the duty to bring this fact to the attention of management promptly so that the problem can be dealt with.

C. **EMPLOYMENT CLASSIFICATIONS**

An employee is defined as a person who works for the Village for compensation in the form of wages and excludes elected officials. Each employee is classified as full-time, part-time regular, temporary part-time or seasonal. This classification is maintained in an employee's personnel record and determines his or her employee benefits. The classifications are defined as follows:

Full-Time Regular: A non-probationary employee working not fewer than 1,664 hours per

calendar year or who has a regular work schedule thirty-two (32) hours or more per week. A full-time employee is eligible for those benefits described in this Handbook.

Part-Time Regular : A non-probationary employee working fewer than thirty-two (32) hours per week (1,663 hours or fewer per calendar year) but an established schedule on average of twenty (20) hours (1,040 hours per calendar year) or more, who is qualified for his/her duties by the proper licensing. Such Part-time Regular employees may be eligible for the pro-rated employee benefits as set forth in this Handbook.

Temporary Part-time: Part-Time employees hired on a temporary basis and who work fewer than thirty-two (32) hours per week. Temporary part-time employees do not qualify for benefits.

Seasonal: An employee in the service of the Village on a temporary basis for fewer than fifty-two (52) consecutive weeks per year. Seasonal employees do not qualify for benefits.

A temporary change of hours, normally of less than one-month duration, does not affect an employee's classification. Worked hours will be reviewed periodically to verify the accuracy of an employee's employment classification. If reclassification is necessary, the employee will be notified.

If a Part-Time Regular employee is offered benefits, it shall be on a pro-rated basis, proportionate to the employee's established work schedule. Benefits for Full-Time employees are defined in terms of an eight (8) hour day, forty (40) hour week. A Part-time Regular employee who works a regular schedule of five (5) four-hour days, would receive four (4) hours of leave pay. Or a Part-time Regular employee who works a regular schedule of four (4) five-hour days, would receive five (5) hours of leave pay.

D. JOB DESCRIPTIONS

The employment categories with the Village of Coloma are:

1. Village Clerk – Treasurer
2. Director of Public Works – Supervisory
3. Maintenance Worker - Department of Public Works
4. Chief of Police
5. Police Officer

Job descriptions for each employment category are provided in Addendum 1

E. ORIENTATION/TRAINING PERIOD FOR NEW EMPLOYEES

The **orientation/training period** consists of the first six (6) months of employment. This period of time allows the Village an opportunity to review an employee's skills, ability and attitude and provides the employee with an opportunity to evaluate the Village as an employer. The employee's supervisor will conduct an evaluation of the employee's performance after three (3) months and one then again at the end of the orientation/training period.

The employee will be in **Probationary Status** for a period up to one (1) year of employment. At the time of hiring, the Board will determine a probationary period based upon the hire's

experience and work history. A **memorandum of understanding** between the Board and the hire, outlining the determined probationary period, starting wage and benefits, and anniversary date, will be established and become an entry in the hire's personnel file.

The **anniversary date** is the date of initial hire and that date each consecutive year thereafter. The Board policy is to convert an employee's anniversary date to January 1, after completion of the probationary period, to facilitate calendar year accounting and budgeting. Upon hiring, the timing of changing the employee's anniversary date to January 1 should be outlined in the memorandum of understanding.

Employees of the Village, after completing their orientation/training and probationary periods, are still at-will employees of the Village and may terminate or be terminated for cause, subject to the Discipline and Grievance Procedure included in the Village ordinances and in this handbook addendum 2.

(DISCIPLINE AND GREIVANCE PROCEDURE OF VILLAGE OF COLOMA Addendum 2)

F. PERSONNEL RECORDS

An employee shall have the right to inspect the entire contents of his personnel file, and to have copies of any material placed in said file. The employee shall present a request for access to the file, or for copies to be provided, in writing two days in advance. The Village reserves the right to request reimbursement for copies.

It is important that each employee immediately notify the Village in the event of any change in any of the information contained in his or her personnel file. This assists the Village in keeping all information in personnel files current. Employees must report, as soon as possible, any changes in name, mailing address, phone number, marital status, number of dependents, beneficiary designations, and who to notify in case of an emergency.

G. JOB ANNOUNCEMENTS

When an employment vacancy exists, a job announcement will be posted for current employees of the Village who may be interested in the position. Additionally, a job advertisement may be published with the appropriate local media. Depending upon the nature of the vacancy, job advertisements may also be published with regional or national media and/or publications. Those current Village employees who are interested in the vacant position will be considered on an equal basis with new applicants.

VI. HOURS OF EMPLOYMENT/ATTENDANCE POLICIES

A. HOURS OF WORK

Full-time employees will be assigned up to an eight (8) hour shift. The work schedule may be adjusted with prior approval of management. The hours of part-time employees may vary but will generally not exceed eight (8) hours per day. Employees will be notified of their regular hours of work and starting and ending times upon hire and thereafter as they may change from time to time.

An employee's supervisor will tell the employee when he or she is required to report for work

and to leave. If a change in work schedule is necessary, an employee must consult with his or her supervisor. The supervisor will attempt to consider the employee's personal circumstances when arranging the work schedule. However, it may not always be possible or wise to accommodate requests for schedule changes.

B. LUNCH AND BREAK PERIODS

All Village employees who are working an eight (8) hour shift normally have available a one-half (1/2) hour unpaid lunch period (a one (1) hour unpaid lunch for administrative staff).

One fifteen (15) minute paid break is generally provided during the first four (4) hours of a shift and one fifteen (15) minute paid break is generally provided during the last four (4) hours of a shift for full-time employees.

C. OVERTIME and COMPENSATORY TIME

Overtime is defined as any hours worked in excess of forty (40) per week (Sunday through Saturday). Such time will be paid at the rate of time and one-half for employees who are not exempt. Paid leave hours are not considered hours worked.

Employees will be required to work overtime according to Village needs as determined by the Village President or appropriate department supervisor. If it is determined by a supervisor that an employee will be required to work overtime, the supervisor will notify the employee as early as is feasible.

There may be times when an employee would like to work overtime. Except in emergencies, prior authorization must be received from an employee's supervisor or the Village President before the employee may work overtime. An employee who works unapproved overtime will be subject to discipline, up to and including discharge.

Employees who are called in from home to work outside their scheduled hours will be paid for a minimum of two (2) hours. Consistent with operational requirements and efficiency, the opportunity to work overtime will be distributed as equally as is feasible.

The Village is willing to allow employees to bank (in lieu of immediate payment) a portion of their overtime hours to be used as "Comp Time" at a future date. The Village of Coloma Overtime/Compensatory Time Policy, Addendum 3, explains the adopted policy regulating overtime and comp time.

(Village of Coloma Overtime Compensatory Time Policy – Addendum 3)

D. ATTENDANCE POLICY

The Village places great emphasis on good attendance. Frequent absences or tardiness place an extra burden on coworkers. Only when an employee is dependably on the job can the Village carry out its assigned schedules and meet the needs of its residents. Regular attendance is required of every employee. It is his or her responsibility to be on the job on time each day, fully

able and ready to work. Although there are justifiable reasons to be absent from, or tardy for work, employment assumes an employee's availability for work and excessive absenteeism and/or excessive tardiness may lead to discipline, up to and including discharge. All employees must be at work on time every day they are scheduled to work.

Calling In

If you will be absent from or late for work for some reason, you must notify your immediate supervisor or the Village President by telephone prior to the normal start of the workday. Absence from work without permission or proper notification is a performance problem subject to discipline under the Village Discipline and Grievance Procedure. (See Addendum 1)

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 Village'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

Disciplinary action

Excessive absenteeism or tardiness is a performance problem subject to the Village Discipline and Grievance Procedure. (See Addendum2)

E. FLEX TIME

The Village has a policy of allowing flex time for full-time personnel. Flex time is defined as a schedule worked by an employee inside and outside of the normal scheduled hours. The Village President or the appropriate supervisor may approve a regular flex time schedule when appropriate.

VII. PAY AND REVIEW POLICIES

A. PAY PERIODS

The Village's pay period is every two weeks beginning on Sunday and ending the second following Saturday. Employees are paid every other Friday for the hours they worked during the preceding pay period. If a payday falls on a paid holiday, the pay date will be the last work day immediately preceding the holiday. A check will be released only to the individual whose name appears on the check or to the employee's designated recipient.

All employees must complete time sheets. Time sheets are due in the Village Clerk/Treasurer's office on a schedule that makes it convenient for the Clerk/Treasurer to prepare checks.

B. PERFORMANCE REVIEWS AND WAGE CONSIDERATIONS

Periodic evaluations are an important part of the employment relationship. This is an opportunity to let each employee know how he or she is doing and how his or her performance may be improved. It is also a time for an employee's supervisor to receive input from the employee concerning any job difficulties or concerns that the employee has. Some of the factors that are considered in the performance review process are: accuracy, quality of work, safety, quantity of work, dependability, adaptability, job knowledge, judgment, initiative, teamwork, attitude and attendance.

Performance evaluations directly impact potential wage adjustments. The Village Board annually sets hourly wages and salary amounts for Village employees.

VIII. BENEFIT POLICIES

It is the policy of the Village that paid leave of one type may not be taken simultaneously with paid leave of another type. For example, vacation may not be taken on the same day as funeral leave.

A. VACATION

Paid vacation time allows employees time off from work to relax without loss of income. Management reserves the right to deny vacation requests because adequate coverage must be provided in each department to service Village residents appropriately. The Village will make reasonable efforts in scheduling to be fair to all employees and to accommodate employee vacation requests made in accordance with this policy.

~~*Vacation days not taken within the employee's calendar year will be forfeited without compensation. An Employee may choose to receive pay for vacation days not taken within the employees calendar year. The value of unused vacation days, of calculated at the current regular pay rate will be paid during the final pay period of the calendar year. If carryover becomes necessary, permission to do so must be requested by October 1. The board may approve vacation leave carryover of a maximum of five (5) ten (10) days. Carried over vacation days must be used before May 31 of the following year, or will be forfeited without compensation.*~~

All eligible employees will be paid for vacation time taken on the regular payday for the payroll period in which the vacation time falls. No advance payments will be made. Employees who give two weeks notice of their intent to resign will be paid the value of vacation time they have accrued but not used.

Full-time Regular (non-probationary) employees who qualify under this policy will accrue vacation time on their anniversary dates. An employee may take accrued vacation time thereafter at any time during his or her anniversary year *as scheduled by the Village.*

Employees who have worked more than 1,664 hours during their most recent anniversary year will accrue vacation time for their next anniversary year, as follows:

<i>After one (1) full year of employment:</i>	<i>5 days vacation</i>
<i>After two (2) full years of employment</i>	<i>10 days vacation</i>
<i>After eight (8) full years of employment</i>	<i>15 days vacation</i>
<i>After seventeen (17) full years of employment:</i>	<i>20 days vacation</i>

A vacation day for a Full-time Regular employee is eight (8) hours.

Vacation Scheduling

Vacation time will be scheduled on a departmental basis. The department supervisor will consider the needs of his/her department. Requests for vacation time must be submitted as far in advance of the dates being requested as possible. Vacation requests must be approved by the employee's immediate supervisor and then by the Village President. Continuous three or four week vacations must be approved at least sixty (60) days in advance by the department supervisor and the Village President.

Dates requested by more than one employee will be awarded to the employee with the greater or greatest seniority. No more than one Public Works crew employee will be permitted to take the same vacation time unless permitted by the department supervisor and Village President.

Illness, Holiday, or Funeral Leave During Vacation

Any period of illness or disability which falls within an approved vacation after that vacation time has commenced will be treated and paid as vacation time and shall not be treated or paid as other benefit time. If a paid holiday falls during an employee's vacation, the day will be treated and paid as a holiday instead of vacation time. If a death occurs in an employee's family during an approved vacation and the employee qualifies for funeral leave time, the time off will be treated and paid as funeral leave time instead of paid vacation time.

B. HOLIDAYS

Full-time probationary and Regular employees are entitled to time off with pay for the following holidays:

New Year's Day	Thanksgiving Day
Memorial Day	Labor Day
Independence Day (July 4 th)	Christmas Day

All such employees shall receive three (3) additional scheduled work days off with pay each calendar year, which shall be considered personal holidays. These paid holidays shall be scheduled with not less the 72 hours notice to the supervisor in charge and the Village President. The scheduling of these holidays shall be subject to meeting the needs of the Village and the residents.

Payment for holidays is contingent upon the employee's being in active employee status on the date on which the holiday falls and upon the employee either working the scheduled days before and after the holiday or being on approved vacation on those days.

When an official holiday falls on a Saturday, Full-time Regular employees, will be given time off on the preceding Friday. When the official holiday falls on a Sunday, eligible employees will be given time off on the following Monday.

If an emergency, such as a snow or ice storm, a utility service problem, police or fire call, requiring immediate action makes it necessary for employees to work on an official holiday, those employees will be entitled to straight time for the hours they work on the holiday plus straight time for the holiday pay earned. If the hours worked put the employee into overtime status, they will receive time and one-half (1 ½) for the hours worked.

C. SICK LEAVE / FAMILY LEAVE

Full-time Probationary and Regular employees accrue one (1) day of paid sick leave per month. The Village President may require an employee who takes sick leave under this Policy to provide a doctor's substantiation of the employee's illness or injury. If an employee fails to submit the requested doctor's certification, or the doctor's certification is not acceptable to the Village President (unless circumstances make it impossible for the employee to submit such an authorization), the employee may be denied sick leave pay and the absence considered unexcused.

Whenever sickness or injury requires that an employee take such leave time, the employee shall notify his or her immediate supervisor or the Village President by telephone prior to the normal start of each workday of absence or as soon thereafter as possible. An employee who fails to call in daily will be subject to discipline, up to and including discharge. An employee who fails to call in or to show for work as scheduled for three (3) consecutive workdays will be treated as having abandoned his or her employment. Full-time employees shall be eligible to use up to three (3) hours of sick leave time for medical/dental appointments. Employees are encouraged to schedule medical/dental appointments during non-work hours.

Full-time Regular employees shall be paid one (1) day pay of eight (8) hours for each day off because sickness or injury.

Said employees will be allowed to use sick leave in case of emergency, injury or serious illness in the immediate family, where the immediate family member requires the constant attention of the employee. The Village may require the employee to make other arrangements for the family member within five (5) working days. Immediate family is defined as the employee's spouse, children, and parents.

Unused sick leave may be accumulated to a maximum of thirty (30) days. After an employee has reached the maximum accumulation of sick leave of thirty (30) days, any additional sick leave accumulation shall be placed in an individual catastrophic sick leave account (CSLA). Sick leave

in the CSLA may only be used when an employee is absent from work for illness or injury and the employee's sick leave, vacation time, and all other earned time off has been exhausted. The maximum number of days that shall be accumulated in the CSLA will be thirty (30) days. Upon termination or retirement, an employee's CSLA shall be forfeited.

Retiring employees who have twenty (20) years or more of credited service shall receive the full cash value of accumulated sick leave (maximum thirty (30) days). Employees with less than twenty (20) years of credited service will receive a pro-rata payment. The payment will be based on days of accumulated sick leave times his/her normal daily rate at time of retirement.

D. FUNERAL LEAVE

Full-time probationary and Regular employees are eligible to take up to three (3) consecutive workdays of paid leave to attend a funeral for a death in the employee's immediate family upon prior approval of such leave time by the employee's supervisor. The immediate family includes the employee's spouse, child, step-child, mother, father, step-parent, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, grandchild, or step-grandchild.

The Village also may accommodate a one (1) day of funeral leave with pay shall be granted in order to attend the funeral of an employee's great-grandparent, uncle, aunt, nephew, niece brother-in-law, sister-in-law. Employees will be allowed one (1) day to act as pallbearer. This provision shall not apply if the employee is on leave of absence, paid sick leave or vacation.

An employee wanting to take funeral leave time must give notice to his or her supervisor as soon as the employee learns the date of the funeral. If a funeral leave day were to fall on a paid holiday, the employee will receive only holiday pay.

E. JURY LEAVE

The Village encourages all employees to be civic minded. If an employee receives notification to serve on jury duty (usually in the form of a summons or subpoena), he or she must notify his or her supervisor immediately. The Village will pay an employee serving on jury duty the employee's regular compensation. However, the employee shall pay over to the Village the jury duty pay received above and beyond mileage and meals from serving on the jury. Employees must return to work on any scheduled workday that jury duty dismisses prior to or at noon.

F. MILITARY SERVICE LEAVE OF ABSENCE

All employees who become members of the Armed Forces of the United States or state militia groups may be granted a military leave of absence for service or training. All military leaves of absence shall be granted in accordance with all applicable laws. Employees who are members of the reserve branches of the Armed Forces and who are called up for reserve military training may be granted a leave of absence for the training period.

If you are a full-time employee and are inducted into the U.S. Armed Forces, you will be eligible for re-employment after completing military service, provided:

1. You show your orders to your supervisor as soon as you receive them;

2. You satisfactorily complete your active duty service or training; and
3. You enter the military service or training directly from your employment with the Village.

G. LIFE INSURANCE

The Village of Coloma agrees to allow Full time and Part-Time Regular employees to participate in the State of Wisconsin's Life Insurance Program at no cost to the Village of Coloma.

H. RETIREMENT PLAN

The Village participates in the State of Wisconsin Retirement System. An employee who is eligible to participate in the WRS shall pay ~~5.8%~~ **the required percentage** toward his/her retirement fund. The Village shall pay the remaining portion of the required contribution. For details, please contact the Village Clerk.

~~Currently, law enforcement officers are not required to pay their share of payment to the WRS and the Village is paying the required contribution.~~ **State law requires all employees to pay their portion of the retirement contribution.**

I. SOCIAL SECURITY BENEFITS

In addition to the amount withheld from your pay for contribution to social security (FICA), the Village contributes an equal amount on your behalf. A full description of social security benefits is available from the Social Security Administration.

J. WORKER'S COMPENSATION

Worker's compensation is a form of accident and disability insurance to protect you 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 Village.

An employee who is injured on the job must do the following:

1. Report the injury, no matter how slight, to his or her supervisor immediately.
2. Submit to necessary medical attention.

3. Must have an authorized person complete an Employer's First Report of Injury or Disease form. (This must be done regardless of the seriousness of the injury.)

If, while you are healing, your doctor tells you that you can return to restricted (or light) duty; you must inform your supervisor immediately. The Village will provide you with temporary alternative duty within your restrictions if reasonably feasible. Upon returning from a work-related injury, you will be required to provide certification from the treating physician verifying that you are able to perform the essential functions of your job safely and productively. In the event the treating physician identifies permanent restrictions and/or limitations on your ability to perform your job responsibilities, the Village will attempt to provide a reasonable accommodation. It is the intent of this program to facilitate recovery and reduce the time away from work.

A failure to abide by the terms of this Policy may result in a forfeiture of certain or all worker's compensation benefits, as well as discipline up to and including discharge.

K. CLOTHING and EQUIPMENT ALLOWANCE

The Village shall provide Public Works employees with uniforms and pay all costs for same. Clothing shall be determined by mutual agreement.

The Village shall pay Full-time Regular Public Works employees one hundred fifty dollars (\$150.00) per year towards safety shoes. Payment will be made upon receipt of an itemized proof of purchase. Part-time Regular Public Works employees will be reimbursed up to seventy five dollars (\$75.00) per year upon proof of purchase.

The Village shall provide Public Works employees with safety eyeglasses (prescription safety eyeglasses for those that require prescription glasses) once every two years. The employee shall pay the full cost of the eye exam. **With prior approval, the employee will be reimbursed the cost of standard frames and lens, at the discretion of the Village Board, upon providing an itemized proof of purchase.**

It shall be the responsibility of the Streets/Utilities employees to wear the safety glasses and safety shoes provided while working as an employee of Village of Coloma.

The Village shall pay the Chief of Police an annual uniform and equipment allowance of three hundred fifty dollars (\$350.00) per year. The Village shall pay the part time Police Officers an annual uniform and equipment allowance of one hundred seventy five dollars (\$175.00) per year. This allowance shall be paid in 2 separate equal checks (1st payment in January and the 2nd payment in June) of each year, or account set with Village Clerk/Treasurer.

IX. PROCEDURES AND GUIDELINES

A. SOLICITATION/DISTRIBUTION

There may be no solicitation by employees during work time or in working areas without supervisor approval. Employees may not post or distribute literature in working areas at any time.

“Actual working time” means the time during which an employee is required to be performing work duties. “Working time” does not include the time before the employee’s scheduled work day begins, the time after the employee’s scheduled work day ends, or the employee’s break or lunch period. “Working areas” include all areas of the premises including Village owned vehicles.

Any violation of this Policy must be reported immediately to any supervisor.

B. PERSONAL APPEARANCE

Village employees must appear for work in clean clothing in original or repaired condition such that they will be a credit to the Village. Moderation and good taste in dress and grooming are required. Employees also are required to be clean and to be concerned with good personal hygiene. An untidy appearance can offset many other fine qualities and can negatively reflect on the Village’s image.

Some departments or job positions may require that an employee wear a uniform or other appropriate dress. The employee’s supervisor will notify him or her if the employee must wear a uniform and will provide the employee with the basic elements of that uniform.

The Village President or the employee’s supervisors will have exclusive discretion in determining what is appropriate or inappropriate for purposes of this Policy.

C. SAFETY POLICY

Job safety is very important both to you and to the Village. It is the Village’s policy to insure a safe work environment for employees and customers and to require safe work practices of all employees. The Village requires its employees to conduct themselves carefully at all times.

All employees must work in a safe manner, observe good safety procedures, and follow the safety rules, both for their own safety and for the safety of fellow employees and our customers. All work areas must be kept clean and free from debris. Tools and equipment must be kept clean and in good repair. Employees are protecting themselves, their jobs and their coworkers when they develop and practice safe work habits.

Any accident, hazard, or unsafe condition of equipment is to be immediately corrected or reported to a supervisor. If an employee is involved in or witnesses an accident while working, he or she must report it immediately to a supervisor.

D. RESIDENCY

Village employees must reside within a reasonable distance of the Village facilities to perform their duties.

E. TELEPHONE USAGE

Personal calls must be kept to a minimum. Every attempt should be made to make outgoing personal calls during paid or lunch breaks. In the event a personal long distance call on Village land lines is made at work, the employee must reimburse the Village for the full cost of that phone call. Employees are to keep a log of any personal long distance land line calls made from work and submit them to the Clerk at the end of each month. Employees will be provided a bill for the amount of the long distance calls. Abuse of the telephone system will be treated as theft and will result in discipline.

USE OF VILLAGE PROVIDED CELL PHONES: The village provides cell phones to some employees for business related purposes. Employees shall not have an expectation of privacy in anything they create, store, send or receive on Village owned cell phones. Use of Village cell phones is subject to monitoring by the Village. Employment with the Village represents implied consent by the employee for the Village to intercept or retrieve any use of Village cell phones.

Occasional, brief personal use of Village cell phones is permitted during working hours to enable the employee to better coordinate work and personal responsibilities. The Village audits Village cell phone invoices and employees shall timely reimburse the Village for all charges relating to personal use in excess of the above policy, at the discretion of the Village.

Frequent use of ***PERSONAL CELL PHONES*** during the workday is unacceptable. Cell phones often become disruptive to work flow and work performance and may present an unprofessional appearance. A personal cell phone should only be used during work hours for emergency purposes or occasional, brief personal use.

While **DRIVING**, the employee's primary responsibility is driving safely. Using a cell phone while driving a Village vehicle leads to increased risk for the employee and the Village.

F. SMOKING POLICY

The Village has elected to provide a smoke-free environment in consideration of the needs and concerns of both our smoking and non-smoking employees and customers. Thus, there is absolutely no smoking allowed in the Village Hall and other buildings, except in designated areas of the Public Works garage. Employees who violate this Policy will be subject to discipline, up to and including discharge.

G. BULLETIN BOARDS

Bulletin boards are provided to inform our employees of important developments that affect their jobs. Employees are permitted to post appropriate notices on the bulletin board located in the Village office and the Public works building, subject to the prohibitions of the Village's Anti-Solicitation Policy appearing above and the approval in advance of the employee's supervisor or the Village President. Any inappropriate material will be removed. All other bulletin boards are to be used only for official notices or announcements that have been approved. All notices of interest and importance will be posted on the bulletin boards. All employees are responsible to know the information communicated on the bulletin boards and, therefore, must check the

bulletin boards regularly.

H. MILEAGE

Whenever and wherever feasible, employees must use Village vehicles for Village business and related meetings. When it becomes necessary for an employee to use his or her own vehicle, the Village will reimburse the employee at the current federal rate for each mile traveled on Village business. Employees are to track the use of their personal vehicle and submit a usage report to the Village Clerk with time sheets for the next pay period for reimbursement. Late submissions will result in the denial of reimbursement. *Employees may use their own vehicles for Village-related business only if those vehicles are insured with liability and comprehensive coverage.*

I. PER DIEM

While away from the Village on Village business or for Education or Training, the employee will be reimbursed for meal expense (not to include alcoholic beverages), when itemized, dated receipts are presented. The employee may be reimbursed a maximum of \$7.00 for breakfast, \$10.00 for lunch and \$16.00 for supper, when required to be away for those meals.

J. EDUCATION/TRAINING

The Village may pay the costs of education/training required to obtain the licenses or permits required to perform the assigned employee duties in Public Works. Law Enforcement Officers generally must be certified prior to hire. Continuing Education/Training required during employment will generally be paid for by the Village.

Subject to the following guidelines, the Village may reimburse employees for tuition fees and other costs for taking educational courses chosen by the employee which are expected to contribute to their professional growth and enhance the performance of their work for the Village. Only full-time employees are eligible for this benefit.

To qualify, an employee must have been a full-time employee of the Village for at least one year at the time the course for which reimbursement is sought is initiated, and must continue as a full-time employee throughout the duration of the course and for at least one year thereafter.

Courses must be taken at an accredited university or educational institution.

Advance approval must be obtained from the employee's supervisor and the Village President, who

must determine that the course will advance the employee's ability to perform effectively for the Village that the time devoted to it will not interfere with the employee's job responsibilities and that necessary monies have been budgeted.

An employee who does not successfully complete a course after it has been paid for by the Village or who leaves his or her employment with the Village voluntarily or involuntarily for cause as defined by the Village within one year of completing the course, may be required to reimburse the Village, in the discretion of the Village Board. Successful completion is evidenced by a grade of at least a "B" (or its equivalent) or of "Pass", if graded on a pass/fail basis. The employee must submit written evidence of successful completion within 14 days after his or her receipt of a grade.

K. ALCOHOL AND DRUG-FREE WORKPLACE

The Village of Coloma is an alcohol and drug-free workplace. No employee of the Village shall come to or be at work with alcohol or another drug in his or her system, except as otherwise provided by this policy. Medications prescribed by a physician may be possessed and used on premises during working hours by the employee for whom they were prescribed, as long as they have been legally prescribed for the using employee, are kept in their original container and are used in strict accordance with the prescription. In the event an employee is prescribed a medication that might adversely impact his or her behavior, attitude or performance, the employee must give notice of that possibility to his or her supervisor prior to reporting for work or working with the medication in his or her system.

The Village of Coloma encourages any employee with a drug and/or alcohol problem to seek professional assistance before such problem becomes a workplace issue. Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of disciplinary action may request approval to take unpaid time off to participate in rehabilitation or treatment programs. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all policies, rules and prohibitions relating to conduct in the workplace; and if granting leave will not cause any undue hardship.

L. ALCOHOL AND DRUG SCREENING

Although the Village of Coloma has no intention of requiring regular drug or alcohol tests, unless required for a CDL License or pre-employment, the Village does reserve the right to require an employee to submit body substance samples (such as hair, urine, and/or blood) to test for the presence of drugs or alcohol if the employer determines that there is reasonable suspicion that the employee is under the influence of drugs or alcohol or has otherwise violated this policy. Such testing will be done in a fair and respectful manner and in accordance with any applicable federal, state or local laws. An employee's refusal to take the test or an employee's delay in taking the test will be grounds for disciplinary action, including termination.

M. TAPE RECORDING DEVICES AND CAMERA EQUIPMENT

Unless as a part of their job responsibilities, employees are prohibited from engaging in any surveillance activities in the workplace and or while on company time, including, but not limited to, the use of cameras, other photographic equipment, and tape recording devices used to record telephone or other communications.

N. DUTY TO PARTICIPATE IN INTERNAL INVESTIGATIONS

All Village employees must participate to the fullest extent possible in internal Village investigations when requested. A failure to participate in an internal investigation, when requested, will be treated as insubordination.

O. RECREATIONAL ACTIVITIES WHILE ON BUSINESS TRIPS

While away from home on Village business, an employee who chooses to engage in purely personal recreational activities is acting outside of the scope of his or her employment with the Village.

P. ACCOMMODATION OF DISABILITIES

The Village recognizes that employees with serious illnesses or disabling conditions may wish to engage in as many of their normal pursuits as their conditions allow. As long as these employees are able to perform the essential functions of the job without posing a direct threat to themselves or to others, they will be accommodated reasonably.

Q. INFORMATION SYSTEMS POLICY

As with all Village assets, *Village-provided cell phones*, our computer systems, hardware and software are intended only for authorized business use. Employees may not copy or use Village purchased/leased software contrary to the provisions of the contract. Inappropriate use of computer hardware and/or software may result in loss of access privileges as well as discipline, up to and including termination.

Inappropriate use includes, but is not limited to:

- Unauthorized attempts to access another employee's E-mail account.
- Transmission of sensitive or proprietary information to unauthorized persons or organization.
- Transmission of cartoons, sexually explicit images or messages or any transmission containing ethnic slurs, racial epithets or anything that may be construed as harassment or disparagement of others based on their age, sex, race, national origin, color, disability or religious beliefs.
- Any illegal or unethical computer-related activities or any computer-related activity that could adversely affect the Village.
- Use of the Village's computer systems, etc. for unauthorized purposes, including for work unrelated to the Village's operations and business.
- Use of the Village's e-mail system to solicit or address others regarding commercial, personal, religious or political causes or for any solicitations that are not work related.
- Use of the Village's computer and e-mail systems that is disruptive, offensive to others or harmful to workplace morale.

Management will have unrestricted access to information stored in the computer systems. Employees should not expect any information stored on the Village's computer system to be private. From time to time, especially when an employee is on vacation or on a leave of absence, his or her supervisor or other management personnel may access the employee's computer or files.

No licensed software is to be copied or "borrowed" for personal use from the Village's Inventory of software products. In addition, no software is to be loaded onto the local hard drive of network

computers, except under the direct supervision of the Village Clerk, who will also verify that the software being loaded has a legitimate license for its use.

R. VIOLENCE IN THE WORKPLACE

The Village is committed to providing a safe and healthy work environment free from any threats or acts of violence. The Village will not tolerate any such threat or violent act directed by one or a third party toward another employee or third party on Village premises or time or related in any way to Village work. Violence is defined to include, but is not limited to, physical assault, aggressive behavior (either physical or verbal) directed at another individual, intentional destruction of property, and intimidation through verbalized or implied threats or destruction of property. Any reported act or threat will be investigated as a serious violation of the Village's policy. Any confirmed act or threat will result in disciplinary action, up to and including discharge.

Any employee who has received or witnessed a threat of violence or has been a victim of or witnessed an act of violence either related to or on the job must make a report to his or her supervisor or any available member of management. The report will be kept confidential to the extent possible. The Village will investigate all such reports and take action appropriate to the situation. When necessary, the Village will cooperate with local law enforcement agencies.

Some acts of violence in the workplace can be instigated by people outside the workplace. The Village encourages any employee who feels that an outside threat poses a risk within the workplace to report such a situation to his or her supervisor or any available member of management. The Village will assess the need for special safeguards.

S. INAPPROPRIATE LANGUAGE POLICY

Profanity is typically used in the workplace for emphasis, humor, as an expression of anger, or as a shock device. However, some employees may consider profanity to be threatening, intimidating, aggressive, offensive, or inappropriate. The Village strives to create an environment that is free from any type of offensive or inappropriate conduct. Thus, the use of profanity in the presence of or directed towards, other employees is inappropriate conduct while on the Village's premises or time. Profanity is generally defined as "four letter words."

T. MISUSE OF EQUIPMENT and THEFT

Equipment and vehicles are Village property and personal use of these items by employees is prohibited. It is acceptable for an employee who is using a Village vehicle in the course of their employment to stop along the way for lunch or break time. It is not acceptable for an employee to drive a Village vehicle for personal reasons. Employees using Village equipment and supplies for personal purposes will be subject to discipline.

Employees should take care to use Village property safely and properly. Reckless use of Village vehicles can violate traffic laws, cause needless expense, and increase the chance of accidents and injuries. Employees should refrain from damaging any Village supplies or equipment. Employees who abuse Village property will be subject to discipline.

Theft harms employees' and taxpayers' sense of trust, safety, and workplace pride. Theft of property, whether from the Village or a co-worker, will not be tolerated. Employees must have a supervisor's permission before removing any Village materials, including tools, damaged goods, fuel, or scrap material from the premises. Disposal of Village assets often requires Village Board

approval. The Village has the right to search employees' desks, other Village property, and otherwise monitor employee activity. Falsifying timesheets or expense reports is a violation of the anti-theft policy. Making unauthorized purchases or receiving personal gain from the use of the Village's purchasing is also not allowed. An employee who violates the anti-theft policy will be subject to discipline.

U. RESIGNATION/TERMINATION

We hope that your association with the Village will be pleasant and that you will grow with us. However, should circumstances require that you leave us, please notify your supervisor two (2) weeks prior to your intended departure or as soon as possible. Advance notice helps in preparation and prompt payment of your final paycheck. Once again, you have the right to terminate your employment at any time, and the Village retains the same right.

Certain formalities involving pay and benefits must be followed in the event of employment termination. All employees who leave must turn in keys and any other Village property. A final paycheck will be issued to all employees leaving the Village.

Note that unused vacation days cannot be taken as terminal leave without prior approval of a departing employee's supervisor. Also, employees who provide two (2) weeks' notice as requested will be paid the value of their accrued but unused vacation time; those who do not provide such notice will not.

XI. ADDENDUMS

TITLE OF POSITION: CLERK TREASURER
REPORTS TO: PERSONNEL AND FINANCE COMMITTEE
EMPLOYMENT CATEGORY: FULL TIME
PROBATIONARY PERIOD: 12 MONTHS

General Nature of Position

Administrative, fiscal and secretarial work related to the combined positions of Village Clerk-Treasurer is performed by the incumbent of this position in accordance with state laws and village ordinances. The Clerk-Treasurer should have a thorough knowledge of the village's Municipal Code, other official actions by the Village Board, and state laws affecting municipalities

A major characteristic of the Clerk-Treasurer's position is the large number and variety of the individual jobs involved.

The Clerk-Treasurer attends all meeting of the Village Board and keeps the official records of the proceedings. She/he also provides fiscal and other services affecting all village departments and personnel.

The Clerk- Treasurer's office has contact with virtually every aspect of village government. It deals with the governing body, department heads and employees, members of boards and commissions, and the general public in their questions or complaints about municipal services. Of necessity, the position requires an ability to deal with and handle people in many different circumstances.

The Clerk-Treasurer should be able to organize and complete work and deal well with people.

Description of Duties

Village Board Secretary

Serves as secretary to the Village Board, and its committees as requested (includes taking minutes, transcribing them, distributing copies and where applicable, providing for publication).

Designated to post notices of meetings and hearings in compliance with open meeting laws.

Countersigns ordinances and resolutions and arranges for publication as required.

Maintains the volumes of ordinances, rules, regulations and by-laws adopted by the Village Board.

Maintains all other records, books and papers relating to Village matters.

Maintains corporate seal.

Financial

Verifies bills from vendors, prepares vouchers and presents them to the Village Board for payment approval.

Maintains required block grant and TIF district records.

Issues checks and charges to appropriate accounts.

Maintains accounting records and prepares monthly budget status report.

Calculates the payroll, issues payroll checks, and allocates pay and fringe benefits to appropriate accounts.

Receives, receipts, records and deposits all moneys paid to the Village.

Invests Village funds not immediately needed.

Reconciles bank statements.

Coordinates the preparation of the annual budget, assists in estimating of non-property tax revenues and compiles a completed budget request for consideration by the Village Board.

Performs clerk-treasurer duties for the sewer and water utilities.

Assists outside auditors in their review of Village financial records.

Property Tax Administration

Works with the contracted Village assessor and the County Treasurer's offices in updating and maintaining the assessment roll.

Examines assessment roll and transmits to the County.

Serves as secretary of the Board of Review.

Receives tax roll and tax bills from the County, mails out tax bills, receives and records property tax collections, distributes proportionate share of collections to other taxing units, and makes settlement with the county treasurer in March, including the turnover to that officer of the real property tax roll.

Prepares special assessment bills, collects assessments and prepares unpaid assessments for inclusion in the tax roll.

Personnel

Maintains personnel records for all current and former Village employees, including police personnel.

Prepares W-2 forms and other personnel forms and documents.

Serves as agent for the Wisconsin retirement system, the social security fund, and the health and life insurance programs.

Licenses and Permits

Receives and processes applications for licenses, and issues them when granted by the Village Board.

Receives, processes and issues various permits.

Elections

Administers elections.

Notifies the County Clerk of elected officers.

General Office

Files records, correspondence and other materials.

Operates various office machines, including a computer, typewriter, calculator, copier, and facsimile machine.

Prepares correspondence on behalf of the President and Village Board.

Picks up and distributes mail and takes outgoing mail to the post office.

Other

Has contact on a regular basis with the police department, public works department, library, and the general public.

Responds to requests for information from other governmental agencies, contractors, vendors, and others with legitimate requests.

Reserves use of park buildings and other Village facilities by individuals groups, and organizations.

Responds to questions from citizens and provides information or refers to the appropriate department, committee, or the Village Board.

Completes surveys and questionnaires.

Performs other duties as requested by the Village Board.

Wages and Benefits

Benefits and workplace policies applicable to all employees of the Village are specified in the Village of Coloma Handbook

Wages may be determined by previous experience, education and vocational training.

TITLE OF POSITION: Director of Public Works - Supervisory

REPORTS TO: Streets/Utilities Committees; Village Board

EMPLOYMENT CATEGORY: Full-Time

PROBATIONARY PERIOD: 12 Months

General Nature of Position

The Director of Public Works (DPW) should have knowledge of public works systems and operations, the ability to plan and schedule work effectively and good supervisory skills. Since the DPW is also a wastewater treatment plant operator and village water system plant operator, a license from the Wisconsin Dept. of Natural Resources is necessary.

This is a supervisory position. The supervisor is entitled to representation, but is not to be part of the same bargaining unit as those employees that are being supervised by him/her.

The DPW is responsible for all village buildings and for all public works services provided by the Village, including streets, sidewalks, storm sewers, sanitary sewers, wastewater treatment, parks and drinking water system.

Knowledge and the ability to utilize computer hardware/software is a necessity.

Coordination with other departmental employees will be required.

Description of Duties

Administrative

NOTE: The DPW also performs some of the same work tasks listed in the Maintenance Worker job description

- Plans, coordinates and supervises all public works maintenance and service operations.
- Prepares or approves time sheets

- Processes citizen complaints or inquires relating to public works services and handles requests for services
- Maintains liaison with private contractors doing work for the Village.
- Plans for the maintenance and repair of village vehicles and equipment, and is responsible for the related records.
- Orders materials, parts and supplies within budgetary limits set by Committees and/or Village Board.
- Reviews and approves invoices from vendors.
- Recommends the purchase of additional or replacement equipment and solicits bids for approved purchases.
- Prepares all reports for utilities as required by state agencies on a timely basis.
- Serves as weed commissioner
- Serves as Village Forester.
- Attends regular meetings of the Village Board and Streets/Utilities Committees and special meetings as required or requested.
- Performs other activities and services as directed by the Village Board or the Streets/Utilities Committees.
- Required to have all certifications to maintain water/sewer systems.

Supervisory

- Participates in the selection of subordinate personnel.
- Provides on-going training for subordinates.

General

- Street Maintenance; repair, cleaning and plowing
- Brush pickup and disposal
- Ice control and other winter maintenance work.
- Sidewalk maintenance; repair and replacement
- Storm sewer cleaning and repair
- Sanitary sewer collection System/Wastewater Treatment facility
- Village Water system, including wells and water distribution system
- Repair and Maintenance of Village Buildings and Facilities
- Street and parking space marking;
- Repair and maintenance of street signs, traffic signs and other markings in locations determined by the Police Chief and Village Board

Physical Demands

The physical demands of the DPW position must be met by the employee to successfully perform the essential duties of the job.

The job requires a combination of indoor/outdoor duties.

Hand-eye coordination is necessary to operate computers and various pieces of equipment.

Work Environment

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet, cold, hot and humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration and at times high noise levels.

The employee will be provided with proper Eye protection; Ear protection, face masks for respiratory protection, and will be required to wear safety footwear.

Wages

Wages will be based on experience and education.

Title of Position: Maintenance Worker

Reports to: Director of Public Works; Village Board

Employment Category: Part-time

Probationary Period: 12 months

General Nature of Position

Maintenance Worker (MW) performs manual work on a number of year-round and seasonal public works tasks; including streets, lawn mowing, sewers, water system and storm drainage.

The MW should have knowledge of public works systems and operations. Since the MW is also a Village Water System and wastewater treatment plant operator, a license from the Wisconsin Dept. of Natural Resources is necessary. MW has 12 months to obtain the necessary certifications for the water/sewer systems in the Village.

The MW has the ability to work independently and without constant supervision.

Must coordinate work schedule with other departmental employees.

Description of Duties

Streets and related

- Repairs and maintains streets, sidewalks and alleys
- Plows and removes snow from streets and public lots
- Sands and/or salts streets and alleys
- Clears snow from sidewalks and driveways of Village buildings
- Repairs, replaces and erects traffic signs
- Paints crosswalks, curbs and parking lines.
- Haul gravel, sand, dirt and other bulk materials
- Performs duties as assigned by the Director of Public Works, Village Clerk, Committee members or Village Board

Solid waste

- Collects and disposes of brush as scheduled

Cemeteries

- Plows roads as needed.

Maintenance

- Assists in routine maintenance and repair of vehicles and equipment
- Performs maintenance and repair work in Village-owned buildings
- Assists in maintenance and repair work at the wastewater treatment plant and water system plant.

Other

- Maintains sanitary sewers
- Cleans storm sewers and catch basins, culverts and ditches
- Assists in the installation of storm and sanitary sewers
- Mows grass on roadsides and around Village-owned buildings and facilities
- Cuts noxious weeds
- Installs and removes flags, banners and other hangings
- Flushes Village Hydrants
- Reads water meters
- DNR required water samples
- Performs other work as required

Physical Demands

The physical demands of the MW position must be met by the employee to successfully perform the essential duties of the job.

The job requires a combination of indoor/outdoor duties.

Hand-eye coordination is necessary to operate computers and various pieces of equipment.

Work Environment

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet, cold, hot and humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration and at times high noise levels.

The employee will be provided with proper Eye protection; Ear protection, face masks for respiratory protection, and will be required to wear safety footwear.

TITLE OF POSITION: CHIEF OF POLICE – SUPERVISORY
REPORTS TO: PUBLIC SAFETY COMMITTEE
EMPLOYMENT CATEGORY: FULL TIME
PROBATIONARY PERIOD: 12 MONTHS

General Nature of Position

The incumbent of this position is responsible for the provision of police and safety services in the Village of Coloma and other jurisdictions under contract with the Village for said services. It involves limited administrative duties as head of a Village department. Most of the activities of the Police Chief are those of a regular police officer. Consequently, the job description “Police Officer” also applies to the Police Chief.

The general responsibilities of the Chief are maintenance of law and order, protection of persons and property, enforcement of State Statutes and Village of Coloma ordinances, and the implementation of policies and procedures. The Chief serves as head of emergency government for the Village.

Qualifications

Must be certified by the Law Enforcement Standards Board of the Wisconsin Department of Justice. This requires the incumbent to have earned 60 college credits or an Associate or Bachelors Degree from an accredited institution in a related field. This requirement must be fulfilled prior to employment or within two years from the date of initial hire.

Able to maintain a standard of personal and professional conduct that projects a positive image upon the Coloma Police Department, the Waushara County Sheriffs Department and the Village of Coloma and makes possible a positive working relationship with the Waushara County Sheriffs Department, the county court system and county and Village attorneys.

CPR certification

Firearms certification

Vocational and business skills: typing, computer skills and the ability to prepare and deliver oral and written reports.

No criminal record

A clean driving record

Pass a physical exam and drug testing.

Must be able to meet the physical demands of the job: long periods of driving, able to handle physical confrontation if necessary, sufficient eye sight and hearing, able to work in heat and cold and in general physically fit

Description of Duties

Administrative

In conjunction with the Public Safety Committee establishes policy for the operation of the department.

Prepares department budget requests and maintains expenditures with approved budgetary levels.

Prepares monthly duty roster, subject to the approval of the Public Safety Committee, and provides copies to the Clerk.

Maintains inventories of department property, materials, supplies and equipment.

Provides for maintenance or repair of department vehicles and other equipment.

Prescribes uniforms, weapons, badges, insignia and other equipment, subject to Village Board approval.

Works well and cooperates well with Village and District Attorneys

Supervisory

Participates in the selection of subordinate police personnel.

Provides on-going orientation and training of subordinates.

Prepares formal performance appraisals of subordinates, forwarding it to the Public Safety Committee.

Approves time sheets of subordinates.

Meetings and Reports

Attends meetings in schools and within the community to explain the activities of the department and to establish favorable community relations.

Attends meetings, as authorized, with other law enforcement personnel or organizations.

Attends regular meetings of the Public Safety Committee and the Village Board, and special meetings as required or requested.

Other Duties

Maintains evidence and impounded property and returns or disposes of same, as applicable.

Specified the location of traffic signs and orders the removal of unauthorized ones.

Advises and cooperates with other Village departments in matters of mutual interest.

Aids in the enforcement of the zoning and public health ordinances.

Performs other activities and duties as required by the Village Board, Public Safety Committee, or various ordinances.

Wages and Benefits

Benefits and work policies applicable to all employees of the Village are specified in the Village of Coloma Employee Handbook

Wages may be determined by previous experience, education and vocational training.

TITLE OF POSITION: POLICE OFFICER

REPORTS TO: POLICE CHIEF AND PUBLIC SAFETY COMMITTEE

EMPLOYMENT CATEGORY: PART TIME

PROBATIONARY PERIOD: 12 MONTHS

General Nature of Position

The incumbent of this position is responsible for the provision of police and safety services in the Village of Coloma and other jurisdictions under contract with the Village for said services. The general responsibilities of the officer are maintenance of law and order, protection of persons and property, enforcement of State Statutes and Village of Coloma

ordinances, and the implementation of policies and procedures of the Village and the Department.

Qualifications

Must be certified by the Law Enforcement Standards Board of the Wisconsin Department of Justice. This requires the incumbent to have earned 60 college credits or an Associate or Bachelors Degree from an accredited institution in a related field. This requirement must be fulfilled prior to employment or within two years from the date of initial hire.

Able to maintain a standard of personal and professional conduct that projects a positive image upon the Village Police Department, the Waushara County Sheriffs Department and the Village of Coloma and makes possible a positive working relationship with the Waushara County Sheriffs Department, the county court system and county and village attorneys.

CPR certification

Firearms certification

Vocational and business skills: typing, computer skills and the ability to prepare and deliver oral and written reports.

No criminal record

A clean driving record

Pass a physical exam and drug testing

Must be able to meet the physical demands of the job: long periods of driving, able to handle physical confrontation if necessary, sufficient eye sight and hearing, able to work in heat and cold extremes and in general physically fit.

Description of Duties

Maintain and care for Department equipment and vehicles

Works well and cooperates well with Village and District Attorneys

Maintain required continuing education and training

Attend meetings in schools and within the community, when required by Chief of Police or Safety Committee, to explain the activities of the department and to establish favorable community relations.

Attend meetings, as authorized or ordered, with other law enforcement personnel or organizations

Attend regular meetings of the Public Safety Committee and the Village Board, and special meetings as requested.

Maintain evidence and impounded property.

Advises and cooperate with other Village departments in matters of mutual interest

Aid in the enforcement of the zoning and public health ordinances

Perform other activities and duties as required by the Village Board, Public Safety Committee or various State Statutes or ordinances

Wages and Benefits

Benefits and work policies applicable to all employees of the Village are specified in the

Wages may be determined by previous experience, education and vocational training

DISCIPLINE AND GRIEVANCE PROCEDURE FOR THE VILLAGE OF COLOMA

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

Grievances. This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, “workplace safety” is defined as conditions of employment affecting an employee’s physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to the same.

Step 1 – Verbal Grievance with immediate supervisor. Within five (5) working days after the first occurrence, or within five (5) working days after the employee should become aware of the circumstance(s) or condition(s) causing a grievance, the employee orally presents the grievance to the immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings before a grievance is filed. Should it be necessary, the supervisor shall provide an oral answer within five (5) workdays after receiving the grievance.

Step 2 – Written Grievance Filed with the Chairman of the Personnel Committee. The employee must prepare and file a written grievance with the Chairman of the Personnel Committee within five (5) days of receiving an oral response from the supervisor. The written grievance must contain the name and position of the employee filing it, a statement of the grievance, the issue involved, the relief sought, the date the event giving rise to the grievance took place, the employee’s steps to orally resolve the matter with the employee’s supervisor and the employee’s signature and the date. The Personnel Committee or his/her designee will investigate the facts giving rise to the grievance and inform the employee of her/her decision, if possible with five (5) work days of receipt of the grievance. In the event involves the Personnel Committee Chairman, the grievance shall be filed with the Village President and the President or his designee shall conduct the investigation.

Step 3 – Impartial Hearing Officer. If the grievance is not settled at the second step, the

employee may request in writing, with five (5) workdays following receipt of the Personnel Committee Chairman/President's decision, a request for written review by an impartial hearing officer. The Village of Coloma shall select the impartial hearing officer. The hearing officer shall not be a Village of Coloma employee. The impartial hearing officer will determine whether the Village of Coloma acted in an arbitrary and capricious manner. In all cases, the grievant shall have the burden of proof to support the grievance. This process does not involve a hearing before a court of law; thus the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.

Step 4 – Review by the Governing Body – If the grievance is not resolved after Step 3, the employee or the Personnel Committee Chairman/President shall request within five (5) work days of receipt of the written decision from the hearing officer a written review by the Village Board. For Library employees, the appeal shall be filed with the Library Board. For all other employees, the appeal shall be filed with the Village Board. The Village Board shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the Village Board's next regular meeting. The Village Board will inform the employee of its findings and decision in writing within five (5) work days of the Village Board meeting. The Village Board shall decide the matter by majority vote and this decision shall be final and binding.

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

Overtime/Compensatory Time Policy

It is the intent of the Village of Coloma to offer to its employees both overtime and a Compensatory (Comp) Time option.

This means that the Village is willing to pay for approved overtime or allow the employees to bank (in lieu of immediate payment) a portion of their overtime hours to be used as "Comp Time" at a future date.

All overtime must be approved by a board member prior to being worked in all cases other than emergencies.

Overtime will not be paid unless approved. Comp time will not be credited unless approved.

Below are the limitations and restrictions associate with this "Comp Time" policy:

1. The board retains the right to alter or eliminate this policy at any time.

2. Comp Time is banked over time.

Thus one (1) hour of overtime is equal to one and a half (1.5) hours of banked Comp Time.

3. Overtime must be banked and used in whole hour increments.

Any fractional hours of overtime will be paid to the employee.

4. Comp Time belongs to the employee.

One hour of banked Comp Time is equal to one hour of pay or work.

- A. The employee may request and be paid for any part (in whole hour increments) or all of their comp time as part of any normal pay cycle.
 - B. He/She may request to use Comp Time in place of scheduled work time (in whole hour increments). This request **must** be approved by the village **before** the time can be taken. This is an earned benefit, and approval should be granted, unless work load prevents approval.
 - C. Upon termination of employment for any reason, the employee will be paid for all Comp Time they currently have banked.
5. An Employee may have a maximum of 40 hours of Comp Time banked.

Any amount greater than forty hours will be paid to the employee.

NOTE:

- A. If it is found that the amount requested to be banked will exceed the 40 hour Comp Time limit, the employee will be paid overtime for all hours that would exceed the max limit.
 - B. If it is determined after the fact that the requested banking of overtime exceeded the 40 hour max, the employee will be paid for those hours in excess of the max limit.
6. A maximum of 20 hours of Comp Time may be carried over into the next year.
Excess hours will be calculated and paid in December of each year.
 7. The Clerk/Treasurer will hold the official tally of the Comp Time that is owed an employee with the possible exception of his/her own.
 8. The board may decide how the Comp Time of the Clerk/Treasurer is held and tracked.

XII ACKNOWLEDGEMENT FORM

I acknowledge that I have received my copy of the handbook entitled "The Village of Coloma Employee Handbook" ("Handbook"). I have read and understand its contents. ***I understand that my employment is "at will," and that I may terminate my employment at any time, and that the Village may terminate my employment for just cause.*** I also understand that nothing contained in the Handbook may be construed to imply a contract or a guarantee of continuing employment with the Village. I understand that the Village reserves the right to eliminate, modify and improve any and all of the policies and rules at any time with or without notice. However, I understand that, for any such change to be effective, it must be approved by the Village Board, be presented in writing and signed by the Village President.

I understand that all representations or oral statements by any supervisor or other employee of the Village cannot contravene or supersede the written terms of this Handbook or alter my at-will employment.

I further understand and acknowledge that this Handbook and its terms supersede and nullify all previous personnel policies, manuals, handbooks or practices, whether written or not, of the Village.

Name (Please print) _____

Signature: _____ Date: _____

Please return this statement within three days of receipt to your supervisor.