

# **EMPLOYEE HANDBOOK**

**Part-time/Seasonal/Temporary**



**City of New London, Wisconsin**

**September 2018**

# TABLE OF CONTENTS

|                                                          |    |
|----------------------------------------------------------|----|
| Introduction .....                                       | 4  |
| Equal Employment Opportunity Policy .....                | 4  |
| General Information .....                                | 4  |
| Employees Covered by These Policies .....                | 4  |
| City Government Organization.....                        | 5  |
| Public Relations .....                                   | 5  |
| Telephone, Copy Machine, Computer, FAX Machine Use ..... | 5  |
| General Conduct.....                                     | 6  |
| Code of Ethics.....                                      | 6  |
| Definitions .....                                        | 6  |
| Employment Classifications .....                         | 6  |
| Employment of Relatives .....                            | 7  |
| Orientation Period .....                                 | 7  |
| Corrective Probation .....                               | 7  |
| Promotion.....                                           | 8  |
| Transfer.....                                            | 8  |
| Resignations and Terminations .....                      | 8  |
| Personal Records .....                                   | 8  |
| Work Schedule .....                                      | 8  |
| Workday Breaks .....                                     | 8  |
| Outside Employment .....                                 | 9  |
| Compensation.....                                        | 9  |
| Pay Days .....                                           | 9  |
| Overtime .....                                           | 9  |
| Family & Medical Leave.....                              | 9  |
| Compassionate/Funeral Leave.....                         | 9  |
| Absence without Authorized Leave .....                   | 10 |
| Employee Assistance Program (EAP) .....                  | 10 |
| Retirement Plan .....                                    | 10 |
| Life Insurance .....                                     | 10 |
| Deferred Compensation Plan .....                         | 10 |
| Dress Code.....                                          | 10 |
| Drug Free Work Place Policy.....                         | 10 |
| Smoking & Tobacco/Nicotine Use .....                     | 11 |
| Harassment Policy.....                                   | 11 |
| ADA Policy.....                                          | 11 |
| Hazard Communication Program .....                       | 12 |
| Training .....                                           | 12 |
| Disciplinary and Grievance Procedures.....               | 12 |

|                                                |    |
|------------------------------------------------|----|
| Workplace Violence Hazard Identification ..... | 13 |
| Mileage Reimbursement .....                    | 13 |
| Use of City Vehicles.....                      | 13 |
| Lodging and Meals .....                        | 14 |
| Wisconsin Whistleblower Law .....              | 14 |
| Additional Policies Affecting Employees .....  | 14 |
| City of New London Policies .....              | 15 |

## **Introduction**

This handbook provides basic information on employee benefits and responsibilities. This edition of the handbook supersedes all previous editions and directs employees to individual policy statements rather than attempting to summarize those policies. Employees are here by informed that henceforth all City of New London (City) policies are displayed on our web site. (Upon request employees may receive a paper copy of any city policy.) These policies will be updated periodically. Employees will be advised that the policy has changed and will be trained on the new policy. Employees will no longer receive paper copies of policies automatically, instead we expect employees to access the web site and be familiar with the policies.

Employees are expected to be familiar with this handbook and all policies which relate to their job. In addition each department has its own set of work rules, which employees are expected to know. This manual does not represent every conceivable type of employment situation; it is a summary of established benefits. None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the City's employees, except sworn members of the Police Department, are employed "at will" and employment is not for any definite period. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the City or the employee.

EQUAL EMPLOYMENT OPPORTUNITY POLICY - The City of New London's equal opportunity policy and action plan is available on the web site (City Policies Manual Section 2).

## **GENERAL INFORMATION**

Employees Covered by These Policies: This Handbook applies to all City employees, except those under the control of the Utility Commission. The Library & Museum Board and the Police & Fire Commission have adopted separate policies which supersede portions of this Handbook. Library/Museum and Police/Fire employees should consult with their supervisor regarding these differences. For City employees covered by an existing Labor Agreement or Contract, that Agreement or Contract shall apply in the event of a difference between these policies and specific provisions of the Agreement. Interpretation of this Handbook rests with management.

City Government Organization: The City of New London operates under the Mayor-Council form of government, pursuant to Chapter 62 of the Wisconsin Statutes. It has an elected Mayor and a ten member Common Council. The Mayor is elected at large for a two-year term and the Common Council members are elected by district for staggered two-year terms. The Common Council has created the position of City Administrator, an appointed position. The City Administrator is the chief administrative officer of the City and is responsible for carrying out the directives and policies of the Mayor and Council, subject to statutory limits that may apply. The Common Council is the policy formulating body for the City. The Council President presides over meetings of the Common Council during the Mayor's absence.

Public Relations: The City Administrator is the official public information officer for the City with the responsibility of assuring that the news media are kept informed about the operations of the City. City personnel shall direct any media request for information to the City Administrator, per the Media Relations Policy (City Policy Manual Section 9).

Telephone, Copy Machine, Computer, FAX Machine Use and the use of any City equipment is governed by the Use of Equipment policy (City Policy Manual Section 6). All equipment, hardware and software are the exclusive property of the City of New London. All information and data generated or gathered by a user in the course of his/her employment becomes the property of the City of New London. The Computer/Internet/e-mail use policy governs employee use of these technologies. Employees should be aware that they cannot send e-mail without associating themselves with the City. What employees believe to be a personal statement could very well be attributed to the City and the City may be held responsible for their conduct. E-mail sent from City equipment will not be considered private communication. E-mail transmissions will be monitored from time to time; returned items may be read in an attempt to route the message to the proper office and/or to determine whether any violations of the City's policies on e-mail use have been or are occurring. It also must be understood that any e-mail document sent or received on City equipment is a public record and thus is available for public inspection at any time. The content of e-mail sent or received and of sites visited even while on personal time must always be reflective of a positive image of the city and in compliance with all City policies. Viewing or transmitting inappropriate or illegal materials will be grounds for disciplinary action. Employees are not to use their own personal computers or laptops to conduct City business. Such use under the public records law makes such machines public and all contents and actions available to public scrutiny. The City's policy on computer, internet and e-mail use is available on our website (City Policy Manual Section 6).

General Conduct: It is the obligation of all employees to be courteous and efficient in the performance of their duties. Employees are expected to establish and maintain harmonious and effective working relationships with other employees and departments. A friendliness and willingness to help should be exhibited during telephone calls, as well as person-to-person conversations. The Employee Code of Conduct policy is to be followed (City Policy Manual Section 4).

Code of Ethics: City of New London Code of Ethics is posted on the website (City Policy Manual Section 4). It applies to all employees and public officials. The City Attorney will answer questions regarding specific matters involving this Code of Ethics.

DEFINITIONS: The following definitions are used to establish the status of individual employees:

1. Management - Department Heads, Supervisors, the City Administrator, Mayor, and the City Council, acting in their various legal capacities.
2. Immediate Family - An employee's spouse, child, stepchild, parent, stepparent, grandparent, brother, sister, father-in-law, or mother-in-law.
3. Department Head - Managers so designated by City Code or resolution.
4. Retirement - An employee's retirement from the City as defined under the Wisconsin Retirement System.

Employment Classifications:

A. Regular Full-time (EXEMPT): Employees who work a minimum of 2080 hours per year or 80 hours bi-weekly and are not eligible for overtime or compensatory time for any hours worked beyond 40 hours per week. Employees are expected to work whatever hours necessary to complete the job they have been hired for. Employees are paid on a "salaried basis" meaning that the person will be paid the same full salary for any week in which work is performed without regard to the number of hours worked.

Regular Full-time (NON-EXEMPT): Employees who work 2080 hours per year (40/week) and are eligible for overtime after working 40 hours per week.

B. Regular Part-time: Employees who are normally scheduled to work at least 1560 hours per year (30/week) but less than 2080 hours per year (40/week).

C. Part-time: Employees who are normally scheduled to work less than 1560 hours per year (30/week).

D. Temporary: Employees hired to fill in on a limited basis with no specific end date or a specified time period. Employment terminates at the end of the assignment.

- E. Seasonal/Intern: Employees hired to perform seasonal or internship work for a specific time period. Seasonal employees and interns are not eligible for benefits.
- F. Volunteer: Those whose service to the City is of their own volition and show is not compensated for their work or who receive a stipend unrelated to actual hours of service given. Any individual who voluntarily works without pay is not an employee and is not eligible for any benefits provided in this handbook or in any City policy.
- G. Salaried Employee: One whose position and annual salary is stated on the non-represented employee compensation plan (ord. 1342 as amended), paid on a bi-weekly basis, and is subject to FLSA overtime rules. This position can be Exempt or Non-Exempt, see A & B above.
- H. Hourly Employee: One whose job title and hourly rate is stated on the non-represented employee compensation plan (ord. 1342 as amended), paid an hourly rate for each hour worked, and is subject to FLSA overtime rules.

**NOTE:** The Department Head notifies new and re-hired employees of their employment classification at the time of hire. If you are in doubt of your status, check with your supervisor.

Employment of Relatives: The City, provided the applicant possesses all the qualifications for employment, will consider an employee's relative for employment. An employee is not permitted to work in a position where his/her immediate supervisor is a relative. In the case that the City Administrator recommends the employment of an employee's relative, he shall receive the permission of the Common Council prior to hiring that person. A relative refers to spouses, parents, children, siblings, stepparents, stepchildren and in-laws (father, mother, son, daughter, brother, sister).

Orientation Period: During the first six (6) months of employment, the City and new employees who are not covered by a collective bargaining agreement are given an opportunity to evaluate whether the employment relationship should continue. This orientation period offers management an opportunity to review an employee's skills, abilities and attitude. It is the employee's opportunity to evaluate the City as an employer as well. The completion of the orientation period should not be considered as a guarantee of permanent or continued employment. The City evaluates employees and its needs on an on-going basis.

Corrective Probation: Corrective probation is used when an employee is found to have inadequate performance or improper behavior at any time. Employees may be placed on

probation for a designated period to correct recognized performance shortcomings that they are able and willing to correct. This probation will be a period when both the employee and supervisor should pay particular attention to performance and progress.

Promotion: Where appropriate the City may try to fill job vacancies by promotion from within the organization. The City will still follow the proper competitive process for internal hiring.

Transfer: Employees may from time to time be transferred from one department to another.

Resignations and Terminations:

1. Resignation Notice – Two (2) weeks written notice is requested if an employee resigns. Employees wishing to resign in good standing shall give written notice to the Department Head not less than two (2) weeks before such resignation shall be effective. Unauthorized absence of an employee for three (3) consecutive workdays may be considered by the City as a resignation of such employee. From time to time, it may be mutually beneficial for both the City and employee to waive these notification requirements to allow the employee to depart expeditiously, yet under good standing. Employees may be abruptly terminated (fired) for gross misconduct, serious violation of safety or work rules, failure to follow instructions or any other reason or no reason. Except for contractual and employees under labor agreements employment is considered “at will”.

Personal Records: It is mandatory that each employee within one calendar week of the event notify the Human Resources coordinator of any change in name, mailing address, phone number, marital status, number of dependents, beneficiary designations, and person to notify in case of emergency.

Work Schedule: The City encompasses a wide range of activities and, in effect, operates on a 24 hour a day basis. The workweek for overtime purposes for all employees runs from 12:00 a.m. Sunday through 11:59 p.m. Saturday. See the FLSA Policy for full information (City Policy Manual Section 2). The City Administrator and Department Heads determine the work schedule for each department. Each employee is responsible to know when he/she is expected to be at work. Each department may have a policy on work requirements during emergencies. The employee is expected to know these policies.

Workday Breaks: Department Heads determine workday breaks as appropriate for employees in their unit.

Outside Employment: Outside employment is permitted unless it is found to interfere with an employee's job performance. The following guidelines are applicable to employees considering additional employment other than with the City of New London:

1. The work must not be incompatible with the employee's job with the City.
2. The work must in no way detract from the efficiency of the employee in his/her City employment.
3. There should be no conflict of interest between City employment and outside employment.
4. An employee will not be permitted to work for another employer while on a leave of absence, FMLA leave, worker's compensation leave, or while absent due to illness from the City, except as allowed by applicable law.

Compensation: Compensation for part-time and seasonal positions is usually set by departments annually. Computation of hours worked and actual compensation paid will be determined under the City's FLSA Policy (City Policy Manual Section 2). This policy is posted on the web site.

Pay Days: Payroll will be distributed every 2 weeks. Paychecks will be deposited into employees' designated Direct Deposit bank account every other Friday.

Overtime: Overtime means compensation at a rate of one and one half times the hourly rate of the employee when the employee actually works more than 40 hours within a workweek. Overtime is paid to all employees who are not exempt from overtime pay requirements under the Federal Fair Labor Standards Act (FLSA) or similar State of Wisconsin legislation. Please refer to the FLSA policy on the website (City Policy Manual Section 2).

Family & Medical Leave: The City's Family and Medical Leave Act (FMLA) policy is posted on the web site. This policy is carried out according to State and Federal laws (City Policy Manual Section 2).

Compassionate/Funeral Leave: Employees will be granted time off as follows:

1. All Part-time, Seasonal, and Temporary Employees – In the event of a death in the employee's immediate family (spouse, parent, child, sibling, grandparent, grandchild, immediate in-law, or any other person who is solely dependent upon the employee), the Department Head may grant up to three (3) unpaid days off, if it occurs within the scheduled work days.

Absence without Authorized Leave: An unauthorized absence from duty by an employee shall be grounds for disciplinary action. Unauthorized absence of an employee for three (3) consecutive workdays may be considered as a resignation of said employee. City policy on Absences is part of the Employee Code of Conduct Policy (City Policy Manual Section 4).

Employee Assistance Program: The City has contracted with an outside provider to administer an employee assistance program (EAP). This program is available free to all employees and their spouses and dependents living in the household. The EAP provides confidential counseling and access to other resources for a variety of personal problems and issues such as relationships, depression, self-improvement, divorce, child rearing, work place or life based stress, & substance abuse. The Human Resources Coordinator has further information or you may contact the EAP directly at 1-800- 236-3666.

From time to time an employee may be required to participate in EAP. Such mandatory referrals will be made by the City Administrator, upon review by the City Attorney, and after consultation with affected supervisors. All EAP visits, referrals and related matters are confidential and the outcome, subject matter, etc. of any use of the program is not disclosed to the employer.

Retirement Plan: The City is a member of the Wisconsin Retirement System (WRS). A description of the WRS, eligibility, its benefits, and contribution requirements is available through the Human Resources Coordinator or by visiting their website at <http://etf.wi.gov>.

Life Insurance: Term life insurance is available within 30 days of hire for employees meeting the requirements of the Wisconsin Retirement System (WRS). See the Human Resources Coordinator for current rates and amount of the employee's required contribution to premium.

Deferred Compensation Plan: A Deferred Compensation Plan administered by the Wisconsin Department of Employee Trust Funds (Section 457 of the IRS Code) is available on a voluntary basis when meeting the requirements of the Wisconsin Retirement System (WRS). Contact the Human Resources coordinator for more information.

Dress Code: The Employee Code of Conduct policy explains what the City expects with respect to proper clothing (City Policy Manual Section 4).

Drug Free Work Place Policy: The City of New London is committed to protecting the safety, health and well-being of all employees and individuals in our workplace. We

recognize that alcohol abuse and drug use pose a significant threat to our goals by maintaining a drug and alcohol free work place; the policy is listed on the website under Substance Abuse Policy (City Policy Manual Section 4). The City prohibits use, manufacture, distribution, possession or dispensing of any illegal drugs or controlled substances, except medication taken as prescribed, by any employee while at work, on City property, in City vehicles, or while off the premises performing work for the City. Employees are prohibited from reporting for work while under the influence of a controlled substance, except non-impairing medication taken as prescribed, or illegal drug. When random or mandatory drug testing is required by law, such testing shall be conducted in accordance with imposed requirements. Any such testing shall be conducted by trained medical personnel at the City's expense with the results of such test, or tests, to be disclosed to and used by the City. If the City has any reason to suspect that an employee is violating this policy, the employee may be asked to immediately submit to a search of his or her vehicle, desk, brief case, purse, wallet, packages, personal possessions, or other items on the premises which he or she has access to, or where circumstances require, to a search of his or her person by supervisor or manager of the same sex. Disciplinary action or termination will result if an employee is found in violation of this policy.

The circumstances under which testing will be performed and the specific procedures which will be used in drug/alcohol testing are found in the City's Substance Abuse Policy, a copy of which can be obtained from either the City's website or from Department Heads or the Human Resources Coordinator.

Smoking & Tobacco/Nicotine Use: Employees are prohibited to use any tobacco and nicotine products, including smokeless material, chewing tobacco and electronic cigarettes, in City facilities, vehicles, equipment, or while on duty.

Smoking, including the use of smokeless material, chewing tobacco, and electronic cigarettes is only permitted during an authorized break outside of City buildings. Violations of this policy may result in disciplinary action up to and including termination.

Harassment Policy: It is the policy of the City of New London to provide a work environment in which all individuals are treated with respect and dignity. The City Harassment Policy is posted on the web site (City Policy Manual Section 4).

ADA Policy: The City of New London will adhere to all aspects of Title I of the Americans with Disabilities Act (ADA) which prohibits employment discrimination against qualified individuals with disabilities and with Title II which prohibits discrimination against qualified

persons with disabilities in all services, programs and activities provided or made available. The City policies on ADA Title I and Title II are posted on the web site (City Policy Manual Section 3).

Hazard Communication Program: In order to provide a safe and hazardous free workplace for its employees, the City of New London complies with the requirements of the Wisconsin Employees' Right to Know Law (Wisconsin State Statutes 101.58 – 101.599), as well as with the requirements of OSHA's Hazard Communications Standard (29 CFR 1910.1200). Similarly, access to Safety Data Sheets (SDS) will be through the portal on City computer desktops and designated department flash drives. Employees will be trained on accessing policies, SDS sheets and other materials in individual department orientations. The Hazard Communications policy is posted on the web site (City Policy Manual Section 10).

Training:

1. Authorization to Attend Function - The City Administrator/Dept Head may authorize or require employee attendance at conferences, seminars, workshops, or other functions of a similar nature that are intended to improve or upgrade the employee's job skills.
2. Request Procedure - Employee requests to attend training sessions should be made to the Department Head at least fifteen (15) working days prior to the deadline for registration.
3. Costs Covered - When a request for training is approved, the employee's cost of registration, tuition, publications, transportation, lodging and per diem will be covered by the City.
4. Personal Education and Training - Employees who desire to further themselves through education or training not related to their work for the City are encouraged to do so. The City is unable to provide financial assistance for this type of education and training. Employees may be granted, upon written request, permission to take time away from their job for training when such time is taken without pay and only so long as their absence will not cause hardship for their department.

Disciplinary and Grievance Procedures: Whenever and wherever people work together, certain standards of reasonable conduct need to be established in order to maintain an orderly and efficient work atmosphere. Every employee of the City is required to abide by the Employee Code of Conduct; this policy is posted on the City web site (City Policy Manual Section 4). Please refer to the City's Grievance and Discipline Procedure policy (City Policy Manual Section 4).

Workplace Violence Hazard Identification: The City of New London is committed to providing a safe, secure, and hazard-free workplace for all employees and customers. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on City property will not be tolerated. The City Policy on Workplace Violence and Threats Prevention is posted on the web site (City Policy Manual Section 4).

Mileage Reimbursement:

1. Mileage Reimbursement - Whenever an employee is authorized to use a personal vehicle in the performance of official City duties, the employee may be reimbursed, if such mileage does not violate the following conditions:
  - a. All mileage compensation shall be as a result of authorized personal vehicle use. "Authorized" means approved by the employee's Department Head, or in the case of the Department Head, the annual travel appropriation appearing in the budget. Prior to such approval the employee shall submit a copy of their auto insurance policy. Employees traveling with their own vehicles on city business are required to have accident insurance coverage in accordance with the Vehicle Operation and Driving Policy (City Policy Manual Section 6).
  - b. Driving to and from the usual work site, and trips within the City, is the employee's responsibility and is not mileage reimbursable. The employee's time will be compensated according to the FLSA Policy (City Policy Manual Section 2).
  - c. Reimbursable uses include the use of a personal vehicle to conduct out-of-town city business, or to attend out-of-town functions, training sessions, and meetings when such functions are a requirement of the employee's job, or are deemed desirable by the Department Head or City Administrator.
  
2. Reimbursement - Mileage will be reimbursed at the official IRS authorized rate. Reasonable lodging and meal expenses will be reimbursed at actual cost upon production of receipts. Reasonableness will be determined by the circumstances and the going rate in the area visited. Liquor, beer, wine and tobacco expenses will not be reimbursed. Incidental room expenses like in room movies, phone calls other than to work sites, room service etc. are also not reimbursable.

Use of City Vehicles: An employee must obtain permission from their Department Head to use City Vehicles in the course of travel connected with approved training and City

business. Any out-of-pocket expenses such as parking, tolls, emergency repairs, and gasoline, shall be reimbursed upon presentation of receipts.

Lodging and Meals: Employee's reasonable lodging and meals expenses will be covered while traveling on City business. Employees are expected to be frugal in the selection of accommodations and menu options. Reimbursement requests not deemed to be reasonable for the location and event will not be reimbursed. Meal costs and tips are reimbursable; the City will not reimburse for alcohol purchases.

Wisconsin Whistleblower Law: Under Sections 230.80-85 of the Wisconsin Statutes, an employee of the State of Wisconsin, except for certain exceptions listed in s. 230.80(3), may not be retaliated against for disclosing information regarding a violation of any state or federal law, rule or regulation, mismanagement or abuse of authority in state or local government, substantial waste of public funds or a danger to public health or safety. An employee may disclose information to any other person. However, before disclosing information to anyone other than an attorney, collective bargaining representative or legislature, the employee must do one of the following: disclose the information in writing to the employee's supervisor, or disclose the information in writing to an appropriate governmental unit designated by the Equal Rights Division. Contact the Equal Rights Division for information about the appropriate governmental unit to disclose information to. [http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd\\_15506\\_p.pdf](http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_15506_p.pdf)

**Victims of unlawful retaliation may file a complaint with the Equal Rights Division of the Department of Workforce Development within 60 days after the retaliation or threat of retaliation occurred.**

Additional policies affecting employees:

The City has a number of policies and programs which are required due to Federal or State regulatory rule, Court opinions, or good personnel practice. Not all of these affect every employee. Many of these concern on-the-job safety doing specific tasks. If your job involves any duties for which there is a safety program or other policy, you will receive any training necessary to understand it. Below are listed the current policies which affect the majority of employees. These policies, like this handbook, will be updated periodically. These policies and other related information are posted on the web site. You may receive a paper copy of a policy upon request.

City of New London Policies:

For more information on current policies go to [www.newlondonwi.org/policy.htm](http://www.newlondonwi.org/policy.htm).

Current policies include:

**Human Resources - Hiring/Benefits/Wages**

- Application Acceptance Policy
- Authorization to Transfer Accumulated Sick Leave Policy
- Background and Reference Checks
- COBRA & EAP Initial Notice of Continuation Rights
- COBRA Policy
- COBRA: Notice to Employees
- Criminal Background Investigation Required
- Equal Opportunity Policy and Action Plan
- Family Medical Leave Act Policy
- Family Medical Leave Application
- Fair Labor Standards Act (FLSA) Policy
- Hiring Policy
- Personnel File Access Policy
- Policy Creating a Hiring Procedure for Department Heads
- Sick Leave Policy

**Americans with Disabilities Act (ADA)**

- ADA Title I Policy
- ADA Title II Policy
- ADA Employee Accommodation Request
- ADA Response to Accommodation Request

**Administrative Policies - Employees**

- At Will Employment Policy
- Cell Phone Usage Policy
- Code of Ethics for Public Officials & Employees
- Compensation for Events, Conferences & Training
- Employee Code of Conduct
- Employee Records and Retention Policy
- Employee Suggestion Program
- Grievance & Discipline Policy
- Harassment Policy (Poster Form & Reporting Form)
- Polygraph Testing Policy & Poster
- Privacy in Locker Rooms
- Respectful Workplace Guidelines
- Substance Abuse Policy
- Work Place Violence and Threats Prevention Policy

**Health Management**

HIV and AIDS Privacy Policy  
Smoking in City Owned Buildings  
Tuberculosis Infection Control Program  
Wellness Policy

**Technology/Equipment**

Computer, Internet & E-mail Use Policy  
Information Security Policy  
Social Media Policy  
Use of City Equipment Policy  
Vehicle Use Policy

**Finance**

Capitalization & Asset Replacement Policy  
Financial Management Policy  
Financial Policy  
Financial Procedures Manual  
Fund Balance Policy  
Lost Check Replacement Policy  
Policy on Contracts for Services and Equipment Purchases  
Policy on Loan Guarantees  
Policy on Permitted Expenditures  
Policy on Submitting Offers to Purchase  
Purchasing Policy

**City Policies/Programs - Citizens**

Citizen Complaint Procedures  
Contract Class Policies and Procedures for the Parks/Rec Dept.  
Cross Connection Control Policy  
Emergency Operations Plan – 2010

**City Policies/Programs - City Administration**

Comprehensive Land Disposition Policy  
Media Relations Policy  
Notice of Public Records Availability Policy  
Open Records & Records Retention Policy  
Park Naming Policy  
Parks & Recreation 2011 Fee Policy & Schedule  
Policy on Acceptance of Gifts to the City  
Policy on City Making Donations, Contributions or Gifts  
Sidewalk Assessment Policy  
Sponsorship of Park & Rec Programs  
Sponsorship Signage Policy  
Transit Service Policies & Procedures (P/R)  
Winter Road & Sidewalk Maintenance Policy

## **Safety Management and OSHA Guidelines**

- Access to Employee Medical & Exposure Records Policy
- Asbestos Safety Policy
- Bloodborne Pathogens Exposure Control Plan
- Chemical Hygiene Plan
- Compressed Gas Cylinders Handling Policy
- Confined Space Entry Policy
- Electrical Safety Policy
- Employee Injury/Illness Reporting & Investigation
- Excavation Safety Program
- Fall Protection Program
- Flammable & Combustible Liquids Policy
- Hazard Communication Program
- Hearing Conservation Program
- Lead Policy
- Lock-out/Tag-out Program
- Personal Protective Equipment (PPE) Program
- Power Industrial Truck (Forklift) Program
- Respiratory Protection Program
- Restricted, Modified Duty Program
- Right to Know & Hazard Communication Program
- Safety Rules
- Vehicle Operation and Driving Policy
- Work Zone Safety Policy

## **City Council Policies**

- Policy on Filling Vacant Council Seats

**CITY OF NEW LONDON  
HANDBOOK RECEIPT**

I, \_\_\_\_\_, acknowledge I have received and read the City of New London Employee Handbook (Part-time/Seasonal/Temporary) and understand the provisions contained therein. I understand the terms described in the Employee Handbook may be altered, modified, changed or eliminated by the City at any time, with or without prior notice.

I have been afforded the opportunity to ask questions regarding this Employee Handbook.

I understand this Employee Handbook supersedes any previous handbook or policies I may have received, making them void.

I further understand this Employee Handbook and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand my employment is "at-will" unless covered by Civil Service provisions or other applicable State of Wisconsin statutes or City of New London ordinances or policies, and, if at will, my employment may be terminated at any time for any reason, with or without cause, and with or without notice.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name