

2023

Village of Marathon City, Wisconsin

[EMPLOYEE HANDBOOK]

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1. INTRODUCTION

Introductory Message

Welcome to employment with the Village of Marathon City.

This handbook has been prepared to acquaint you with the Village of Marathon City policies and procedures as they apply to employees of the Village. It is our hope that the information contained within will answer any questions you may have. Should you require any additional information please contact your immediate supervisor or the Village Administrator.

Purpose of the Handbook

Please take the time to read this handbook so that you may better understand what you can expect and what is expected of you as an employee of the Village of Marathon City. The Village has developed this handbook to provide general information to its employees regarding topics that commonly arise during a person's employment. It is not meant to include all of the many policies that may apply to you in your specific role with the Village.

This handbook should be viewed as serving two purposes: to set forth the Village's expectations for you as an employee and to educate you on what you can expect from the Village during your time of employment. The overall intent is to assure fair, equitable, and open relations between you and the Village of Marathon City.

As you review this handbook, consider how the policies listed further the Village's goals, including, but not limited to:

1. Providing the maximum amount of services and responsiveness to the meet the expectations and demands of Village residents while using available resources as efficiently and at the lowest cost possible.
2. Assuring the recruitment, retention, and development of employees of the highest quality and loyalty to the Village of Marathon City and its residents.

Unless otherwise provided for in an employment contract, your employment with the Village is "at-will" meaning that you or the Village of Marathon City may choose to end the employment relationship at any time. Nothing in this handbook should be construed as altering the "at-will" relationship in any manner. This handbook is not an employment contract nor is it intended to be construed as such. It does not guarantee any rights to employees, but serves as a valuable resource document for employees of the Village of Marathon City.

Unless otherwise prohibited by law, final interpretation and implementation of the policies contained in this handbook is vested solely with the Village of Marathon City Board of Trustees through the Village Administrator. This handbook is subject to change at any time and will be reviewed and revised periodically.

It is your responsibility to read and understand these policies. It is also your responsibility to ask questions regarding portions of this handbook or of other Village of Marathon City employment policies that are applicable to your position that you do not understand.

To the extent this handbook conflicts with specific language in applicable individual employment contracts covering certain employees, the specific language of the individual employment contract shall take precedence over the language of the handbook when required and allowed by law.

Responsibility of Management

All Wisconsin employers, including municipalities, are given broad authority to manage their operations and functions. These rights include, but are not necessarily limited to, the following:

1. Prescribing and administering rules and regulations essential to accomplishing the services desired by the Village Board of Trustees and the Village Administrator.
2. Managing and otherwise supervising all employees.
3. Hiring, promoting, transferring, assigning, and retaining employees.
4. Taking disciplinary action such as suspension, demotion, termination, or any other action deemed appropriate by the Village.
5. Relieving employees of duties or working hours due to lack of work or any other legitimate reason.
6. Maintaining the efficiency and economy of operations entrusted to the Village administration.
7. Determining the methods, means, and personnel by which such operations are to be conducted.
8. Establishing the kinds and amounts of services to be performed and the employees to perform those services.

The above rights may be limited by the laws of the State of Wisconsin and the United States of America. Many of these laws are referenced in other portions of this handbook.

Medical Records

The Village will not retain employee medical records. The employee recognizes that required medical test record will be retained by the employee's medical provider. In the event that medical records are required for employment purposes, the employee will provide medical records to the authorized entity upon their request.

EXAMPLE: The Department of Safety and Professional Services is investigating a workman's compensation claim or hearing loss. Records required are baseline hearing test and subsequent hearing test results.

Chain of Command

Operation of any government agency depends on an effective chain of command and the Village of Marathon City is no exception.

The ultimate decision concerning policy in the Village of Marathon City resides by law with the Board of Trustees as duly elected representatives of the residents. The Board consists of six members elected at-large under the leadership of the Village President elected at-large. Employment policies are created and revised by majority vote.

The Village Administrator is appointed by the Village Board of Trustees and is the Chief Administrative Officer. Using policies established by the Board of Trustees, the Administrator is to exercise executive and general administrative powers to ensure efficient operations of the Village.

All law enforcement employees report to the Police Chief who in turn reports to Village Administrator.

The job description for your position will state your individual chain of command. Contact the Village Administrator if you need clarification or have any questions.

The Village Administrator is responsible for the development, supervision, and operation of the Village and its personnel and facilities. Employees have an obligation to assist the Administrator in providing professional advice to the Village Board of Trustees through the chain of command. The Village Administrator is given latitude to determine the best method of implementing the policy decisions of the Village Board. All employees shall be responsible to the Board of Trustees through the Administrator, or through the Police Chief who has responsibility for Law Enforcement employees.

The Village recognizes that many employees handle directives or requests from the public on a daily basis. The Village expects that employees will use sound judgment and common sense to determine which directives or requests are inappropriate and should be reported to a manager. Any employee who receives inappropriate directives or requests for special treatment from an individual resident, business, or official must immediately report it to the Village Administrator or Police Chief. No inappropriate directives or requests should be fulfilled unless granted permission to do so by the Village Administrator or the Village Board of Trustees.

Please see the Chain of Command Graph found Section 8 of this Employee Handbook for more reporting relationships.

2. WORKPLACE ENVIRONMENT

Equal Employment Opportunity Policy

The Village of Marathon City is an equal opportunity employer. Employment decisions are based on merit and operational needs. The objective of the Village's employment practices is to employ individuals who are qualified for specific work by such job-related standards as work experience, demonstrated attitude and skill, education, training, licensing, overall ability, and other job relevant considerations.

The Village employs people who are concerned with the success of Marathon City; people who work with skill and ability, people who can work together with each other and with the Village leadership, and people who care first about the highest quality public service and interests of the residents of Marathon City.

The Village of Marathon City provides equal employment opportunities for all qualified persons without regard to age, race, creed, color, disability, marital status, gender, national origin, ancestry, arrest record, conviction record, military service, or any other basis protected by State or Federal Law.

The Village of Marathon City complies with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and other laws. The Village will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided any accommodations made do not impose an undue hardship on the Village.

Equal consideration shall be given to all qualified persons without regard to his/her protected status when making employment decisions including, but not limited to, the following:

1. Recruitment for employment
2. Hiring, placement, promotion, transfer, or demotion
3. Compensation
4. Conditions of employment
5. Training and development
6. Involuntary layoff or separation from employment, and
7. All other components of the Village's personnel system.

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

Harassment & Retaliation-Free Workplace

It is the policy of the Village of Marathon City to maintain a safe workplace environment that is free from discrimination, harassment, and retaliation. Every employee has a personal responsibility to help maintain a safe and healthful workplace environment.

In keeping with this commitment, the Village will not tolerate harassment of Village employees by anyone, including any manager, co-worker, client, or customer of the Village in written form, verbally, by social media, or any other form. This policy provides each employee of the Village of Marathon City the protection necessary to function on a productive environment.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status as defined by law such as sex, color, race, ancestry, religion, national origin, age, medical condition, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status. The Village will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex, whether or not such conduct is repeated, constitute sexual harassment when:

1. Submission to such conduct is an explicit or implicit term or condition of employment,
2. An individual's submission to or rejection of such conduct becomes the basis for employment decisions affecting that individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include, but is not limited to, explicit sexual propositions, sexual innuendos, suggestive comments, sexually oriented "kidding", "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another's body. Sexual harassment also includes conduct directed by a person at another person of the same or opposite gender.

All Village employees are responsible for helping to prevent harassment. If you feel you have experienced or witnessed harassment, immediately notify your department manager or the Village Administrator. Employees may make harassment complaints in confidence; however, confidential complaints may be more difficult for the Village to fully investigate.

The Village of Marathon City strictly prohibits retaliation against anyone who reports harassment or who cooperates in the investigation of a harassment complaint.

The Village takes harassment complaints very seriously. Therefore, the Village will investigate all harassment complaints thoroughly and promptly and will take all appropriate action that may be necessary to end the harassment and prevent the misconduct from reoccurring. To the fullest extent practicable, the Village will keep complaints and the terms of their resolution confidential. After the investigation is completed, the Village will advise the complainant of the results of that investigation. If an investigation confirms that harassment has occurred, the Village will take corrective action, which may include discipline as appropriate up to and including immediate termination of employment.

Violence in the Workplace

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

The Village will not tolerate violence, threats of violence, harassment or intimidation in and around the workplace, or among individuals conducting Village business. The Village will intervene in situations involving such acts that it becomes aware of and will take appropriate action to resolve issues when necessary. The Village reserves the right to address any off-premises conduct involving violence, threats of violence, harassment or intimidation that has or may have an impact on the workplace or an employee.

Violence is defined to include, but is not limited to: physical assault, aggressive behavior towards another individual, purposeful destruction of Village property, intimidation through verbalized or implied threats, threat of use of a weapon toward another individual, and destruction of another's property. Reported acts or threats will be investigated as a possible serious violation of Village policy and may be grounds for disciplinary action up to and including immediate termination of employment.

Any employee who has been a recipient of a threat of violence or victim of an act of violence is to make a report to his/her immediate manager and the Village Administrator. Such reports will be kept confidential to the extent possible. The Village will investigate such reports and take action appropriate to the situation. The Village may involve and cooperate with law enforcement representatives if it is determined that such action is warranted.

Acts of violence in the workplace may also be perpetrated by people from outside the organization. The Village of Marathon City requests that any employee who feels an outside threat poses a risk within the workplace to report such a situation to the Village Administrator or Police Chief. The Village will assess the needs for special safeguards or other considerations.

Pre-Employment Physical Examination

It is the policy of the Village of Marathon City to hire employees who are able to meet, with appropriate accommodations, the physical requirements of the job for which they are being hired. Therefore, applicants who are offered employment with the Village may be subject to a physical examination before commencing employment so that a health care professional can certify the applicant as being able to perform the functions of the position being offered in order to be employed by the Village. Applicants will also be required to pass a pre-employment drug screening as part of the examination prior to employment. All examinations and tests will be coordinated through the Village Administrator with a health care professional of the Village's choosing and at Village expense.

The Village may require an employee at any time during the course of their employment to have a physical examination with a health care professional of the Village's choosing and at Village expense with a reasonable notice, if in the opinion of the Village the employee's health or physical condition presents a hazard to the employee, fellow employees, or the public, or if the employee's health or physical condition can reasonably be expected to present a liability to the Village.

The Village may also require at Village expense that applicants and employees receive certain vaccinations in order to protect the applicant or employee from conditions that may occur on the job.

Drug-Free Workplace

It is the intent of the Village of Marathon City to maintain a drug-free workplace for all its employees and the public. The presence of any controlled substance, including but not limited to THC, in employees and applicants is strictly prohibited. Therefore, no employee shall report to work under the influence of alcohol or illegal drugs during working hours. This policy includes but is not limited to: regularly scheduled hours or overtime, any paid or unpaid lunch periods or breaks, training sessions, or the working hours of conferences or educational events attended as a representative of the Village. The sale, possession, transfer, or purchase of illegal drugs while in the employment of the Village, either during or after the working hours, is also strictly prohibited.

As a condition of employment, employees agree to be subject to a pre-employment drug screen and to continued random drug testing at the Village's expense. The presence of any controlled substance in an employee's system may result in discipline, up to and including termination. Any employee found to have sold, distributed, possessed, been under the influence of drugs or alcohol in the workplace, or otherwise failing to comply with any drug-free workplace requirement may be subject to disciplinary action up to and including immediate termination of employment.

Any employee convicted of using, selling, distributing, or possessing a controlled substance while employed by the Village shall notify the Village Administrator within five (5) calendar days of that conviction. The Village of Marathon City, as the employer, is required to report any workplace drug crimes to the United States Department of Labor within ten (10) days of conviction.

Village employees using medications prescribed by a doctor that may affect work performance should inform their manager or Village Administrator in writing of the possible side effects, performance limitations, or any other safety hazards that may occur from the use of prescribed medication. Based upon this information, the manager or Administrator may modify the employee's job to ensure the safety of the employee, co-workers, and the public or may relieve the employee of his/her duties until such time that the medication no longer affects his/her performance. All disclosures of medication use will remain strictly confidential like other employee health information.

Workplace Safety / Workers Compensation

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

Any unsafe practice or condition affecting persons, property, or equipment must be reported immediately to a manager or the Village Administrator. Should a hazardous situation exist, safety always takes precedence over continuing operations. As an employee, it is your responsibility to correct an unsafe situation or report it; it is not your responsibility to attempt a job which appears to be unsafe. Ask your manager or the Administrator for instruction or clarification. All work areas are to be kept clean and free of debris and tools and equipment are to be kept clean and in good repair. Horseplay or "fooling around" while on duty can lead to unsafe conditions and will not be tolerated. Failure to follow safe work procedures may result in disciplinary action up to and including immediate termination of employment.

Retaliation against employees for reporting workplace safety issues or a work-place injury is prohibited and will not be tolerated. Offenders will be subject to disciplinary action up to and including immediate termination of employment.

Village employees are encouraged to submit suggestions to their manager or to the Administrator regarding ways to increase workplace safety. It is our collective workplace and any suggestion to make it safer will receive careful consideration.

The Village carries Worker's Compensation insurance to protect its employees against losses due to injury or illness caused while in the performance of his/her duties. Employees who suffer a compensable injury under Worker's Compensation are to notify the Village Administrator to file a claim for compensation.

In case of an injury in the workplace:

1. All injuries, no matter how slight, must be reported immediately to your manager or the Village Administrator.
2. If immediate medical attention is required, the injured employee shall be sent to the nearest medical facility capable to handling the type of injury involved. If an ambulance is needed, 911 shall be dialed immediately.
3. A return-to-work slip shall be provided to the Village Administrator directly following a doctor visit.

Life-Threatening Illness

The Village of Marathon City recognizes that employees with life-threatening illnesses including but not limited to cancer, heart disease, and HIV may wish to continue to engage in as many of their normal pursuits as their condition allows including work. As long as these employees are able to meet acceptable performance standards and medical evidence indicates that their illness is not a threat to themselves or others, the Village shall be sensitive to their conditions and ensure that they are treated consistently with employees, co-workers, and the public. While the Village of Marathon City will do its best to allow employees with life-threatening illnesses to continue their work schedules with the Village, it acknowledges that it may not be possible to do this in all situations.

3. PERSONAL CONDUCT POLICIES

General Standards of Professional and Ethical Conduct

Village of Marathon City employees are expected to follow general work rules that are defined by their employer. Many of the Village's work rules are covered in this handbook; however, Village employees have a unique position of trust with the public which requires them to follow a heightened level of professional and ethical conduct. The Village of Marathon City expects you to honor that trust by holding yourself and your fellow employees to the highest ethical and professional standards.

Village employees shall conduct themselves in a manner that will reflect favorably upon the Village and shall show respect toward other employees and the public. Employees in their capacity with the Village shall not make comments or disseminate information which portrays any group or individual in a derogatory way or that creates a disparaging image, nor shall Village employees use their position or Village resources to promulgate information which is disrespectful toward any group or individual.

The following policies address common situations that may arise during your employment with the Village and are meant to give you general guidance. These are not meant to cover every possible scenario that could arise. The standards set forth herein are intended to eliminate conflicts of interest, improve standards of service, and promote and strengthen the faith and confidence of the residents of Marathon City. If you have any further questions about the appropriate course of action for a specific situation that is or is not covered in this handbook contact your manager or the Village Administrator.

Political Activities While on the Job

The Village of Marathon City encourages employees to be active citizens and engage in the political process. However, Village employees are expected to recognize the unique position they hold as a public employee. It is expected that the Village and its employees serve all residents without regard to political affiliations.

Village employees shall not take part in any political campaigning in their capacity as a Village employee. When engaging in political activity or engaging in discussion of issues of public importance, you are expected to ensure that your actions are not attributable to the Village of Marathon City.

Village of Marathon City resources may not be used for promoting a particular candidate, political party, or issue. The wearing of political badges, buttons, articles of clothing, or other items of this nature and the distribution of such items and of printed matter is prohibited at any time during working hours.

With due consideration for the spirit and letter of this policy, political activities outside of working hours not otherwise attributable to the Village of Marathon City or your employment with the Village are within the proper exercise of citizenship and is encouraged.

Incompatible Outside Employment

Village of Marathon City employees shall not participate in outside employment or actively participate in an outside business that is incompatible or creates conflicts of interest.

The Village does not prohibit employees from accepting outside employment or following economic pursuits that do not interfere or conflict with the full and faithful discharge of their duties with the Village. Employees shall not engage in outside employment which may tend to impair their independence of judgment, and shall not engage in outside employment which is unlawful. Outside employment is prohibited if it would affect the employee's ability to perform Village duties or responsibilities. You are required to notify your manager or the Village Administrator prior to accepting outside employment that may be incompatible with your employment with the Village. Consult with the Administrator if you have further questions on the compatibility of a specific outside employment position.

The Village of Marathon City is required by law to prohibit those activities and outside employment that will cause a conflict of interest or a perceived conflict of interest to the employee or Village. In general, Village employees otherwise have all the rights and privileges accorded to other residents.

Confidential / Privileged Information

The Village of Marathon City is bound by Wisconsin's Open Meetings and Public Records laws to provide certain information to the public. It is the Village's policy to follow these laws to the fullest possible extent. However, Village employees often receive information that would be inappropriate for them to disclose. Village employees must be aware of the confidential information they receive and refrain from disclosing it unless directed to do so by a manager or the Village Administrator.

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

Confidential / privileged information is defined as any information which is obtained by reason of an employee's job position with the Village that by law or practice is not available to the public. In instances where you are uncertain regarding whether information is confidential/privileged or not, consult with your manager or the Village Administrator for a determination.

Gifts & Favors

Village of Marathon City employees are trusted to act in the public's best interest when fulfilling their employment duties. It is inconsistent with that to accept gifts or favors for the execution of their duties. Village employees shall not directly or indirectly solicit or accept any personal gifts, favors, services, money, or anything with an individual or cumulative value of \$25.00 or more from the public or any organization.

Employees are required to immediately disclose to their manager and / or the Village Administrator an offer or receipt of a gift of money or anything of value which may tend to influence the impartial discharge of the employee's duties from any person, business entity, or other organization to the employee or a member of his/her immediate family including but not limited to parents, siblings, spouse, natural or adopted children, step-relations, or half-relations.

Use of Village Property, Equipment, & Vehicles

Village property shall be used by employees only in conjunction with the performance of Village operations and duties. Village property shall not be used by Village employees unless such property is generally available for public use.

Offices, computers, desks, lockers, and all other property, equipment, and vehicles provided to employees by the Village to assist employees in performing their work may be opened, reviewed, or examined by the Village Administrator at any time without infringing on any employee's right to privacy. Village property also includes written materials such as personnel policies, written agreements, contracts, project reports, formal Village documents, financial information, etc. No employee may remove Village property from the premises without approval and knowledge from the Village Administrator.

Village property, equipment, and vehicles should be used for Village purposes. Personal use of Village property including but not limited to photocopiers, printers, fax machines, office supplies, telephones, and computers should be kept to a minimum.

In order to conserve fuel and time and to operate at the most efficient level, Village vehicles may on occasion be taken home during breaks, lunches, or after hours with prior knowledge of and approval from the Village Administrator.

Operation of vehicles owned by the Village may be required for Employees. Vehicles owned by the Village will be operated by Employees with valid driver's licenses only. Employees operating Village vehicles are immediately required to notify the Village Administrator of any changes in legal driving status (i.e. suspension, revocation, etc.).

Employees are encouraged to exercise care and attention in safeguarding personal property brought to the workplace. If personal property is brought to work with prior approval from the Village Administrator for use in the course of employment the Village may compensate an employee if the item is lost, stolen, or damaged. The Village of Marathon City reserves the sole discretion to determine the amount of compensation, if any, an employee may receive for a lost, stolen, or damaged item.

The Village of Marathon City does not assume responsibility for the loss or theft of or the damage to personal belongings that are not used in the course of employment. Employees are advised not to bring large sums of cash or other valuables to work.

Requesting Special Privileges

Village employees shall not use their office, title, position, or status as a member of Village staff to obtain financial or personal gain, exemption, or any other special privilege with outside individuals or organizations not generally available to the public or to obtain advantage for any person, related or otherwise, beyond that which is generally available to the public.

Nepotism

Village of Marathon City employees shall not be involved in any decision-making by the Village relating to the hiring, appointment, promotion, evaluation, or any other employment action of any person who is an immediate family member (children, spouse, siblings, parents). The Village shall attempt to avoid placing family members in direct or indirect supervisory/subordinate employment relationships where that relationship has the potential for creating an adverse effect on supervision, safety, security, or morale. When a marriage occurs between two Village employees and creates such a situation, reasonable efforts will be taken to move one or the other so as to comply with the intent of this policy. Seasonal employees shall generally not be assigned to work with other family members.

When potential nepotistic situations arise as a result of an organizational restructure, marriage, or other development the employees involved have an obligation to immediately notify their manager and Village Administrator. Violations of the nepotism policy will be investigated by the Administrator and may result in discipline up to and including immediate termination of employment.

Non-Political Solicitations

Village employees may not orally solicit or distribute written materials for any organization, fund, activity, or cause to other employees during work hours. Employees may solicit other employees before or after working hours, during breaks or lunch times, and at any other time when not working.

The Village of Marathon City may authorize a limited number of fund drives by employees on behalf of charitable organizations. Employee participation in such drives is completely voluntary. Employees seeking authorization for such charitable drives should contact the Village Administrator.

Technology Use Policy

The Village's computers, networks, programs, communications devices and tools, other technology, and internet connections (collectively termed "technology") are intended as tools for the Village of Marathon City to serve the public and are provided so employees may better perform their job-related responsibilities. Inappropriate use can adversely affect the Village, interfere with the work of its employees, increase its costs, and expose the Village to damage, liability, and security risks. Therefore, personal use of Village technology must be kept to a minimum in order to ensure efficient and effective Village operations.

In order to protect its interests, The Village of Marathon City reserves its right to monitor all use by employees of its technology. No employee should expect privacy or secrecy in the use of Village technology. Employee use of Village technology constitutes acceptance of the Village's monitoring and disclosure of the employee's use. The use of Village technology can be limited by the Village at any time for any reason. The Village may consent to the disclosure of information from use of technology or any other property as required by law or otherwise deemed appropriate without further consent from Village employees using Village technology.

Every Village employee is expected to exercise responsible professional judgment as to the use of Village technology for occasional personal use. However, the Village of Marathon City has complete and sole discretion to determine whether any amount, use, or access of Village technology is inappropriate even if the amount, use, or access is not expressly prohibited in this policy.

The Village may ask employees to stop any use it believes improper, may block access to any content it believes to be inappropriate, may request reimbursement for excessive personal use, or may restrict usage of Village technology for an employee. Employees who do not adhere to these requests or this policy in general may be disciplined up to and including immediate termination of employment.

Employees may use personal technology devices only during lunch, breaks, or before and after scheduled working hours subject to the General Standards of Professional and Ethical Conduct found earlier in this section of the employee handbook.

Social Media Policy

Use of social media sites (i.e. Facebook, Twitter, Instagram, etc.) shall be limited to business uses only and must be explicitly approved by the Administrator and consistent with the Village technology policies. All posting to such site(s) are to be consistent with the Village's business objectives and existing policies. This includes, but is not limited to: political statements, cursing or other foul language and statements viewed as harassing other based on race, creed, color, age, sex, physical handicap or sexual inclination. Departments wishing to create and maintain a social media site (i.e. Facebook page) must abide by the Facebook guidelines attached to this policy.

Facebook / Social Media Guidelines

1. Social Media application are tools to be utilized to communicate information to the public. Social media applications are not monitored 24/7/365 and are not the primary communications channel of the Village.
2. The Village does not conduct policy discussions on Facebook or other social media applications. Policy discussions occur at regular and special public meetings of the Village Board of Trustees.
3. Must be set up as a business page with Fans.
4. Nothing may be posted on the page that would not acceptable to be posted on Village website or disseminated to public through printed or other material (i.e. no confidential material)
5. Privacy settings must be set to limit association of the Village of Marathon City with commercial advertisements or sponsored content so as to not appear as though advertiser is endorsed by the Village or that the Village is receiving any benefits from advertiser.
6. Name must include the words "Village of Marathon City".
7. Unrestricted access to page must be provided to Administrator.
8. Facebook Sharelink cannot be used on any Village site without permission from the Administrator.
9. Fan Box Widget may not be used on any Village site without permission from the Administrator.
10. All Facebook pages and content shall be the responsibility of the Department Head – Department Heads may delegate administration responsibilities to any employee or employees, but the Department Head has the responsibility to monitor page for appropriate content.
11. Prior to creating a Facebook page, a Department Head must read and review the Statement of Rights and Responsibilities issued by and sign an acknowledgment.

12. All employees administering Facebook pages must read and agree to the Statement of Rights and Responsibilities issued by Facebook – the Village Administrator shall obtain a signed acknowledgement from the employee prior to authorizing the employee to post any information on Facebook.
13. Facebook page may not be used to disseminate information to Village Board or Committee members on issues or topics that will be addressed by and may need a decision or action by the Board or Committee.
14. Facebook pages must be accessible to all public unless appropriate steps have been taken to ban a follower as authorized by Facebook – any follower banned must be documented including the reasons why and such documentation kept by the Department Head.
15. No personal information about any employee, client, volunteer, committee or board member is to be posted – privacy settings must be set to guard personal information from access by the public.

Personal Use of Social Media

Employees have the right to participate in social media using personal equipment on their own time. Village employees have a unique position of trust with the public which requires them to follow a heightened level of professional and ethical conduct. The Village recognizes its employee's right to concerted activity, however, employees are expected to never create, post, be tagged in or share anything that would be potentially embarrassing to the Village or considered offensive in the community. It should be clear that views expressed on personal social media outlets are not necessarily those of the Village.

Social Media Disciplinary Actions

If violation of the social media policies of the Village occur, Employees may be subject to disciplinary actions as defined in Section 4 of the Employee Handbook up to and including termination.

4. WORKPLACE POLICIES

Rules of Conduct

High-quality performance, honesty, respect, reliability, professionalism, and good judgment are fundamentally required by each employee of the Village of Marathon City. Other standards of conduct exist in order to maintain an orderly and efficient working environment and for preservation of the public's trust in its public servants. Actions of employees that are inconsistent, incompatible, or in conflict with the values established by the Village negatively affect its reputation and that of all its employees.

The Village of Marathon City reserves the right to take disciplinary action for both on-duty and off-duty situations that might negatively affect the Village and the employee's future ability to serve the public and/or conduct business on behalf of the Village.

No list of rules or types of unacceptable conduct can substitute for the sound and reasonable judgment expected of each employee. It is impossible to list every conceivable type of unacceptable conduct that is contrary to the interests of the Village of Marathon City. The following non-exhaustive list of conduct is illustrative of the types of conduct that could warrant disciplinary action up to and including termination:

1. Dishonest, misleading, or deceptive conduct
2. Circumventing the chain of command
3. Undermining the authority of a manager or the Village Administrator
4. Refusing or failing to follow a legitimate order or directive
5. Theft or misappropriation of Village property or the property of others including theft of work time, excessive time at break periods, misuse of PTO, misrepresenting work time, or failing to accurately record work time
6. Failing to completely and accurately document relevant information
7. Leaving the job without permission
8. Causing or working unauthorized overtime
9. Failing to cooperate with others
10. Engaging in conduct that creates an unsafe work environment
11. Fighting, threats, intimidation, or harassment of others including sexual harassment
12. Willful damage or defacing of Village, private, or employee property
13. Misuse or unauthorized use of Village property and technology
14. Possession, use, or being under the influence of drugs or alcohol while on duty
15. Failure to disclose a nepotistic relationship at work
16. Engaging in illegal conduct
17. Unauthorized use of weapons or firearms during work time or on Village premises or property
18. Absence of two scheduled work days in succession without notice

19. Excessive absenteeism or tardiness
20. Failing to promptly report absence or tardiness
21. Working another job while absent from scheduled work hours
22. Disclosing confidential or privileged information without authorization
23. Loafing or sleeping on the job
24. Misuse of office, title, or position to gain special privileges
25. Unauthorized solicitations or distributions or engaging in political campaigning during work hours
26. Failure to promptly report defective equipment or a safety hazard
27. Failure to promptly report an injury or accident
28. Horseplay in violation of safety policy
29. Engaging in conduct or activities which serve to lengthen the healing period of a work-related injury
30. Substandard quality of work
31. Failure to complete assignments promptly and accurately
32. Smoking in unauthorized areas
33. Excessive and unauthorized personal use of Village property
34. Profane or disrespectful conduct towards other employees or the public
35. Conducting personal business during work time including selling or promoting any item
36. Failing to fully comply with policies
37. Failing to comply with expectations of conduct communicated to an employee from a manager or the Village Administrator
38. Failing to report a possible violation of the Village policies

The Village of Marathon City reserves the right to modify this list at any time or determine that other conduct not listed is contrary to the interests of the Village and warrants disciplinary action up to and including immediate termination of employment.

Corrective Action

The Village of Marathon City considers all violations of policy, rules of conduct, and general expectations of professional conduct seriously. Violations can subject an employee to discipline up to and including immediate termination of employment. The Village evaluates all disciplinary matters individually considering a wide range of factors including but not limited to the nature of the employee's conduct, the rule, policy, regulation, or standard violated, past disciplinary history, length of service to the Village, and any aggravating or mitigating factors surrounding the conduct of the employee.

Subject to the Grievance Procedure contained later in this handbook, the Village has discretion to impose various types of discipline including but not limited to verbal warnings, written warnings, or suspension from work with or without pay, transfers to another position, demotions, and terminations of employment. All corrective action or discipline will be documented with a copy provided to the employee and a copy placed in the employee's personal file.

The Village Administrator will determine the scope, duration, and strategy of internal investigations. The Village of Marathon City reserves the right to place an employee on administrative leave, with or without pay, pending an internal investigation, disposition of a criminal matter, or for other reasons determined by the Village Administrator.

The appropriate level of discipline is determined by the Village Administrator on a case-by-case basis, and any progressive disciplinary measure may be passed over in favor of less or more severe discipline including termination. The Village's use of any progressive form of discipline does not change any employee's status as an at-will employee or create any contractual rights.

Disciplinary actions taken by the Village Administrator will be subject to review by the Village Board of Trustees.

Probationary Period

All new employees shall serve a probationary period of six (6) months from date of hire. During the probationary period the employee is subject to dismissal for any reason without recourse to the Employee Dispute Resolution Process or the formal Grievance Procedures found below in this employee handbook. Unless waived by the Village at the time of hire, probationary employees shall be paid at eighty percent (80%) of hourly rate during the six (6) month probationary period. Additionally, new employees will be compensated at ninety percent (90%) of the hourly rate for months six through twelve and will be paid one hundred percent (100%) of the hourly rate after 12 months of employment per the current labor agreement with General Teamster Union Local 662.

Personal Appearance, Clothing, and Uniform Policy

Employees of the Village of Marathon City are expected to present a professional and business-like appearance, be well groomed, and to exercise good personal hygiene habits. Clothing should be neat and clean. Consideration of the types, conditions, and environments of work sites and duties will be given.

Official uniforms are provided by the Village to DPW employees through a contracted service. Costs for the uniforms and cleaning is paid for by the Village. Certain employees may be provided work wear by the Village at its sole discretion.

The Village will provide at its cost any article of clothing that is required as a condition of employment or for safety reasons. This includes safety helmets, safety glasses, safety vests, rubber gloves, rubber boots, coveralls, extreme weather gear, or other items required for personal protection as decided at the sole discretion of the Village. These items shall remain property of the Village of Marathon City.

Safety footwear may be required for certain positions. In such cases the Village may at its discretion reimburse the employee for the purchase of the required safety footwear as described in the Benefits section of this handbook. The Village may at its sole discretion purchase clothing on behalf of the employees to wear on duty and/or offer a clothing reimbursement benefit as described in the Benefits section of this handbook. Safety footwear and clothing purchased by or reimbursed by the Village shall become property of the employee.

Whistleblower Policy

The Village of Marathon City recognizes that employees will be often in the best position to observe and report potential violations of Villages policies and ordinances as well as applicable State and Federal laws by employees, elected officials, or other members of the public. Therefore, the Village prohibits harassment, discrimination, or any other form of retaliation taken against an employee for reporting in good faith possible compliance issues or employees who file, testify, or otherwise participate in a proceeding related to suspected violations of law, ordinance, or policy.

All reports of suspected misconduct should be made to the Village Administrator for investigation. If the complaint is in regards to the Village Administrator, then the whistleblower shall make the report to the Village President. Reports will be handled as confidentially as possible with appropriate discretion and due regard for the privacy of the reporting employee. An employee may make anonymous reports.

Employees should also report suspected retaliation for “whistleblowing” to the Village Administrator and/or the Village President for investigation.

The Village will take appropriate steps to respond to all complaints, which may or may not include a full investigation, and reserves the right to determine what steps are necessary to respond to a complaint. Information disclosed in the complaint and any investigation will be held in confidence and only disclosed when necessary to fully investigate and/or resolve the matter, subject to applicable Public Records laws. Anyone who the Village determines has willfully neglected to report suspected misconduct, brought forward reports of suspected misconduct in bad faith, or retaliated against a whistleblower may be subject to discipline up to and including immediate termination.

Job Vacancies & Job Postings

When the Village of Marathon City advertises a job vacancy publicly in the open labor market, current Village employees will also be notified of the position available and given the opportunity to apply. For both internal and external candidates, the Village will consider job-related standards such as work experience, past job performance, demonstrated attitude and skill, education, licensing, education, training, overall ability, length of continuous service, and other job related information.

The Village reserves the right to run background checks, to require a pre-employment health screening at Village cost, and to require a pre-employment drug screening at Village cost on all internal and external applicants.

Position Changes

Promotions: When circumstances warrant, the Village reserves the right to fill positions by offering promotions to current employees. The Village further reserves the right to determine the appropriate level of compensation and benefits an employee will receive if he/she chooses to accept the promotion.

Transfers: Occasionally, the Village may require an employee to change positions in order to better meet the needs of Village operations and budget. If there is no appropriate and qualified volunteer the Village reserves the right to select an employee for an involuntary transfer and to determine the appropriate compensation and benefit the employee will receive.

Demotions: There may be occasions when an employee is demoted due to performance issues, work-related misconduct, or changes in the composition and needs of the workforce. In such cases the Village of Marathon City will in its sole discretion determine the appropriate placement of the employee and wage and benefits levels.

Reclassifications: Reclassifications can happen for a variety of reasons including but not limited to changes in job duties that naturally occur in a changing work environment, reorganization of Village departments, or budgetary constraints. The Village will periodically review all job descriptions and overall compensation to ensure proper classification of employees. The Village reserves the sole discretion to determine the appropriate job classification, job description, and compensation levels for each position and make changes as necessary.

Temporary Appointments: Employees may temporarily be appointed to positions of a higher classification with greater job duties. The Village reserves the right to determine which temporary positions include an increased pay incentive and which do not. The employee will be notified if a temporary appointment includes increased pay prior to that appointment being made

Layoff & Rehire

For any reason including but not limited to departmental reorganization or budgetary constraints, it may be necessary to reduce the number of employees working for the Village overall, or within individual departments. In the event of a reduction in workforce through layoff, the Village will consider the skills, abilities, and other qualifications of employees needed to perform the remaining available work, employees' length of service, the benefits and salary costs to the Village, and any additional interests and needs of the Village in having the remaining work performed efficiently and effectively. It is at the sole discretion of the Village to decide to solicit and accept volunteers for any reduction in workforce situation.

When it has been determined by the Village to reduce the number of positions and/or employees by means other than attrition, the employee or employees affected will be notified as soon as is practical.

When job openings occur, qualified employees who are laid off will be given consideration to fill those openings. However, the Village of Marathon City does not offer formal recall rights to employees that have been laid off. The Village reserves the sole discretion to determine benefit levels for rehired employees.

Personnel File Access

The Village of Marathon City maintains complete personnel records that accurately reflect each employee's record of service to the Village. Reasonable access to personnel records will be authorized in accordance to Wisconsin Statutes 103.13. Further, all personal medical and health records will be secured in a separate area from the personnel files and will be strictly controlled with limited access in order to protect confidentiality.

Employees may request to inspect their own personnel files under Wisconsin Law. Requests to inspect your employee file must be made in writing to the Village Administrator who will then review the file to determine in any of the records are not subject to inspection and will schedule a mutually convenient time for you to inspect the records, generally within seven (7) working days. You or your legal representative may review and copy items contained in your file. However, you may not remove or alter personnel records. If you disagree with any information in your personnel file you may submit a written statement explaining your position which shall be attached to the disputed portion and included in the personnel file.

Employee Dispute Resolution Process

(For all employee issues/disputes not covered by the formal Grievance Procedures described in this handbook)

The Village Administrator is responsible for the daily operation of the Village and acts as manager for all other Village employees. Furthermore, the Administrator determines the fair application of the policies and procedures contained within this handbook and is responsible for the investigations and discipline of employees, if necessary, using the policies and procedures contained herein.

If an employee does not feel that fair treatment within the established policies and procedures or within State or Federal Laws has been applied to a particular situation, the employee has the right to discuss the matter with the Village Administrator and then to the full Village of Marathon City Board of Trustees to seek a resolution.

Step 1: Within three (3) days after the Village Administrator has made a determination that the employee feels does not represent a fair application of policies and procedures, the employee shall make a written request to the Village of Marathon City Board of Trustee for a hearing. This hearing shall be scheduled no later than the evening of the next regularly scheduled Board of Trustees meeting. The decision of the Village of Marathon City Board of Trustees shall be final.

This process is designed to assist the Village and its employees resolve any concerns or disputes about application or administration of existing Village policies and procedures in light of existing or past application of the policy or procedures. This dispute resolution process is not intended to consider “grievances” that are otherwise covered by the formal grievance procedure covered later in this handbook or as a mechanism to change an existing policy. Furthermore, this process is not intended to hear concerns regarding the application or administration of issues related to health insurance or other benefits provided by the Village to its employees and in no way limits or modifies the Village’s at-will employment policy.

Grievance Procedures – Employee Discipline, Workplace Safety, & Termination of Employment

(Exclusively for issues relating to employee discipline, workplace safety, or termination of employment as mandated by Section 66.0509(1m) of the Wisconsin Statutes)

The specific grievance procedure outlined below is available and may be used by Village of Marathon City employees only for issues/disputes arising out of employee discipline, workplace safety, or termination of employment. Nothing in this policy is intended to create a legally binding contract or to change the at-will nature of employment with the Village. The Village of Marathon City reserves its management rights to exclusively manage its operations in the best interests of the taxpayers and residents of the Village.

Definitions:

- A grievance under this policy shall mean a dispute regarding the application of Village of Marathon City policies regarding employee discipline, termination of employment, and/or disputes over workplace safety. No grievance shall be processed under this policy unless it pertains to these topics, is in writing, and contains all of the following:
 - The name and position of the grievant
 - A clear and concise statement of the grievance
 - The issue involved
 - The relief sought
 - The date the incident or alleged violation took place
 - The specific section of the employee handbook or workplace safety rule alleged to have been violated
 - The signature of the grievant and the date.
- The term “days” means regular business days, Monday through Friday.
- A “grievant” is the employee as defined by State Statutes governing this formal grievance procedure who is bringing forth the grievance.
- “Workplace safety” means those conditions related to employee’s physical health and safety enforceable under Federal or State law or Village policies related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence, and accident risk.
- “Discipline” is defined as oral reprimands where a written record of the oral reprimand is placed in the employee’s file, written reprimands, suspension, and demotion. Discipline does not include comments made in performance reviews, work plans, or corrective actions that do not include documentation of the reprimand in the employee’s file or other adverse action.
- “Termination” means discharge from employment. For purposes of this policy, layoffs, reclassifications, government restructuring, and transfers are not subject to this procedure.

Grievance Procedure: The formal grievance procedure has three (3) steps.

Step 1: Unless the grievance relates to a termination, grievances under this procedure must be initiated by submitting the written grievance described above to the Village Administrator within five (5) days of when the employee actually became aware of the basis for the grievance. An employee who has been notified of termination may initiate the grievance commencing at Step 2. The Village Administrator or his or her designee will meet with the grievant in an effort to resolve the issues raised in the grievance. This meeting will be scheduled as soon as practical but no later than ten (10) days from the receipt of the grievance.

Within ten (10) days after this meeting, the Village Administrator or designee shall respond to the grievant in writing. The Administrator shall also determine if the grievance is timely, if the subject matter is within the scope of this policy, and if the grievance is otherwise properly processed as required by this policy. If the Administrator or designee is aware of other similar pending grievances he or she may consolidate those matters and process them as one grievance. A copy of the reply will be given to the Village Board and the Village President.

Step 2: If the grievance is not satisfactorily resolved in Step 1, the grievant may notify the Village Administrator of his/her intent to appeal the decision to an Impartial Hearing Officer (IHO) by submitting in writing a notice of appeal within five (5) days of receiving the Village's response in Step 1. In case of a termination, the grievant must file an original grievance/appeal to the Village Administrator within five (5) days of receiving the Village's decision to terminate and may begin the grievance process at this step. In both cases, the grievance and/or appeal must specifically describe the basis for appealing the decision of the Village Administrator.

If the decision of the Village Administrator at Step 1 is based in whole or in part on failure to follow the grievance procedure timelines, the dispute is outside the scope of the formal grievance process, and/or the grievant failed to properly follow the grievance procedures, the grievant shall follow the standard Employee Dispute Resolution Process found earlier in this employee handbook if wishing to continue an appeal.

If the decision of the Village Administrator in Step 1 is solely based on the merits of the situation, the grievance will be referred to an IHO appointed by the Village Administrator. Any costs incurred by the IHO will be paid for by the Village. The IHO will convene a hearing at a time and in a manner the IHO deems necessary and will have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing.

The burden of proof shall be "a preponderance of evidence". The IHO may apply relaxed standards for the admission of evidence, including allowing for the admission of hearsay. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision without undue delay but no later than sixty (60) calendar days from the hearing unless extenuating circumstances require more time.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to, subtract from, or modify the terms of Village policies or rules that form the basis for the grievance.

Step 3: Either party may appeal to the Village Board of Trustees an adverse determination at Step 2 by filing written notice appealing the decision of the IHO. This written notice must be received by the Village President within ten (10) days of the decision of the IHO. Within thirty (30) days of receipt of the notice of appeal or the next regularly scheduled Board of Trustees meeting the Board shall schedule a review of the IHO's decision. Following State Statutes, the review will be conducted in closed session unless an open session is requested by the employee. The Board of Trustees may make its decision based on the written decision of the IHO by a simple majority vote and shall notify the grievant within ten (10) days of the vote. The decision of the Board of Trustees shall be final and binding on all parties.

Employee Representatives: Employees may request they be accompanied by a representative at their own expense and the Village will accommodate that request to the extent practical. However, unavailability of a specific representative shall not be considered good cause to delay a scheduled grievance meeting or to extend timelines set forth in this procedure.

Safety Grievances: Employees are only to continue to work while processing a grievance involving workplace safety issues so long as there is not a clear and present danger to the health or safety of the employees.

Exclusive Remedy: This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to this grievance procedure with administration, and employees are encouraged to do so. Matters not subject to this grievance procedure that are raised by employees shall be considered by the Village in accordance with the Employee Dispute Resolution Process described earlier in this employee handbook.

Separation of Employment

All voluntarily and involuntarily terminated employees are required to return all Village property and records upon termination.

If an employee decides to voluntarily terminate his/her employment with the Village of Marathon City, the employee is asked to provide written notice to the Village Administrator at least two (2) weeks in advance of his/her separation date. Accrued but unused Paid Time-Off (PTO) credits will be paid to all employees who resign and give the appropriate notice. If an employee voluntarily terminates his/her employment and fails to provide written notice at least two (2) weeks in advance of his/her separation date, this will result in the nonpayment of accrued but unused PTO credits. PTO requests will not be approved if made after written notice of voluntary termination is given to the Administrator; however, previously approved PTO requests will be honored. The Village at its own discretion may treat a resignation without proper notice as a resignation with proper notice when extenuating circumstances prevent an employee from providing the necessary written notice of two (2) weeks. The Village of Marathon City reserves its right to dismiss an employee who gives notice, proper or otherwise, immediately upon receiving notice or at any time prior to the date identified by the terminating employee as his or her final scheduled work date.

Should an employee be involuntarily terminated for a violation of Village policies shown in this employee handbook or other rules in effect, the employee will not be paid for any accrued but unused PTO credits. Should an employee be involuntarily terminated for reasons of a reduction in force through layoffs, the employee will be paid for all accrued but unused PTO credits. If a negative PTO accrual exists at the time of separation, the employee's final payroll will be reduced as needed to cover the accrual gap.

The Village of Marathon City requires employees who intend to retire to provide the Village Administrator written notice at least sixty (60) days prior to the planned separation date. All accrued but unused PTO and Extended Leave Bank (ELB) credits will be paid out for those retirees who give proper written notice. The Village reserves the right to pay out PTO and ELB credits for those retirees who are unable to give proper sixty (60) day written notice due to extenuating circumstances at its sole discretion and to withhold PTO and ELB credits if proper written notice is not given. The Village of Marathon City also reserves its right to terminate employment immediately upon receiving proper written notice of intent to retire or at any time prior to the date identified by the retiring employee as his or her final scheduled work date.

All terminated employees will be paid proper compensation up to his/her final day of employment. Final paychecks will be processed on the next regularly scheduled payday.

5. BENEFITS

Pay Plan

The Village of Marathon City shall at its own sole discretion establish by resolution the annual salary for each individual job and employee. The salary resolution will be based on annual performance reviews and may or may not include performance/incentive pay, length-of-service increases, or cost-of-living increases. It is the intention of the Village to compensate qualified employees appropriately according to the current labor market in order to retain and hire quality employees. The plan is subject to change at any moment. Please see your employment offer letter and/or your job description for more details on your pay.

Health Insurance

The Village of Marathon City offers a health insurance benefit to all full-time employees who are regularly scheduled for a minimum of thirty (30) hours per week. Seasonal, temporary, contract, or part-time employees who are regularly scheduled for under thirty (30) hours per week are not eligible. Enrollment will be offered at time of hire. Please see the Village Administrator or the supplemental insurance plan handouts for beginning date of coverage.

The Village at its sole discretion will determine the health insurance plan, benefit levels, and employee premiums for all employees. However, the Village of Marathon City will follow State Statutes regarding represented Public Safety employees. If the Village at any time participates in the State group health plan for local governments, the State Statutes regarding employee contributions will prevail. Please see the Village Administrator or the supplemental insurance plan handouts for details regarding the current benefit plan including but not limited to open enrollment, benefits, and costs.

Health benefits will terminate at the final date of employment. This includes but is not limited to voluntary separations, involuntary terminations, layoffs, and retirements.

Under State law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and subsequent amendments to the act, employees covered under the Village's group health insurance plan are eligible for continuation of medical coverage under the group plan upon the employee's termination (except for gross misconduct) or when there is a reduction in hours to a level that does not qualify the employee for health insurance benefits under the Village's plan and policies. Under COBRA regulations, an employee's covered spouse and covered dependents are allowed to elect continuation of coverage upon the employee's death, divorce or legal separation, and employee's entitlement to Medicare, or a dependent's loss of dependent status under family coverage.

All employees as well as their qualified dependents will receive notice from the plan administrator of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins. If a qualifying event occurs which entitles the employee and/or qualified dependents to continuation of coverage the plan administrator will notify the qualified beneficiaries of their right to elect continuation of coverage. Continued participation will be solely at the participant's expense and premiums will be paid directly to the COBRA plan administrator. Details are available from the Village Administrator and from the United States Department of Labor website: <http://www.dol.gov/ebsa/faqs/faq-consumer-cobra.html>.

The information in this employee handbook is not intended to give a detailed explanation of insurance benefits, but rather to provide general information. Please see the supplementary health insurance plan handouts for more details. The plan, the amounts of premiums, the types of coverage, and employee eligibility are subject to change at any time.

Other Insurance

At its discretion, the Village may offer an IRS 125 cafeteria benefits plan. Please see the Administrator for current plan descriptions and options.

The Village of Marathon City at its sole discretion may provide the opportunity to purchase additional insurance at the employee's expense, such as long and short term disability insurance and optional life insurance, through its partners. Please see the Village Administrator for more information.

The information in this employee handbook is not intended to give a detailed explanation of voluntary insurance, but rather to provide general information. Please see the supplementary insurance plan handouts for more details. The plans, the amounts of premiums, the types of coverage, and employee eligibility are subject to change at any time.

Retirement

The Village of Marathon City contributes to the Wisconsin Retirement System (WRS) for all eligible employees at the level determined by the Department of Employee Trust Funds and in accordance to State law. Village employees are required to contribute to the WRS at levels determined by State statutes and laws. The Village of Marathon City also provides access to 457 Deferred Compensation options administered by Wisconsin Deferred Compensation.

The Village of Marathon City requires employees who intend to retire to provide the Village Administrator written notice at least sixty (60) days prior to the planned separation date. Accrued but unused Paid Time-Off (PTO) and Extended Leave Bank (ELB) credits will be paid out for those retirees who give proper written notice and shall be paid at the ending pay rate of the employee per credited hour.

For employees hired prior to December 31, 2009, Extended Leave Bank credits will be paid out based on years of service. Employees with 20 or more years of service will receive a single disbursement of 75% of the accrued ELB credits. Employees with 10 to 19 years of service will receive a single disbursement of 50% of the accrued ELB credits.

The Village reserves the right to pay out PTO and ELB credits for those retirees who are unable to give proper sixty (60) day written notice due to extenuating circumstances at its sole discretion and to withhold PTO and ELB credits if proper written notice is not given. The Village of Marathon City also reserves its right to terminate employment immediately upon receiving proper written notice of intent to retire or at any time prior to the date identified by the retiring employee as his or her final scheduled work date.

Longevity Pay

Employees hired full-time prior to December 31, 2009 will receive \$25 for each year of full-time employment with the Village of Marathon City. This payment is made at the second payroll of the fiscal year.

Holidays

The Village of Marathon City offers Holiday benefit to all full-time employees who are regularly scheduled for a minimum of thirty (30) hours per week. Seasonal, temporary, contract, or part-time employees who are regularly scheduled for under thirty (30) hours per week are not eligible. The Village recognizes eight (8) total days as legal holidays: New Year's Day, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day (1/2 day). When any such holiday falls on a Sunday, the following Monday will be considered to be the paid holiday. When any such day falls on a Saturday, the preceding Friday shall be considered to be the paid holiday. In those instances when a holiday consists of two days (i.e. Christmas Eve and Christmas) and the second day falls on Saturday, the following Monday will be recognized as the paid holiday. Given the unique duty hours and scheduling for Police Officers, the actual holiday day will be recognized as the paid holiday. If an officer is works on a Holiday, the 8 hours of holiday PTO will be converted to general PTO for that day. Employees may be required and scheduled to work on a holiday and shall receive pay at one and one-half (1.5) times normal wages for actual hours worked. Unscheduled employees called in to work on these holidays shall receive two (2) times regular wages. Scheduled employees not reporting to work on a holiday shall not receive holiday pay.

Paid Time-Off (PTO)

The Village of Marathon City offers PTO benefit to all full-time employees who are regularly scheduled for a minimum of thirty (30) hours per week. Seasonal, temporary, contract, or part-time employees who are regularly scheduled for under thirty (30) hours per week are not eligible. The Village of Marathon City utilizes a Paid Time-Off (PTO) plan which consolidates vacation, sick days, and holidays into a single account which the employee is responsible for managing and utilizing. Each full-time employee accrues PTO hours every pay period based upon the number of regular, non-overtime, hours that the employee is to be paid during the pay period with eighty (80) hours being the maximum for each bi-weekly pay period. These hours are multiplied by the predetermined multiplier below. The sum results in PTO credits that are accrued and applied to each employee's account.

Date of Hire after January 1, 2010

<u>Years of Service</u>	<u>Multiplier</u>	<u>PTO Hours</u>
0 - 5	.1000000	208
6 - 10	. 1192308	248
11 - 15	. 1384615	288
15+	. 1576923	328

The example below is for a full-time staff member with 6 years of service with the Village.

	Q1	Q2	Q3	Q4
Hours Worked	520	1040	1560	2080
PTO Hours Earned	62	124	186	248
PTO Days Earned	8	16	23	31

Date of Hire before December 31, 2009

<u>Years of Service</u>	<u>Multiplier</u>	<u>PTO Hours</u>
0 - 5	.1384615	288
6 - 10	.1576923	328
11 - 15	.1769231	368
16 - 20	.1961538	408
21+	.2153846	452

The example below is for a full-time staff member with 15 years of service with the Village.

	Q1	Q2	Q3	Q4
Hours Worked	520	1040	1560	2080
PTO Hours Earned	92	184	276	368
PTO Days Earned	12	23	35	46

PTO credits are not differentiated between Holidays, Sick Days, and Vacation Days and can be used by the Employee in any fashion.

PTO credits in the Employee's annual bank shall not exceed 328 hours for staff hired after January 1, 2010 or 452 hours for staff hired prior to December 31, 2009 at any time and must be designated for use in one hour increments using the following methods:

1. Hours used during the year for paid time away from work for vacations, sick days, holidays, or any other reason. Requests must be approved by the Village Administrator.
2. For eligible staff, one time annual transfer of a maximum of fifty (50) hours of unused PTO credits to the next calendar year or the Extended Leave Bank (ELB) if eligible. Written requests must be made to the Village Administrator and/or Payroll by December 1. See below in this employee handbook for more details on ELB credits.

Any unused or undesignated PTO credits will be carried over at the end of the calendar year to the next year but at no time shall exceed 328 hours for staff hired after January 1, 2010 or 452 hours for staff hired prior to December 31, 2009 accrued hours. The employee must have in his/her PTO bank at the time of the request the necessary credits for use, carryover, payout, or transfer, or the PTO request will be denied. With prior approval from the Administrator, an employee may take PTO if the PTO credit balance for an employee falls below zero (0) hours. In this case PTO hours will be assessed against future PTO accrued credits or subtracted from the final paycheck of the employee at termination or retirement if PTO credits are at a negative balance. Please see the “Separation of Employment” section in this employee handbook for details on PTO hours for voluntarily and involuntarily terminated employees.

Extended Leave Bank (ELB) – Applies to Staff Hired Prior to December 31, 2009

In situations where an employee of the Village is absent from work due to medical necessity or family medical leave under Wisconsin FMLA or Federal FMLA, the employee may utilize accrued Extended Leave Bank (ELB) credits to offset lost income. These credits will be paid out at the current salary rate of the employee in minimum of eight (8) hour increments.

The ELB credits are converted PTO credits. There is a maximum of 720 credits allowed in the ELB bank of each employee hired prior to December 31, 2009. Any unused ELB credits will automatically rollover in the employee’s ELB bank each year only up to the allowable cap. Employees hired after January 1, 2010 are not eligible for the ELB program.

Requests for the use of ELB credits must be accompanied with a written certificate from a health care provider indicating the serious health condition, the date the condition started and how long it is expected to last, and the medical facts regarding the condition. A written verification from a health care provider approving the return to work must also be provided before an employee will be allowed to resume working.

Paid time using ELB credits will be processed the same as PTO and regular payroll. All payroll deductions including but not limited to taxes, insurance, and retirement will continue as normal.

Accrued but unused ELB credits may only be paid out to eligible employees who give proper notice of retirement. Please see the “Separation of Employment” section in this employee handbook for more information on ELB hours for voluntarily and involuntarily terminated employees.

Expense Reimbursement Policy

The Village of Marathon City will reimburse employees for reasonable expenses incurred in the performance of Village business. These expenses include but are not limited to meals, lodging, travel, and registration fees. All reimbursements will be in accordance with Internal Revenue Service guidelines. The Village shall not be held liable for the timeliness of any reimbursement.

Generally, most Village expenses should follow the Purchase Order (PO) requisition process. This prevents an employee from paying expenses upfront and waiting for reimbursement from the Village and avoids issues of timeliness of payment. Employees are required to first utilize the PO requisition process; only as a last resort and with permission of the Village Administrator may an employee of the Village use the reimbursement policy.

The Village requires original itemized receipts attached to a signed expense reimbursement form. Items are reimbursable using the following guidelines:

Meals: Actual costs including up to 18% tip. A per diem of \$30 will be reimbursed for approved activities. Discretion must be used as to the quantity and quality of the order. The Village may decide at its sole discretion if a meal cost is excessive or unnecessary and deny a portion or the entire reimbursement request. Alcoholic beverages will not be reimbursed. Each staff member is responsible for individual meals costs and reporting (no combining per diems).

Lodging: Actual cost of lodging not to exceed the rate for single occupancy of \$150 per night. Incidentals except for meals will not be reimbursed. Employees are responsible for the costs of any additional guests.

Mileage: Village vehicles are to be used whenever practicable. When a personal vehicle is used the mileage will be reimbursed at current Internal Revenue Service rates. Mileage will be calculated and reported utilizing Google Maps point to point mileage. Alternatively, personnel may report mileage by providing beginning and ending mileage of the vehicle used. Reported mileage may be checked using Google Maps point to point calculation.

Airfare: Only if preapproved by Village of Marathon City Board of Trustees.

Transportation: Actual costs of taxi fares, public transportation fees, parking charges, tolls, and other incidental transportation costs. In no case will fines be reimbursed.

Conferences: Preapproval required. Only expenses associated with education or business reason for attending are reimbursable. Optional expenses such as golf outings, sporting events, or tours are not reimbursable unless preapproved. Additional guests are not reimbursable.

Footwear: Certain job descriptions require safety footwear. The Village will reimburse up to \$200 per year for the purchase of the required items for each employee.

Clothing: Due to the nature of the type of work performed by Village employees, the Village may in its sole discretion purchase for employee work clothing using the PO system or contract with an outside vendor. The Police Chief and Officer will receive a uniform allowance of \$500 per year, to be used for official police uniforms. Extreme weather gear, rain wear, rain boots, or other appropriate outerwear shall be considered safety items and purchased by the Village using the PO system and shall remain property of the Village.

Occasionally, exceptions to the above guidelines will be made at the sole discretion of the Village Administrator and the Board of Trustees. Preapproval will be required.

Educational Assistance

The Village of Marathon City encourages additional education and training in order to improve the qualifications of employees. Any employee interested in educational assistance should discuss it with the Village Administrator. If approved, the employee must enter into an agreement with the Village covering the terms and conditions for receiving educational assistance. The Administrator through the Board of Trustees reserves the right to determine the appropriate terms and conditions for an employee to receive assistance.

Mandatory training for employees as determined by the Administrator or the Board of Trustees will be paid for by the Village.

6. TIME & ATTENDANCE POLICIES

Work Schedules & Work Hours

Work schedules for Village of Marathon City employees will vary depending on the job duties. Your specific regularly scheduled hours will be defined in your job description. However, staffing needs and operational demands may necessitate variations in starting and ending times and/or breaks, days of the week worked, and variations in total hours worked during the day and/or week. These types of changes can be made at the sole discretion of the Village of Marathon City.

For non-administrative and non-office workers, the normal work hours are 6:30 am to 3:00 pm Monday through Friday. A half (0.5) hour unpaid lunch break shall be taken at a point near the middle of the shift or as close thereto as possible. The employee has a choice of either one (1) paid half (0.5) hour break in the morning or two (2) paid quarter (0.25) hour breaks.

For administrative and office workers, the normal work hours are 7:00 am to 4:00 pm Monday through Friday. A half (0.5) hour unpaid lunch break shall be taken at a point near the middle of the shift or as close thereto as possible. The employee has a choice of either one (1) paid half (0.5) hour break in the morning or two (2) paid quarter (0.25) hour breaks.

Employees are expected to arrive at work on time, return from breaks and lunches on time, and work until the job is completed or the employee is relieved from duty. An employee who anticipates being tardy or absent must call the Village Administrator as soon as possible. Absenteeism and/or tardiness may lead to discipline up to and including immediate termination from employment.

Each employee is responsible for and required to accurately record his/her hours of work or use of PTO each day and will be held accountable for failing to completely and accurately record his/her time. Each employee will be required to verify that the hours on the employee's time records are complete and accurate by signing the time records. Any errors found in the time record or in payroll should be immediately disclosed to the Village Administrator and/or Payroll. Hourly employees must not report to work more than 10 minutes before the start of their shift unless additional time has been approved by the Administrator.

Deviations from regular work hours may be authorized by the Village at its sole discretion.

Payroll & Pay Periods

The Village follows a bi-weekly pay period. Please see the Administrator for the current payroll schedule. The work week begins at 12:00 am Sunday and runs until 11:59:59 pm on Saturday. Time reports as provided by the Village Administrator must be turned in to the Village Office by Noon on the Monday following the end of the bi-weekly payroll period. Direct Deposit of Payroll will be generated by the Tuesday following the end of the payroll period, but the Village makes no guarantee of that timeliness.

Each employee is responsible to keep all data changes and other payroll updates current with the Village Office. This includes but is not limited to changes in name, address, phone numbers, marital status, name and number of dependents, number of tax exemptions, insurance information, beneficiary changes, or individuals to be contacted in cases of emergency.

It is the Village of Marathon City's policy to comply with any legal request for deductions or withholdings from paychecks.

Overtime

Only non-exempt employees, as defined in the Fair Labor Standards Act (FLSA), are eligible for overtime payments. Non-exempt employees will receive overtime pay of one and one-half (1.5) times his/her regular rate of pay for all hours worked in excess of forty (40) hours per work week. "Hours worked" for overtime purposes shall not include hours in paid status where no work is performed, such as PTO or ELB.

Comp Time

Only non-exempt employees, as defined in the Fair Labor Standards Act (FLSA), are eligible for comp time. Non-exempt employees can elect to accrue one and one-half (1.5) hours for all hours worked in excess of forty (40) hours per work week. "Hours worked" for comp time purposes shall not include hours in paid status where no work is performed, such as PTO or ELB. Paid time using comp time credits will be processed the same as PTO and regular payroll. All payroll deductions including but not limited to taxes, insurance, and retirement will continue as normal.

Weekend/Holiday Duty Time

As a requirement for employment, qualified Village employees may be expected to perform weekend/holiday duties to ensure that basic utility and other village services are provided to the Village residents; please see your job description to see if you are expected to perform weekend/holiday duties. These duties will be assigned on a rotating basis. The standard time for morning duties on Saturdays, Sundays, and Holidays is 6:30 am to 10:30 am. It is expected that the employee on duty will be on site and occupied for the duration of the standard weekend working hours. However, if the duties and chores are complete the employee may cease working and complete the work day. The employee on duty is further expected to be within a reasonably short response time (defined as 1 hour) in order to facilitate customer service in the event of a water main break, sewer backup, or any other emergency that requires the presence of Village personnel. If called in, employee is on the clock from call time through the completion of the call event.

Weather Events & Emergency Call-Ins

The Village of Marathon City is always open for business, regardless of weather conditions, unless otherwise determined by the Village Administrator. Therefore, Village employees are expected to assist with duties expected of Marathon City residents of the Village regardless of the weather condition. When possible during weather events like snow removal and plowing, employees shall be given notice by 3:00 pm of the Village's expectation that they begin work early the next day. The schedules of the affected employees may be adjusted so that each employee works only forty (40) hours during the pay week. When rescheduling is not practicable, for example during unforeseen weather events and other emergencies requiring immediate attention, employees who work over forty (40) hours during the work week shall be compensated as per FLSA and the overtime policy found in this employee handbook.

At the request of the Village Board of Trustees, an employee may be mandated to appear at a Board or Committee Meeting. In such cases the employee shall be paid at the regular rate of pay, unless the employee works over forty (40) hours per pay week, in which case the overtime policy found in this employee manual shall apply.

Holidays

The Village recognizes and is generally closed during the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve (half-day). When any such holiday falls on a Saturday, the preceding Friday shall be considered the holiday. When any such holiday falls on a Sunday, the following Monday shall be considered the holiday. Employees who are called-in on a weather event or other emergency shall receive two (2) times their regular pay for hours worked on a holiday. Employees scheduled to work duty time on a holiday shall be paid at one and a half (1.5) times the regular wage for each of the two morning and afternoon two-hours shifts or actual hours worked, whichever is greater, in consideration for being "on-call" for emergencies. Please see the "Weekend/Holiday Duty Time" section above.

Compensation for holiday time-off shall be deducted from the employee PTO credit bank at straight time for eight (8) hours. Additional hours worked shall be paid as wages.

Vacations & Sick Time

The Village of Marathon City utilizes a Paid Time-Off (PTO) plan which consolidates vacation, sick days, and holidays into a single account which the employee is responsible for managing and utilizing. Each employee accrues PTO hours every pay period based upon the number of regular, non-overtime, hours that the employee is to be paid during the pay period with eighty (80) hours being the maximum for each bi-weekly pay period. Please see the Benefits section of the employee handbook for more details.

Employees seeking to use planned PTO hours must seek approval from the Administrator. The Village reserves the right to deny PTO requests based on staffing and operational needs. Employees using PTO for anything other than planned or scheduled time-off must inform the Administrator as early as possible before or during the workday. PTO will be utilized when an employee is not scheduled to work on an observed holiday. The use of PTO must be in increments of one hour.

If the PTO credit balance for an employee fall below zero (0) hours, the employee will receive a deduction in pay to compensate for any PTO time taken for observed holidays or other reasons in excess of the PTO accrued credits.

Family Medical Leave

The Village of Marathon City grants eligible employees leaves in accordance with the Wisconsin Family and Medical Leave Act (WFMLA) and the Federal Family and Medical Leave Act (FMLA).

WFMLA: Any Village employee who has been employed with the Village for more than 52 weeks for a minimum of 1,000 paid hours is eligible for unpaid leave under this Act. The employee may, but is not required to, substitute PTO and/or ELB paid time for unpaid leave time.

The amount of unpaid leave available in a calendar year is:

1. Family Leave

- a. Up to a maximum of six (6) weeks per twelve (12) month period for the birth or adoption of a child. The leave must begin no earlier than sixteen (16) weeks before estimated birth and no later than sixteen (16) weeks after birth date or placement of the child.
- b. Up to a maximum of two (2) weeks per twelve (12) month period to care for a child, spouse, parent, parent-in-law, domestic partner, or domestic partner's parent who has a serious health condition.
- c. Total maximum time for a. and b. above is eight (8) weeks per twelve (12) month period.

2. Medical Leave

- a. A maximum of two (2) weeks per twelve (12) month period for the employee's serious health condition defined as a disabling physical or mental illness, injury, impairment, or condition which required inpatient care in a hospital, nursing home or hospice, or outpatient care that requires continuing treatment or supervision by a health care provider.

FMLA: Any Village employee who has worked for the Village for more than twelve (12) months for a minimum of 1,250 hours is eligible for unpaid leave under this Act. The employee may, but is not required to, substitute PTO and/or ELB paid time for unpaid leave time.

The amount of unpaid leave available during a twelve (12) month period for any covered purpose is twelve (12) weeks. The covered purposes are:

1. To care for the employee's child after birth, or placement for adoption or foster care
2. To care for the employee's spouse, son, daughter, or parent who has a serious health condition
3. To address certain qualifying exigencies from an employee's spouse, son, daughter, or parent on active duty or call to active duty in the National Guard or Reserves in support of a contingency operation
4. For incapacity due to pregnancy, prenatal medical care, or post-partum recovery
5. For a serious health condition that makes the employee unable to perform his/her job.

The Village of Marathon City or its agent may require a certificate from the health care provider indicating the serious health condition, the date the condition started and how long it is expected to last, and the medical facts regarding the condition. The Village may at its discretion require a second opinion at its own cost.

When on WFMLA or FMLA employees are entitled to the same health insurance coverage they receive while working for the Village at the same cost. Employees must give advance notice to the Administrator of their intention to use WFMLA or FMLA whenever possible. In instances where an employee qualifies for leave under both WFMLA and FMLA the Village will consider the leaves to run concurrently. Upon return from WFMLA or FMLA leave, the employee will be restored to the employee's original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. The Village requires a written certificate approving return to work from a health care provider before an employee may resume working.

Worker's Compensation

Any employee who sustains an injury while performing within the scope of his or her employment with the Village as provided by Chapter 102 of the Wisconsin Statutes (Worker's Compensation) will be compensated according to the Statutes and the Worker's Compensation Insurance coverage provided by the Village of Marathon City. The injured employee may elect to continue to receive his or her regular pay by requesting the Village to pay the difference between the regular pay and the Worker's Compensation payments for the period of time of the injury under the following conditions:

1. The employee must have accrued but unused PTO benefits to be eligible to receive payments
2. The employee must request in writing from the Village Administrator or Payroll the difference between the Worker's Compensation payments and the employee's regular wages
3. The employee must substantiate to the Village's satisfaction actual receipt and amount of each Worker's Compensation payment.
4. The Village shall deduct from accrued but unused PTO credits the actual time needed to generate sufficient money to make up the difference between the Worker's Compensation payments and the employee's regular wages

Fire Service & Ambulance Leave

Employees who are qualified members of the Marathon City Volunteer Fire Department will be authorized to leave their jobs during regular working hours as soon as the job site is safe and secure to respond to fire/rescue/ambulance emergency calls. Notice must be given to the Administrator as soon as practicable. Time expended away from Village work to respond to emergency calls will be paid at fire duty rate a rate and after normal work hours will be paid at one and a half times (1.5) the fire duty pay. At such time that the Village employees are no longer needed at the emergency call they will return to the Village and the job site to resume their normal duties.

With approval from the Village Administrator, members of the Marathon City Volunteer Fire Department may attend training sessions during normal working hours. Time expended away from Village work will be deducted from employee PTO banks.

Jury Duty

Full-time employees required to be absent for jury duty shall be granted paid jury duty leave at the employee's base rate for up to five (5) scheduled work days. Any remuneration received by the employee for jury duty shall be given to the Village within three (3) days of receipt thereof. Employees must give reasonable advance notice to the Village of Marathon City of their intended absence for jury duty. If an employee is dismissed from jury duty when at least four (4) hours remain in his/her scheduled work day, that employee shall report to work for the balance of the working day.

Military Leave

The Village of Marathon City allows military leave without pay for all employees who temporarily leave employment with the Village to join and/or serve in the military forces of the United States. Further, the Village's military leave policy complies with all requirements of State and Federal law including, but not limited to, the Family and Medical Leave Act (FMLA) and the Uniformed Services Employment and Reemployment Rights Act (USERRA).

All employees requesting military leave must notify the Village Administrator prior to the requested leave unless precluded by military necessity. The notice must be in writing and, where appropriate, include a copy of the employee's military orders and/or training schedule.

The Village may at its discretion pay out compensatory time to employees leaving for military duty in the form of accrued but unused PTO and ELB credits. Requests for compensatory time must be given in writing before leaving for military duty.

Employees on military leave have certain reemployment rights under USERRA once their military leave ends. These rights are generally determined by the length of the employee's military leave. USERRA also entitles returning veterans to any step increases, cost of living increases, or any other rights and benefits accrued with length of employment while on military leave. Employees will further continue to accumulate credit for length of service as if they were an active employee during military service.

Bereavement Leave

In the event of a death of an immediate family member, time off with pay may be given by the Village if the employee was scheduled to work. Bereavement leave allowing the employee to make arrangement for and to attend the funeral shall not exceed three (3) consecutive work days (i.e. Monday, Tuesday, Wednesday) for the following people: spouse, natural or adopted child, natural or adopted stepchild, parent, stepparent, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law,. Employees may take one (1) day of paid bereavement with pay for a grandparent, grandchild, foster parent, foster child, aunt, uncle, cousin, legal guardian and/or any relative residing in the employee's household, co-worker, co-worker's spouse, or co-worker's child. Time off for other types of bereavement will be considered on an individual basis with the general rule that PTO time be taken for this purpose.

Employees desiring bereavement leave shall promptly make an application to the Village Administrator so that work schedules can be appropriately adjusted. Bereavement leave shall apply only to regularly scheduled work days and shall not apply to overtime hours or to days when the employee is not scheduled or otherwise on scheduled PTO or ELB leave, military leave, FMLA, or any other type of leave, paid or unpaid. Bereavement leave shall not be credited as time worked for overtime purposes.

Emergency Conditions

When emergency conditions exist in the Village, weather-based or otherwise, the expectation of the residents is that the Village government and its employees will be fully involved and engaged in providing assistance to others during these emergencies. Therefore, as a general rule employees can presume that regularly scheduled work or call-in work will proceed as usual, even under most emergency conditions. However, the safety of Village employees is paramount.

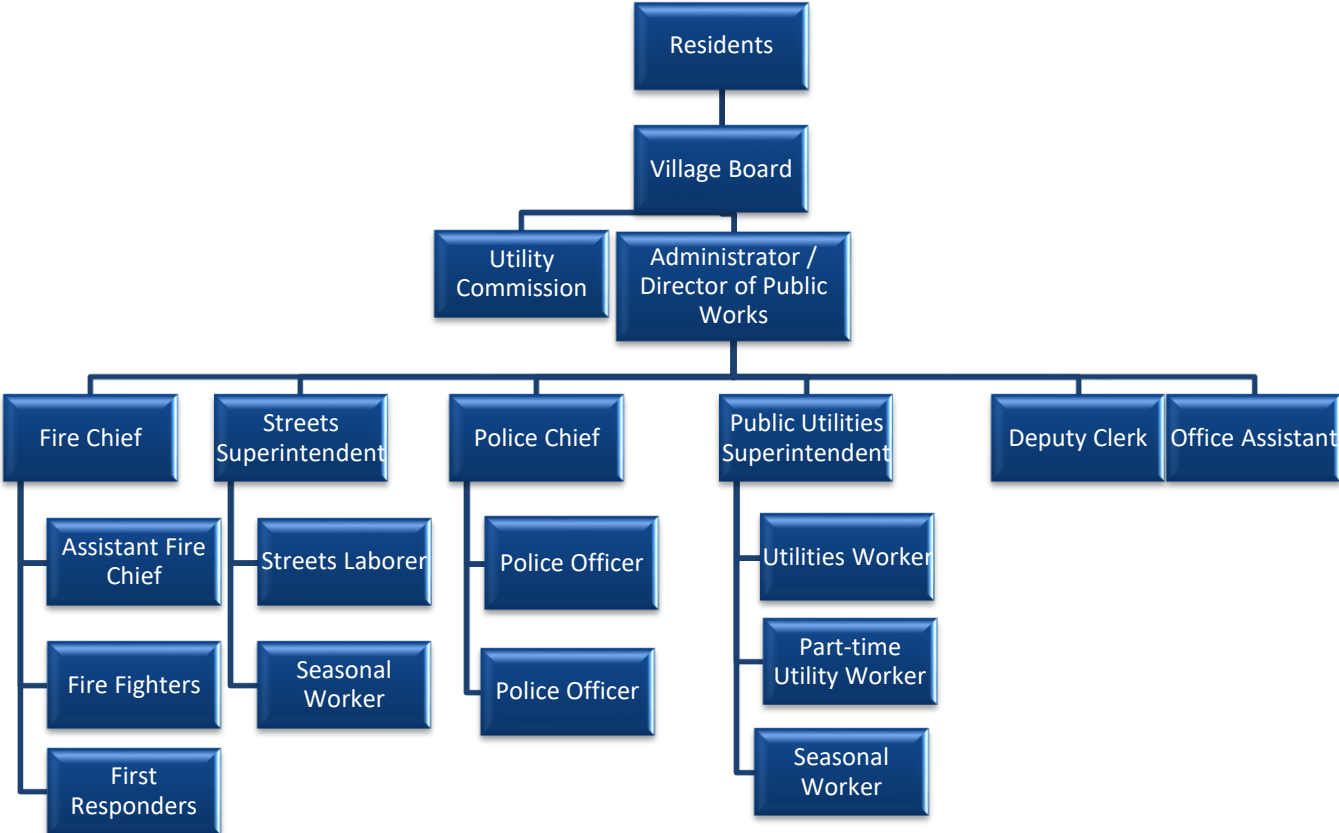
In conjunction with local health and/or public safety authorities, the Village of Marathon City may decide to close a work site or take other emergency measures in order to safeguard the health and welfare of employees and the public. Examples of emergency conditions include but are not limited to power outages, natural disasters, extreme weather conditions, or a quarantine imposed by health officials. The Village Administrator and Village Board of Trustees reserve the right to close work sites or cease work based on emergency conditions. Under such circumstances the Village may authorize paid leave for employees.

Inclement weather conditions affecting only the ability to commute to and from work will not generally be considered a reason for offering paid leave for employees. Village employees who do not report to work due to a weather-caused inability to commute will be given a choice between unpaid leave or the use of accrued but unused PTO.

8. CHAIN OF COMMAND

Organizational Chart

The graph shown below is to illustrate the proper chain on command for each employee of the Village of Marathon City. It is not intended to show level of importance or heirarchy, only reporting relationships. This chain of command is subject to change at any time. Please see your individual job description for more information.



9. EMPLOYEE ACKNOWLEDGEMENT

I have received a copy of the Village of Marathon City Employee Handbook. I have read and understood its contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand.

I understand that it is my responsibility to comply with all Village of Marathon City policies, rules, and expectations as set forth in this handbook, as well as policies, rules, and expectations that the Village may otherwise establish or change from time to time.

I further understand and acknowledge that this handbook provides guidelines and information, but this handbook is not, nor is it intended to constitute, an employment contract of any kind. I understand that any contract or employment agreement must be authorized and approved by the Village Board of Trustees at a duly-noticed meeting and may include provisions that supersede this handbook.

I understand that the contents of this handbook may be changed by the Village of Marathon City at any time, with or without notice.

(Employee Signature)

(Date)

(Print Name)