

EMPLOYEE HANDBOOK



City of New London, Wisconsin

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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 hereby informed that henceforth all City of New London 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. Similarly, access to Material Safety Data Sheets (MSDS) sheets will be through our web site. Employees will be trained on accessing policies, MSDS sheets and other materials in the near future.

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.

GENERAL INFORMATION

Employees Covered by These Policies: This Handbook applies to all City employees, except those under the control of the Utility Commission. The Housing Authority, the Library & Museum Board, and the Police & Fire Commission have adopted separate policies which supersede portions of this Handbook. Housing Authority and Library/Museum 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.

Telephone, Copy Machine, Computer, FAX Machine Use and the use of any City equipment is governed by the Use of Equipment policy. 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 of New London's policy on computer, internet and e-mail use is available on our website.

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.

Code of Ethics: City of New London Code of Ethics is posted on the website. 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 and are eligible for overtime after working 40 hours per week.

B. Regular Part-time: Employees who are normally scheduled to work at least 1664 hours per year but less than 2080 hours per year.

C. Part-time: Employees who are normally scheduled to work less than 1664 hours per year.

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: Employees hired to perform seasonal work for a specific time period. Seasonal employees 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. 973 as amended). 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 current non-union compensation resolution. Is eligible for overtime under the rules of FLSA regarding the 40 hour work week.

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.

Probationary Period for Sworn Police Department Employees: Police Department employees have a one-year probationary period following the completion of field training. During this period, a new employee may be terminated without cause and without recourse to the grievance procedure or a hearing before the Police & Fire Commission. Successful completion of the probationary period does not guarantee continued employment.

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.

Acting Appointment: The appointment of personnel to a higher classification on a temporary basis in order to fill a vacancy is considered an "acting appointment". An employee holding an acting appointment may receive a temporary pay increase. The appropriate committee will make decisions regarding this increase.

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. An employee who resigns and gives two (2) weeks written prior notice will be paid his or her remaining accrued, but unused, vacation and personal time, in accordance to the City's policy on payouts for vacation and personal time.

An employee who voluntarily terminates employment without giving two (2) weeks prior notice automatically waives his/her right to payout of any accrued leave.

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. Department Heads, Supervisors and Managers shall give not less than three (3) weeks written resignation notice. The time specified for written notice of resignation shall not include paid time not worked such as vacation or sick leave pay benefits. Unauthorized absence of an employee for three (3) consecutive workdays may be considered by the City as a resignation of such employee. The Department Head shall notify the City Administrator of any resignation in the department when the resignation is received. 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.

2. Notification of Termination – The Department Head shall notify the City Administrator as soon as he/she learns that an employee is leaving. 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”.

3. Layoff – At the direction of the City Council and the City Administrator, Department Heads may lay off employees.
 - a. In the event of permanent layoff, full-time employees may receive severance pay based upon time worked as follows:

<u>Time Worked for the City</u>	<u>Amount of Pay</u>
6 months but less than 2 years	2 weeks of pay
2 years but less than 3 years	3 weeks of pay
3 years but less than 4 years	4 weeks of pay
4 Years plus	5 weeks of pay

Before an employee’s ending date, he/she must return all equipment, keys, etc. in his/her possession.

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.

CDL Requirements: Refer to the City's Substance Abuse Policy.

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 (except police) runs from 12:00 a.m. Sunday through 11:59 p.m. Saturday. See the FLSA Overtime Policy on the web site for full information. Unless specified in a labor agreement, 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 and to know his/her schedule. Each department may have a policy on work requirements during an emergency. The employee is expected to know these departmental 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: Employees' salary and wage rates are established by the Common Council. Salaried employee positions are assigned a grade and step in the compensation plan. (Chapter 3 Section 14 Municipal Code). Salary increases are dependent upon the availability of funds and satisfactory job performance. Generally Regular Full-time positions are considered salaried positions and are listed on the compensation plan. Compensation for part-time and seasonal positions is usually set by resolution. Computation of hours worked and actual compensation paid will be determined under the City's FLSA Policy. This policy is posted on the web site.

Pay Days: Payroll will be distributed every 2 weeks. For employees 18 years and older paychecks will be deposited into their designated Direct Deposit bank account every other Friday. Employees under 18 years of age will receive a paper check if they choose and will be paid in the same rotation as those with Direct Deposit. When minor employees reach the age of 18, they will have 30 days to establish a Direct Deposit account.

Salary Advances: Salary advances are prohibited.

Overtime: Overtime means compensation at a rate of one and one half times the hourly rate of the non-exempt 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 & Comp Time policy on the website.

Call-In Time: Regular Full-time Parks, Streets, Wastewater Treatment Facility (WTF) and Building & Grounds employees will receive a minimum of two (2) hours of straight pay for reporting when called in for unscheduled work even if the time actually worked is less than two (2) hours, provided reporting to work is not contrary to instructions. However, if time worked is greater than two (2) hours, then the employee is paid for actual time worked. Additionally, if actual time worked is over 40 hours within the work week those hours are at time and one half.

Stand-By: Eligibility - Any Regular Full-time employee is eligible to participate in the

program. Those persons chosen will be volunteers, unless the amount of volunteers is not sufficient to produce a good working system. If the number of volunteers is not sufficient, other participants will be selected from the crew. This will only occur when it is determined by City management that there are not enough employees available to have someone on duty for all weekends and holidays. Stand-by may be distributed as equally as possible among volunteers.

Scheduling - A schedule will be published quarterly so all employees will know when they are to be on stand-by duty. Employees may deviate from the schedule (trade days with other participants) ONLY WITH PERMISSION FROM THEIR IMMEDIATE SUPERVISOR.

Said supervisor must then notify the Department Head and Police Department of the change in scheduling. There will be NO changes made on any schedule unless at least a three (3) day notice has been given to the division supervisor or in his absence, the Department Head.

Availability - All persons scheduled for stand-by shall carry a cell phone provided by the City.

Payment Eligibility - Any person may be ineligible for stand-by duty wage payment for the following reasons:

1. Not responding after being paged;
2. Not punching his/her card within 35 minutes after responding to page.

Alternative Payment - Stand-by pay may be taken as compensatory time subject to supervisor approval.

Street Division - Stand-by is to be from the time the work day ends on Friday until the work day commences on Monday. Stand-by pay for this period of time is eight (8) hours of pay. Stand-by for a holiday in midweek shall be from the end of the work day proceeding the holiday until the commencement of work on the day following the holiday (six (6) hours of pay).

Wastewater Treatment Facility - Stand-by pay for the WTF employees shall be from 3pm through 7am Monday through Sunday. Employees shall be compensated one (1) hour of regular pay for each Monday through Saturday and two (2) hours on Sunday.

Exempt Employees: The City Administrator and Department Heads are considered exempt employees under the FLSA. They are expected to work the hours necessary to adequately perform their jobs. Often this means working more than 40 hours per week. Exempt employees are not eligible for overtime pay. Occasionally exempt employees may take time off to compensate for extra hours worked.

Compensatory Time: With the permission of the Department Head, employees may substitute overtime hours worked with time off at a rate of one and one half hours off for each hour of overtime worked in excess of 40 in any given work week.

Holiday Pay: Ten (10) paid Holidays are as follows:

New Year's Day

Presidents Day

Memorial Day (observed on the last Monday in May)

4th of July

Labor Day (observed on the first Monday in September)

Thanksgiving

Friday after Thanksgiving

Christmas Eve Day, Christmas Day, New Year's Eve Day

**The City Clerk/Treasurer's office personnel shall observe the afternoon of New Year's Eve Day as a paid holiday and will take one-half day of floating holiday during the year.

Holidays falling on Saturday will be observed on the preceding Friday unless the preceding Friday is also a Holiday. In that case, the Holiday will be observed on the following Monday. Likewise, Holidays falling on Sunday will be observed on the following Monday unless the following Monday is also a Holiday. In that case, the Holiday will be observed on the preceding Friday. This policy applies to all eligible employees working Monday

through Friday.

- Only Regular Full-time (hourly and salaried) employees as defined by this handbook are eligible for holiday pay benefits for either the actual or observed holiday.
- Salaried employees and full-time hourly rate employees will receive a normal day's pay for each actual and observed holiday.
- Regular Part-time employees who work on the actual holidays may be compensated at their normal rate of pay plus holiday pay. Part-time, seasonal and temporary employees who work on the actual holidays may be compensated at their normal rate of pay.
- For City-observed holidays, part-time, seasonal and temporary employees may be compensated at their normal rate of pay for hours worked.

All employees who work overtime on an actual or observed holiday will be paid for the hours worked at their normal rate of pay, unless they exceed 40 hours worked within the workweek at which time employees will receive one and one-half times their normal rate of pay for all hours over 40. If the time worked does not go above 40 hours, then employees will be paid at their normal rate of pay, in addition to the holiday pay.

Vacation: Regular Full-time employees earn vacation benefits according to the following:

<u>Vacation Earned</u>	<u>Period of Service Required</u>
2 work weeks	after 6 months of service
3 work weeks	after 6 years of service
4 work weeks	after 12 years of service
5 work weeks	after 18 years of service
6 work weeks	after 25 years of service

Regular Part-time employees earn pro-rated vacation benefits according to their total hours worked the previous year.

<u>Vacation Earned</u>	<u>Period of Service Required</u>
1 pro-rated week	on Jan 1st of year following start date (can be used only after 6 months of employment)

2 pro-rated weeks _____ on Jan 1st of 2nd year following start date

Example of hours earned:

Prior year hours worked ÷ 52 weeks = vacation hours calculated as one week

Accrued Vacation: For Regular Full-time employees, vacation may be earned on a pro-rated basis for each half month of service. Vacation earned during the first six months of service will not be credited until after the six months are completed. The maximum vacation accumulation will be five days carried into the subsequent calendar year for Regular Full-time employees, unless the City Administrator and Department Head authorize additional carry-over due to extenuating circumstances upon request by an employee.

Additional Vacation Day: Two additional vacation days will be added to the vacation accumulation of any Regular Full-time employee who completes the previous twelve-month calendar year without using more than three days of approved sick leave.

Scheduling Vacation: Preference in vacation scheduling may be by seniority provided that requests are made within a reasonable time. Vacation requests must be submitted to the appropriate Department Head and approval obtained prior to taking vacation leave.

Sick Leave Earned and Sick Leave Accrual: Regular Full-time employees earn sick leave at a rate of one day per month. Regular Part-time employees earn sick leave at a rate of 5 hours per month. There is no limit to the number of sick days that may be accumulated.

Sick Leave Payout: Accrued sick leave will not be paid out upon termination of employment unless the City has employed the employee continuously for 15 years and the employee has given at least a two (2) week notice of resigning. Maximum sick leave payout will not exceed 120 days for Regular Full-time and 60 days for Regular Part-Time employees. Sick leave payout will be calculated at the rate of pay earned by the employee during the employee's final year of employment. The amount generated

by the sick leave payout calculation may be used by the City and applied toward health insurance premiums until the payout amount is exhausted. In the event a Police Supervisor's death occurs in the line of duty, the sick leave payout amounts will be distributed to the estate of that Supervisor.

Sick Leave Allowed: Sick leave will be granted for the following reasons:

1. Absence due to injury received on the job. Sick Leave pay shall be used to compensate for the difference between Worker's Compensation Insurance and full pay after an absence of 60 days.
2. Other Illness or Injury – Personal illness or physical incapacity resulting from causes beyond the control of the employee.
3. Quarantine – Forced quarantine of the employee in accordance with State of Wisconsin Community Health Regulations.
4. Medical and Dental Appointments – These should be scheduled at the beginning or end of the workday whenever possible to avoid disruption of work.
5. Counseling – Inpatient or outpatient treatment or counseling for mental or emotional problems when the appointments conflict with regular work schedule (unless counseling is required by the City, in which case it is paid as time worked.)
6. Illness in one's immediate family, or doctor/dentist appointments for one's immediate family. Such use should be limited to the times when another alternative is unavailable. (Immediate family for sick leave purpose is defined as an employee's parents, spouse and children).

Other Accrued Time Allowed for Sick Leave: At such time employees exhaust all of their sick leave benefits, accrued overtime, vacation, and comp credits may be used to continue pay during the remainder of sick leave.

Procedures: Continuance of pay during absence from duty due to sickness or other approved reasons will depend upon compliance with the following procedures:

1. On the first day of absence from duty, the employee, or someone on their behalf, shall notify the Department Head of the reason for such absence before their scheduled 1st hour starting time.
2. If the duration of the illness lasts longer than one day, the employee must notify the Department Head daily or state the probable date of return to work.
3. The City has the right to investigate the use of all sick leave. Employees may be required to furnish a certificate from a licensed physician or practitioner to support their sick leave claim.
4. In the event an employee receives Worker's Compensation or any other form of public insurance benefit as a result of injury or illness, the City will pay the difference between the insurance and full pay for a period not to exceed 60 days. After 60 days, the difference will be paid out of the employee's accrued sick leave and/or at the employee's request, accrued vacation. Once these accruals have been consumed, the employee will only receive Worker's Compensation insurance benefits (about two thirds of regular pay).

Official Record of Sick Leave: The Human Resources office shall maintain an accurate and permanent record of sick leave for each employee.

Second Medical Opinion: In cases of a disability, the City has the right to obtain a second medical opinion to confirm the employee's ability or inability to work, as allowed under the ADA. A licensed physician of the City's choosing, and at City expense, will perform such examinations. The consulting physician shall submit a written report to the City Administrator, who will make all final decisions with regard to granting sick leave benefits. Employees who refuse to submit to such an examination may become ineligible for sick leave benefits (for the particular disability in question).

Family & Medical Leave: The City's Family and Medical Leave Act policy is posted on the web site. This policy is carried out according to State and Federal laws.

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

1. Regular Full-time employees –
 - Six (6) days for the death of a current spouse, child by birth or adoption, or stepchild, father, mother, mother-in-law or father-in-law or any other person who is solely dependent upon the employee.
 - Three (3) days for the death of a sister, brother, grandparent, or grandchild.
 - One (1) day for the death of a brother-in-law/sister-in-law, or an employee's relative who is not a member of the employee's immediate family.
 - If additional time off is required, sick leave may be used after approval by the Department Head and/or City Administrator.

2. All Other 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) days off, if it occurs within the scheduled work days.

Civil Leave: Necessary leave at full pay may be granted for the purpose of reporting for jury duty or any other civil duty provided by law (Subpoena, search and rescue operation, disaster relief assistance, etc.). The employee should give as much advance notice as possible to his/her Department Head.

If the employee receives any compensation for civil duty, he/she must report the amount received and the period for which it represents payment. Regular salary will then be used to compensate for the difference between civil duty pay and full pay. The City will not pay mileage reimbursement for civil leave.

Voting Leave: When employees' work schedules are such that they would not be able to vote prior to or after their regular work hours, they will be granted a reasonable time off in order to vote, without loss of pay. A verbal request must be made to the Department Head

and time off is subject to his/her scheduling approval.

Leave of Absence Without Pay: An employee who has completed six months of continuous employment with the City may request an unpaid leave of absence. No employee is guaranteed a leave of absence. Any request for a leave of absence must be made in writing and offer a reasonable justification for, and expected duration of, the requested leave. The request must be made at least four (4) weeks in advance of the requested date of the leave, whenever possible, and must be approved in advance by the Department Head and City Administrator. If the time period requested is longer than the position can be held open, then the employee will be advised at that time that the job may be filled and will not be available upon the employee's return to work.

The Department Head may recommend either approval or denial of a leave of absence request based upon City needs and business considerations and/or circumstances of the request (e.g., staffing needs, employee disability, military obligations, family crisis, unusual circumstances, etc.).

Leave of Absence without pay will not be granted under the provision of FMLA outside of the prescribed state law until all accrued leave, vacation and comp time has been exhausted.

Benefits while on Leave of Absence: Health Insurance is available to eligible employees for 365 days, at the employee's expense, if such coverage is desired. All other benefits and accruals, to include sick leave, shall be discontinued under leaves of absence without pay, which are longer than 30 days. In a leave of less than 30 days, health insurance and other benefits will continue and accrue without interruption. In a leave longer than 30 days, health insurance and other benefits will be reinstated after the leave, but will be subject to the regular waiting periods for new enrollment.

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 by the City as a resignation of said employee. City policy on Absences is part of the Employee Code of Conduct Policy.

Health Insurance: Every eligible and participating employee is issued a plan document and other materials explaining the City Health Insurance Program. The City's Health Insurance Policy identifies those employees eligible for Health Insurance benefits and sets the Employer's and Employee's share of the premium costs and the amount of any deductibles and/or co-insurance payments that will apply. This policy is found as 'Health Insurance Policy' on the web site. Also on the web site is the required 'Initial Notice of Employee Assistance and Health Insurance Coverage Continuation Rights (COBRA) and a 'Notice to employees of COBRA rights.'

1. Eligibility – see Health Insurance Policy.
2. Effective Dates – Insurance benefits start on the first day of the month following the month in which the employee was hired, unless the employee is hired during the last 5 days of the month. In this case, the employee shall not have the benefits until the first day of the second month following his/her hiring.
3. Upon Termination - Health Insurance coverage ceases on the last day of the month during which an employee resigns or is discharged. The City will comply with all federal and state requirements in offering continued coverage to terminated employees.
4. Upon Retirement from the Employ of the City - Full-time employees of the City who retire with a minimum of ten years of service to the City are granted extended coverage under the City's Health Insurance Plan at their expense. Please see the Human Resources Coordinator for details and information about rates and coverage.
5. Upon Death of Employee - Dependent survivors of eligible employees and retirees have insurance continuation rights as described in the continuation notice found in the appendix of the Health Insurance Manual.

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. 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.

Life Insurance: Term life insurance is available after 6 months of Regular Full-time employment through the Wisconsin Retirement System. See the Human Resources Coordinator for current rates and amount of the employee's required contribution to premium.

Retirement Plan: The City is a member of the Wisconsin Retirement System (WRS). A description of the WRS, its benefits, and contribution requirements is available through the Human Resources Coordinator or by visiting their website at <http://etf.wi.gov>. In general, employees are eligible to participate in the WRS if they work more than 600 hours per year (if hired before July 1, 2011) or 1200 hours (if hired July 1, 2011, or later) and their employment is expected to continue for more than one year. Thus full-time employees and continuing seasonal and Regular Part-time employees may participate. Those qualified to participate in the WRS will pay ½ of the required contribution. The other ½ will be paid by the City. Temporary employees, those expected to work less than 600 or 1200 hours per year or those who may work more hours but whose employment is expected to last less than one year, are not eligible. Upon termination of service employees may under some circumstances withdraw the "employee share" from their WRS account (no matter who paid the money into the system). Doing so will prohibit your receiving retirement benefits from the WRS for your years of service with the City. Contact the WRS to see if this may

apply to you.

Deferred Compensation Plan: A Deferred Compensation Plan administered by the Wisconsin Department of Employment Trusts (Section 457 of the IRS Code) is available on a voluntary basis. Please 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.

Drug Free Work Place Policy: The City of New London maintains a drug and alcohol free work place and the policy is listed on the website under Substance Abuse Policy. 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 obtain from either the City's website or from Department Heads or the Human Resources Coordinator.

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.

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. The current ADA coordinator is the City of New London Clerk.

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). The Hazard Communications policy is posted on the web site.

Career Development: Employees are encouraged to take advantage of education and training to improve their job skills and to qualify for transfers and promotions. Costs for education and training may be reimbursed upon request as described below. This reimbursement is limited to training and education, which is relevant to the employee's current position or transfer and promotion opportunities. This benefit is available to all employees on first come, first served basis, subject to approval by the Department Head and City Administrator, and subject to the limitations outlined below as well as the availability of budgeted funds.

Education Reimbursement:

1. Request Procedure - Employees must submit a written request, with a proposed curriculum of study, to their Department Head at least 15 days prior to the registration deadline for such classes. Requests will be considered for attendance at accredited colleges, universities, and business/technical schools for single courses or programs

leading to a degree or certificate. Requests will also be based on applicability to the employee's career advancement as well as the needs of the City.

2. Amount of Tuition Reimbursable - If a written request is approved, the employee shall receive a reimbursement for the cost of registration, tuition and books. Upon successful completion of the course, the City will reimburse 80% of the cost. Employees are prohibited from receiving double funding for education (from the City and another source), and employees will be required to sign a statement verifying this. Employees should not assume that submitting a request is automatic approval to register for a class. To receive funding, approval for a class must be received prior to class registration. If the reimbursement is part of a long term program of study, such as the attainment of a college degree, the employee will be required to sign a contract promising a term of continuing service beyond the completion of the degree or a portion of the reimbursed costs must be returned to the City.

Upon successful completion of a long-term program of study (technical college and/or 4-year program), the employee agrees to a continuing service with the employer of three (3) years beyond the completion of the degree. If the employee voluntarily leaves employment with the City before 3 years of continuing service is completed, the employee agrees to pay a portion of the reimbursed costs. Reimbursement of costs schedule is as follows:

- Employee works less than 1 year of service, employee pays back 100% of total reimbursed cost.
- Employee works more than 1 year but less than 2 years of service, employee pays back 66% of total reimbursed cost.
- Employee works more than 2 years but less than 3 years of service, employee pays back 33% of total reimbursed cost.

3. Reimbursement Request: When employees complete such courses they shall provide a certificate of completion and an itemization of reimbursable expenses (with

receipts) to the Department Head.

4. Release Time Policy: In cases where employees have special scheduling problems, every effort will be made to allow employees release time from their work schedule to attend classes in accordance with the City's flex-time policy.

Training:

1. Authorization to Attend Function - The City Administrator 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. Department Heads may attend conferences as their budgets permit and must also notify the City Administrator 5 days in advance.
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. In addition, the employee's salary for the day will be paid, in accordance with the City's FLSA policy.
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 will be 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, as compensatory time, or as vacation time, 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. Please refer to the City's Grievance and Discipline Procedure policy.

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.

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 at least \$500,000 of accident liability coverage.
 - 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).
 - 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. Department Heads or elected officials may charge business meals to the City, or be reimbursed when City business is being discussed.

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 or future policies go to 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
Comp Time-FLSA Policy
Health Insurance Plan
Health Insurance Policy
Hiring Policy
HRA Plan Document
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 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 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