

# **CITY OF RHINELANDER**

## **EMPLOYEE HANDBOOK**



**EFFECTIVE: January 1, 2023**  
Council Approved with Revisions - November 28, 2023  
Final Revisions – December 1, 2022

## Table of Contents

<b>Welcome</b> .....	<b>4</b>
<b>Employment Status</b> .....	<b>5</b>
Nature of Employment.....	5
Classifications.....	5
<b>Equal Opportunity Employment</b> .....	<b>6</b>
<b>Policies</b> .....	
Hiring .....	6
Orientation Period.....	6
Reasonable Accommodations for Disabilities.....	6
Harassment Policy .....	6
<b>Hours of Work, Attendance/Pay Policies</b> .....	<b>8</b>
Office Hours .....	8
Work Hours.....	8
Timekeeping.....	8
Attendance .....	9
Overtime.....	9
Compensatory Time .....	10
Pay Policies.....	10
Resignation/Retirement/Final Pay.....	11
<b>Time Off and Leave of Absence</b> .....	<b>11</b>
Holidays .....	11
Vacation.....	11
Sick Leave.....	12
Wellness Days .....	12
Sick Leave Pay-Out Upon Retirement .....	12
FMLA.....	12
Military Leave.....	15
Jury or Witness Duty.....	15
Funeral Leave.....	15
Lactation Policy.....	15
<b>Employee Benefits</b> .....	<b>16</b>
Health, Dental and Vision Insurance.....	16
Incentive for Non-Participation.....	16
Life Insurance and Income Continuation .....	16
Termination of Insurance .....	16

Retirement.....	16
COBRA .....	16
Mileage .....	16
Education Incentive .....	17
Job-Related Training .....	17
Safety Shoes.....	17
Worker’s Compensation.....	17
Accident Reporting and First Aid.....	17
<b>Employment Policies.....</b>	<b>18</b>
Bulletin Boards.....	18
Code of Ethics/Conflicts of Interest .....	18
Confidential Information .....	18
Driving Requirements and Practices .....	18
Drug-Free and Alcohol-Free Workplace .....	19
Emergency Closings .....	20
Employee Conduct .....	21
Employee Information .....	21
Employment of Family Member/Close Friends .....	21
Medical Privacy Policy .....	22
Municipal Property .....	22
Open Door Policy .....	22
Outside Employment .....	22
Performance Reviews.....	22
Personal Appearance.....	23
Personal Property.....	23
Personnel Records and Employment References .....	23
Public Records/Media Contact .....	23
Safety .....	23
Smoking Policy.....	23
Social Media .....	23
Technology .....	24
Phone Use.....	24
Weapons Policy .....	24
Workplace Violence.....	24
List of Appendices .....	25

## **WELCOME**

The City of Rhinelander, located in Oneida County, is in the heart of the Northwoods of Wisconsin. Rhinelander proper has a population of over 8,284 residents, and it stands as the retail hub of northern Wisconsin and upper Michigan, swelling to populations of over 20,000 in commute and traveling for shopping and attending events. Rhinelander gives the feel of a small-town, friendly community; yet is large enough to provide great year-around living experiences and activities.

Some of northern Wisconsin's well known fishing lakes are in the Rhinelander area, including Boom Lake, Lake George, and Lake Julia, all offering outdoor activities, whether boating, kayaking, swimming, or picnicking. Northwood Golf Course is a beautiful 18-hole public course with clubhouse and restaurant located just at the edge of the city. Pioneer Park Historical Complex includes the Rhinelander School Museum, the Logging Museum, Soo Line Depot, Civilian Conservation Corps Museum, and model railroad display. In addition, this park is home to the Farmer's Market and the Oneida County Fair.

Biking/walking trails are abundant in the Rhinelander area include Almon Park trail, Holmboe Nature Preserve, Bearskin State Trail, Washburn, and Lake Silent Sports Trail which are lovely any time of the year. Each season displays a different aspect of the beauty of the Northwoods. When winter arrives, there are Ski Trails/Snowmobile Trails within the city and throughout Oneida County. Visit downtown Rhinelander for fun, unique and diverse shopping and dining experiences. No matter the weather, the Hodag Dome is the largest air supported high school dome in the country! It offers an amazing 128,000+ square feet of climate controlled, indoor space perfect for practices, sporting events, and community gatherings and is open to the public.

A Mayor and eight-member Common Council govern the City of Rhinelander. The City provides a wide range of municipal services, including full-time Police and Fire Departments, Water and Wastewater Utilities, Public Works/Street Department, Parks, Airport and Library. The historic Rhinelander City Hall was built in 1908-1909 and is open for business 8:00 to 4:30 pm during the week.

Rhinelander serves nine surrounding townships and the City of Rhinelander. The school district serves approximately 2,300 students in its four elementary schools, middle school, and high school. Our community and schools work collaboratively and support each other. There are three local parochial schools in Rhinelander and virtual learning options. The Outdoor Classroom (CAVOC) is a state-of-the-art environmental education learning center nestled in the woods just a ten-minute drive from downtown. Nicolet Technical College provides classes for full and part-time students for regular and vocational classes and is part of the 16 colleges in the Wisconsin Technical College System.

The goal of each City of Rhinelander employee is to serve our community with integrity and commitment to excellence and the City of Rhinelander is pleased that you are part of our team. We are accountable to the residents of our City, the Common Council, and the laws of the State and Federal Government.

## **IMPORTANT FACTS ABOUT THIS HANDBOOK**

This Employee Handbook containing information in summary form about our workplace, the major benefits available to you, and your obligations as an employee.

This handbook is for informational purposes only. Nothing in it constitutes a guarantee of employment or of any right or benefit, nor is it a contract of employment, expressed or implied, and it does not eliminate or change the employment-at-will status of the relationship between you and the City or Rhinelander.

We reserve the right to alter, change, delete, deviate from, suspend, or discontinue any part or parts of the policies in this handbook, including but not limited to any employee benefit without prior notice. No one other than the City Council may alter or change any of the policies in this handbook. Any alteration or modification by City Council must be in writing. No statement or promise by an elected official, administrator, Department Head, supervisor, agent or other representative may be interpreted as a change in policy, nor will any such statement or promise constitute an agreement with any employee.

Should any provision of this handbook conflict with any statute, law, ordinance, regulation, or lawful provisions of a valid collective bargaining agreement to which the City of Rhinelander is a party, the statute, law, ordinance, regulation, or collective bargaining agreement shall control. Nothing in this handbook shall restrict employees from engaging in any concerted or other activity protected by Wisconsin or federal law.

It is your responsibility to read and become familiar with the information in the handbook and to follow the policies and procedures contained herein. If you have questions regarding the handbook or matters that are not covered in it, please discuss them with your supervisor or HR Manager.

## **EMPLOYMENT STATUS**

**Nature of Employment:** Except as specified in a valid collective bargaining agreement or an individual employment contract, or as otherwise provided by law, employment with the City of Rhinelander is not governed by any written or oral contract and is considered an “at will” arrangement. This means that you or the City of Rhinelander can end the employment relationship at any time for any reason.

**Employee Classifications:** We define an employee as a person who works for the City of Rhinelander for compensation in the form of wages and excludes unpaid volunteers, independent contractors, elected officials and persons appointed to serve on boards, commissions, or committees. We use the following classifications to determine your employee benefits and eligibility for overtime.

- **Benefited Full-Time** – an employee who is regularly scheduled to work a 40-hour work week throughout the year. A benefited full-time employee is eligible for those benefits described in this handbook as well as any that are required by law.
- **Non-benefited Part-Time** - an employee who is generally scheduled to work less than 30 hours per week throughout the year. Non-benefited part-time employees are only eligible for benefits required by law
- **Temporary/Seasonal/Casual** - an employee who works full-time or part-time hours on a temporary, sporadic, varying, seasonal, or as-needed basis. These employees are only eligible for benefits required by law
- **Exempt** - an employee whose position meets the overtime exemption requirements established by the Fair Labor Standards Act (FLSA). These employees must be paid on a salary basis and are exempt from overtime pay requirements.
- **Non-Exempt** – an employee whose position does not meet FLSA overtime exemption requirements. Non-exempt employees are paid on an hourly basis and are eligible for overtime pay.
- **Represented** – employees who are represented by a labor association and covered under a collective bargaining agreement with the City of Rhinelander
- **Non-Represented** – employees not covered by a collective bargaining agreement.

## **EQUAL OPPORTUNITY EMPLOYMENT**

**Equal Opportunity and Non-Discrimination:** We are an equal opportunity employer. All employment decisions, including but not limited to, recruitment, hiring, compensation, benefits, promotions, transfers, layoffs, discipline, and termination are made without regard to an individual's age, arrest/conviction record, ancestry, color, national origin, race, religion, disability, marital status, military service, pregnancy, childbirth, sex, sexual orientation, off-duty use or nonuse of lawful products, or any other characteristic protected by federal, state, or local law.

- Supervisors will see that the provisions of this section are met. It is also the duty of every employee to help create a work environment that promotes equal opportunity. You must report any incident or situation that you believe violates this policy using the Complaint Procedure outlined below.
- Anyone who engages in unlawful discrimination will be subject to disciplinary action or termination. We will not tolerate retaliation against another person for filing a complaint, reporting alleged discrimination or participating in an investigation. Anyone who engages in retaliation will be subject to disciplinary action or termination.

**Hiring:** Each non-union employee for whom a position has been authorized shall be interviewed and hired initially by the City Administrator, Human Resources Manager, and appropriate Department Head.

**Orientation Period:** Your first six (6) months of employment at the City are considered an orientation period. During this period, both the City and you will determine whether you can perform the requirements of the job you have been assigned to.

**Reasonable Accommodations for Disabilities:** We are committed to full compliance with applicable federal and state disability laws. An employee who is a qualified individual as defined by state or federal law will be provided a reasonable accommodation if one exists that allows the employee to perform the functions of the employee's job unless such accommodation creates an undue burden or poses a direct threat to the safety of the employee or others.

You should submit a request for workplace accommodations to your HR Manager. Any supervisor who receives a request for a workplace accommodation must forward it to the HR Manager immediately. After receipt of the request, the HR Manager will meet with you to discuss all of the facts and circumstances necessary to make an accommodation determination.

**Harassment Policy:** We are committed to providing a professional work environment that maintains employee equality, dignity, and respect. We strictly prohibit and will not tolerate discriminatory practices or harassment against our employees based on their protected class status by anyone, including elected officials, supervisors, co-workers, visitors, vendors, citizens, or any other persons. Similarly, employees are prohibited from harassing or discriminating against any other persons based on their protected class status.

Any protected class harassment is unacceptable and will not be tolerated. Anyone who violates this policy will be subject to disciplinary action or termination.

Harassment includes any conduct, whether verbal, physical, or visual, that is based on a person's protected status, including age, arrest/conviction record, ancestry, color, national origin, race, religion, disability, marital status, military service, pregnancy, childbirth, sex, sexual orientation, off-duty use or nonuse of lawful products, or any other characteristic protected by federal, state, or local law. Conduct need not be directed at a particular individual to be considered a violation of

this policy.

Harassment can take many forms and may include, but is not limited to:

- epithets, slurs, or negative stereotyping;
- threatening, intimidating or hostile acts;
- denigrating jokes;
- verbal abuse;
- written or graphic material that denigrates or shows hostility or aversion toward a protected class;
- nonverbal conduct, such as staring or making denigrating gestures;
- physical conduct, such as stalking, assault, unwanted touching;
- any other type of verbal, physical, written or visual conduct.

Sexual Harassment. This policy protects both male and female employees from sexual harassment. Our policy prohibits all conduct, whether physical, verbal, written, or visual that is based on sex, including but not limited to:

- unwelcome sexual flirtations, compliments, advances, requests, or propositions;
- unwelcome touching, patting, pinching, brushing against another's body, attention to an individual's body, or physical assault;
- any sexual statements or referencing one's sexuality, gender, or sexual experience, sexual gestures, innuendoes, suggestions, "kidding," "teasing" or jokes;
- the display of sexually related or suggestive pictures or objects including emails or other computer images.

**Complaint Procedure:** We are committed to maintaining a workplace free of discrimination and harassment and take seriously all complaints or reports of harassing or discriminatory conduct by or against any of our employees, supervisors, elected officials, visitors, vendors, citizens, or any other party. The timely reporting and prompt effective resolution of complaints is crucial to preventing and ending prohibited conduct; therefore, the following procedures are in place to address prohibited conduct:

- If you believe that you have experienced or witnessed conduct that violates this policy, you must report the matter as soon as possible to your supervisor, Department Head, Human Resources or Administrator or any other member of management with whom you feel comfortable.
- Do not bring your complaint to your immediate supervisor first if your supervisor is the subject of the complaint, or if you feel more comfortable bringing the matter to the attention of one of the other designated representatives identified above.
- You will be asked to provide the details of your complaint in writing.

Investigations and Remedial Action:

- All complaints will be promptly and thoroughly investigated.
- We will take corrective action designed to end any harassment or discrimination in our workplace and prevent it from recurring.
- Corrective and preventive action may include the imposition of discipline or termination, training, referral to counseling, monitoring, demotion or reassignment, or any other action we deem appropriate under the circumstances. We will make follow-up inquiries to ensure that the harassment or discrimination has not resumed.

We recognize that false allegations of harassment or discrimination may have a serious impact on innocent individuals, and we will take appropriate action against anyone who makes a false claim of harassment or discrimination.

**Confidentiality:** We understand that matters of harassment or discrimination can be sensitive, and when possible, we will keep complaints and related information in confidence. Disclosure will

occur only when necessary to investigate and resolve the matter and when required by law.

**Retaliation:** Any employee who reports harassment or discrimination, files a complaint, or takes part in an investigation, is protected from any retaliatory action. No reprisal or adverse action will be taken against you for coming forward or participating in the investigatory process. If you believe you are the subject of retaliation, even if the behavior is subtle or you are unsure that the conduct is retaliation, report it immediately to your supervisor, Department Head, Human Resources or Administrator. Anyone who violates this retaliation prohibition will be disciplined or terminated.

## **HOURS OF WORK, ATTENDANCE AND PAY POLICIES**

**Office Hours:** Regular office hours of City Hall are from 8:00 am – 4:30 pm. Department Heads with authorization of City Administrator may vary your hours of work or lunch periods but should strive to keep the administrative offices of their departments staffed during the workday. The Police and Fire Departments operate on a 24 hour/7 day per week schedule and set the schedules of staff accordingly.

**Work Hours:** For most full-time staff, the regular work week will be 40 hours, excluding meal periods, performed in five, eight-hour workdays Monday through Friday. Specific hours of work shall be decided by your Department Head with City Administrator authorization.

- Department Heads may authorize variations in your work schedule to accommodate your or departmental needs, or to eliminate or reduce overtime.
- Hourly employees cannot perform any work during their unpaid lunch period without specific authorization from a supervisor; if work is authorized, then the entire lunch period must be included as hours worked on your timecard.
- Police and Fire Department employees may have different hours, and the hours for represented employees are specified in the applicable collective bargaining agreement.
- Exempt Employees. We expect exempt employees to work a normal full-time 40-hour work week and any additional hours required by your workload, which can include special and regular meetings and events outside of normal hours. In return, you may occasionally take time off without using time from your accrued leave banks when the workload of your office permits, provided you let your supervisor know. This flexibility is not an accrued benefit, nor does it constitute compensatory time.

**Timekeeping for Non-Exempt Employees:** Non-exempt staff shall maintain a daily attendance record in the format we provide. This record shall reflect regular hours worked, overtime hours worked, and all absences for vacation, illness, holidays, use of compensatory time, and whatever your Department Head requires.

You must keep an accurate record of your time. You must certify the accuracy of your time report by approving it and forwarding for approval to your supervisor. If any corrections or modifications are to be made, you must update in the payroll system and resubmit for approval. If not approved, you must provide written request with signatures for consideration of modifications or corrections.

- Reportable hours include any work performed outside of normal work hours. Supervisors are not to knowingly permit you to perform work without recording the time.
- You must get permission from your supervisor before working any overtime. Failure to obtain advanced approval for overtime may result in disciplinary action.
- Accrued paid leave must be used if you are absent from work during your normal work hours. You may only take time off unpaid with approval from the Department Head and City Administrator; you will not be allowed an unpaid absence for the purpose of avoiding



the use of accrued paid leave.

- Altering, falsifying, or tampering with time records, or recording time on behalf of another without authorization from a supervisor, is prohibited and will lead to disciplinary action.

**Timekeeping for Exempt Employees:** Exempt employees must report use of accrued and personal time taken in their time entries.

**Attendance:** We require regular attendance of all employees. Excessive absenteeism and tardiness interferes with the delivery of services and is prohibited.

- Reporting Absences/Tardiness. If you will be absent from or late for work you must notify your supervisor prior to the normal start of your work day. You must indicate a reason and an expected return to work. If the return-to-work date changes, you must notify your supervisor of the new date as soon as possible.
  - Absence from work for three (3) consecutive days without notifying your supervisor or the City Administrator will be considered a voluntary resignation.
  - Excessive absenteeism, lateness or leaving early may lead to disciplinary action, up to and including termination
- Leaving During Work Hours. You must get permission from your supervisor prior to leaving during work hours unless there is an emergency.
- If your time off was a covered FMLA absence, then return to work provisions under the FMLA policy apply. FMLA absences are approved time off and are not counted against you. This attendance policy will be enforced consistent with the federal and state FMLA laws, and as set forth in our FMLA policy.
- Whenever the HR Manager believes that a work release from your doctor is needed to ensure your ability to safely return to your job, or if your return will include certain restrictions that may require accommodation, you will be asked to provide a doctor's note that details the restrictions. We may also request a doctor's report or fitness for duty certification in cases of suspected sick leave abuse or to determine fitness for duty when needed.
- The employment relationship shall be ended if you:
  - are absent from work without notification to your supervisor or other member of management, unless you cannot notify us for a valid reason;
  - fail to report to work within 10 days after having been recalled from layoff; or
  - fail to report for work at the termination of an authorized leave of absence.

**Overtime:** We do not permit overtime without prior authorization from your supervisor with approval from the City Administrator. If you work overtime hours without pre-authorization, you will be subject to disciplinary action.

- Department Heads shall assign overtime work only as necessary and when circumstances prevent the accommodation of additional work through reassignment of work priorities or the rescheduling of hours within the same work week.
- Non-exempt employees shall receive overtime pay for any hours worked over 40 hours and any hours worked outside the normal scheduled hours in a work week or as outlined in the collective bargaining agreement for represented employees. Our work week begins at 12:01 a.m. on Saturday and ends at 11:59 p.m. on Friday. Overtime will be calculated separately in each work week of the two-week pay period. We pay overtime at 1.5 times your regular rate of pay.
- We pay an additional ½ hour per one hour worked on unscheduled Sundays in the event of emergencies.
- Whenever it is necessary as determined by the Department Head or Administrator, for a non-exempt employee to work on a holiday to continue essential services, compensation for the actual hours worked shall be at the rate of 2.0 times your regular rate of pay, plus holiday pay.

- Call in pay – non-union employees are subject to call outside of your normal work hours for emergencies. If we call you to return to work after your scheduled shift has ended, we will compensate you for two hours straight time, plus pay for the actual time worked.
- Employees on stand-by duty for weekend work shall receive eight (8) hours of comp time for weekend stand-by duty. If called in to work during weekend stand-by, employees shall receive additional call-in pay. This shall apply to each time called in.

**Compensatory Time:** If authorized by the department supervisor, non-exempt full-time employees may elect compensatory time instead of overtime pay subject to the provisions of this section.

- Non-union non-exempt employees will receive compensatory time at the rate of 1.5 hours for each 1 hour of overtime worked. No more than 80 hours of compensatory time may be accumulated in your bank per calendar year or as outlined in the collective bargaining agreement for represented employees. Any overtime hours worked beyond the 80 hours maximum will be paid as overtime compensation. Similarly, unused compensatory time will be paid out at the end of the calendar year.
- Employees may request a payout of compensatory time on a quarterly basis.
- You must seek permission to use compensatory time from your supervisor. You may use such time within a reasonable period after making the request if use of the time does not unduly disrupt the operations of the department. Likewise, supervisors may require you to use compensatory time within a reasonable period after receiving notice to do so.

**Pay Policies:** You shall be compensated at your approved pay rate on a bi-weekly basis. Payday is the Friday following the completion of the two-week pay period. When the normal payday is a designated non-workday, in most instances you will receive your pay on the work day preceding the normal payday. Employees are required to approve their time in our payroll system by 11:30 p.m. on payroll Sundays. Supervisors are required to approve your time by 10:30 a.m. on payroll Mondays.

- Direct Deposit. All wages will be paid by direct deposit at no cost to you. You can designate up to one checking or savings account for receipt of direct deposit wages.
- Exempt Employees.
  - Salary Basis. We pay exempt employees on a “salary basis,” meaning you receive a pre-determined amount of compensation each pay period. By law, the pre-determined amount cannot be reduced because of variations in the quality or quantity of your work.
  - Deductions. Deductions from exempt employees’ salaries may occur under the following circumstances:
    - Absences of one or more full days for sickness or disability if the deduction is made under a bona fide sick leave plan, policy or practice;
    - Unpaid FMLA absences;
    - Disciplinary suspensions of one or more full days imposed in good faith for violations of workplace conduct or safety rules;
    - As otherwise permitted by law.

If you believe that we have made an improper deduction to your salary, report this information as soon as possible to the Finance Director. If we made an improper deduction, we will reimburse you at the next pay date and will take steps to ensure the improper deduction is rectified in the payroll system.

**Resignation/Retirement/Final Pay:**

- Notice and Return of Property. Should you decide to leave employment, please provide

your supervisor with at least 2 weeks' notice prior to your last day on the job. If you are retiring, please notify your supervisor at least 30 days prior to retirement or as far in advance as possible. Employees who provide the requested notice will be considered to have resigned in good standing.

- You must turn in all City of Rhinelander property prior to your last day on the job. You are responsible to pay for any lost or damaged items and this may be deducted from your last paycheck.
- Pay at Termination. We will pay you all earned wages, compensatory time, and earned vacation time. Upon retirement or death, non-union employees shall receive their unused sick leave, up to a maximum of 1,000 hours, valued at their then-current rate of pay, in a lump sumpayment. Payment will be deposited into a Voluntary Employee Benefit Account (VEBA), to reimburse the retiring employee for health insurance premiums paid after retirement.

### **TIME OFF AND LEAVE OF ABSENCE POLICIES**

**Holidays:** The following paid holidays will be granted to all benefited employees after thirty (30) days of employment. Our offices will be closed on these days.

- New Year's Day, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving Day, and the Friday following, December 24, December 25.
- In addition, all eligible benefited employees are provided with three (3) floating holidays (pro-rated based on date of hire for first year). Whenever one of the above-designated holidays occurs on a Saturday, the Friday immediately preceding will generally become the official holiday. Whenever a designated holiday occurs on a Sunday, the Monday immediately following will generally become the official holiday.
- Those employees working a rotating work week and scheduled off on an observed holiday will be authorized a preceding or following day off from their workweek.
- You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

**Vacation:** Full-time benefited non-union employees receive vacation paid at regular rate as outlined below:

Fifty-Two (52) hours of vacation after one year of service.

One Hundred Four (104) hours of vacation after three years of service.

One Hundred Fifty-Two (152) hours of vacation after seven years of service.

One Hundred Eighty (180) hours of vacation after eleven years of service.

Two Hundred Four (204) hours of vacation after fifteen years of service.

Two Hundred Fifty-Six (256) hours of vacation after twenty years of service.

- You may not take vacation until earned unless granted accrued vacation. New employees may not take vacation until after one year of service.
- New hires may be granted equivalent for years of service.
- Vacation shall be used in the year earned. You may carry-over up to forty (40) hours of unused vacation to the next calendar year or have the option to cash out unused hours over the forty (40) hours you carry over or as outlined in the collective bargaining agreement for represented employees. You will forfeit any unused vacation beyond the forty (40) hours.
- Vacation requests must be submitted to your supervisor and approval given before taking vacation time.
- Vacation may be taken in amounts as small as fifteen (15) minutes.

**Sick Leave:** Please advise your supervisor in advance (or as soon as possible) that you will be absent from work due to illness or injury or if you have scheduled a medical or dental visit. Sick

leave may also be used for tending to a serious illness suffered by a member of your immediate family, in the event the illness requires your personal time and attention. For purposes of this section, immediate family includes spouse, child, parent, or sibling. If another person can attend to the needs of an ill family member, you are expected to fulfill your duties as an employee of the city. The city may request “proof-of-illness or injury” and may also use a City-appointed physician to examine the employee or family member.

Benefited employees shall accumulate sick leave credit at the rate of one day for each month of employment.

**Wellness Days:** After accumulating forty-eight (48) days of sick leave, if during the next calendar year, an employee does not use any sick leave, that employee will be granted three (3) days off with pay the following year. If the employee uses only one (1) sick leave day, that employee will be granted two (2) days off with pay. If the employee uses two or more sick leave days in that calendar year, the employee will receive no bonus wellness days. FMLA sick leave counts as sick leave in the wellness days calculation. These wellness days will not be deducted from the employee’s accumulated sick leave credit.

**Sick Leave Pay-Out Upon Retirement:** Upon retirement or death, non-union employees shall receive their unused sick leave, up to a maximum of 1,000 hours, valued at their then-current rate of pay, in a lump sumpayment. Such payment shall be deposited into a Voluntary Employee Benefit Account(VEBA), to reimburse the retiring employee for health insurance premiums paid after retirement.

#### **Unpaid Family and Medical Leave (FMLA):**

This policy outlines the federal and Wisconsin Family and Medical Leave Acts (FMLA) and applicable rights and obligations. Should this policy conflict with the federal or Wisconsin law, the provisions of the law shall control. The Department of Labor’s summary of the federal law follows our FMLA policy.

- We administer this FMLA policy on a calendar year basis, except for military caregiver leave.
- Definitions of terms such as “serious health condition,” “child,” “parent,” “spouse,” and “domestic partner” are applied as defined in Wisconsin and federal law.
- Both Wisconsin and federal family and medical leave will run concurrently with each other and concurrently with any other leave available to you under our policies or collective bargaining agreements, and under federal or Wisconsin law, including worker’s compensation, to the extent such leave qualifies for FMLA.
- Leave taken under this Policy will not result in any disciplinary action.

#### Eligibility for Leave.

- Wisconsin - You are eligible for Wisconsin family or medical leave if you have worked at least 52 consecutive weeks and have worked at least 1,000 hours (paid leave counts) in the 52-week period before leave begins.
- Federal - You are eligible for federal family and medical leave if you have worked for at least 12 months (not necessarily consecutive) and have worked 1,250 hours (only actual hours worked counts) in the 12-month period immediately before leave begins.

#### Type and Amount of Leave Available.

#### Wisconsin FMLA.

- Up to 6 weeks for the birth or adoption of a child, to begin within 16 weeks of the birth or placement.
- Up to 2 weeks to care for a child, spouse, domestic partner, or parent (including parents of your spouse or domestic partner) with a serious health condition.
- Up to 2 weeks for your own serious health condition.
- Wisconsin Bone Marrow and Organ Donation Leave Act: You will receive up to 6 weeks as a bone marrow and/or organ donor upon written verification.

#### Federal FMLA.

- Up to 12 weeks of leave for:
  - The birth of a child and to care for the newborn within one year of birth;
  - The placement of a child for adoption or foster care and to care for the newly placed child within one year of placement;
  - To care for your spouse, child, or parent who has a serious health condition;
  - A serious health condition that makes you unable to perform the essential functions of your job.
- Military Caregiver Leave. You may take unpaid leave of up to 26 weeks to care for your parent, spouse, child or next of kin who is a covered service member and who sustains a serious illness or injury while on active military duty. This injury or illness must render the service member medically unfit to perform his or her military duties and for which the service member is undergoing medical treatment, recuperation, or therapy, whether inpatient or outpatient, or is assigned to the temporary disability retired list. The maximum 26 weeks of leave to care for a service member includes, and is not in addition to, all other FMLA leave.
- Qualifying Exigency. Unpaid leave of up to 12 weeks may be taken by you for any “qualifying exigency” that arises because of your spouse, child or parent serving on active duty, or being notified of an impending call to active-duty status to support a contingency operation. Federal FMLA regulations define a “qualifying exigency” to include such activities as attending certain military events, arranging for alternative childcare or school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, time for the military member’s rest and recuperation, and attending post-deployment briefings. You may be required to provide documentation to verify eligibility for leave, including providing a copy of active-duty orders.

Intermittent Leave. You may be allowed to take FMLA leave on an intermittent or reduced schedule basis within the parameters set by law. Only the amount of leave taken will count against leave entitlements. Please contact your HR Manager to discuss the parameters of intermittent or a reduced schedule leave.

Pay During FMLA Leave. Both Wisconsin and federal FMLA leaves are unpaid. We may require you, or you may choose, to substitute paid leave (such as vacation days, sick leave or compensatory time) for unpaid leave available under the federal FMLA; or, you may substitute any available accrued leave for unpaid Wisconsin FMLA.

#### Notification of Your Need for FMLA Leave:

- You must notify us of your need for FMLA leave. You should request leave in writing on forms provided by your HR Manager. The information you provide must be sufficient to allow us to determine that the leave qualifies for FMLA.
- You will need to respond to our inquiries as needed so that we may determine if an absence qualifies as FMLA. If you do not provide sufficient information to support a determination, the leave may be denied or delayed.
- You need to provide 30 days advance notice of FMLA leave when the need is foreseeable. If

that is not possible, or the leave is not foreseeable, you must provide notice as soon as possible. If you cannot give 30 days' advance notice for foreseeable leave, without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, your FMLA leave may be denied or delayed.

#### Medical Certification.

- If leave is for your own serious health condition, the serious health condition of a covered family member, or a qualifying exigency, you may be required to provide a medical certification form completed by the health care provider. You must submit the certification form within 15 calendar days of the request. If you make a diligent good faith effort but cannot meet the 15-calendar day deadline, we will give you additional time to provide the certification. We may require you to provide updated medical certification forms periodically to the extent permitted by law.
- If you do not provide the medical certification form as requested, your leave (or the continuation of your leave) may be denied or delayed until you provide it. If you never produce a requested certification, the leave is not FMLA covered and will not be protected by FMLA laws.
- Genetic Information Nondiscrimination Act (GINA) Notice. GINA prohibits employers and other covered entities from requesting or requiring your genetic information, except as allowed by the law. Please do not provide any genetic information when responding to a request for a medical certification. Genetic information includes your family medical history, the results of your or a family member's genetic tests, that you or a family member sought or received genetic services, and genetic information of a fetus carried by you or a family member or an embryo held by you for a family member receiving reproductive services.

**Insurance and Benefits.** You may continue to receive health, dental and vision insurance coverage while on FMLA on the same terms as if you continued to work. You must continue to pay your share of the premiums through payroll deduction or by direct payment to the City of Rhinelander on the first of the month. Subject to COBRA, FMLA, and any other applicable laws, our obligation to maintain health, dental and vision benefits will stop if you inform us of your intent not to return to work at the end of the leave period, if you fail to return to work when your leave entitlement is exhausted, or if you fail to make required payments while on leave. You will continue to earn accrued benefits while paid leave is substituted for unpaid FMLA time off.

#### **Return to Employment.**

- When you return from FMLA for your own serious health condition, you must provide a return-to-work release signed by your treating physician showing that you can return to duty with or without work restrictions. We will delay your return to work until it is received.
- At the end of your FMLA leave, you will be returned to the position you held at the commencement of leave or, if the position is filled, to an equivalent position. The return-to-work entitlement will be no greater than if you had continued in employment without taking leave.
- Under federal FMLA, the return-to-work entitlement does not apply to "key" employees. We will notify you regarding key employee status and its possible implications on job restoration at the time leave is requested.
- You must notify your immediate supervisor if your return-to-work date changes. If you want to return to work before leave is scheduled to end, and work is available, you must notify us at least 2 workdays prior to the desired return date.
- If you do not return to work from an FMLA leave at the designated time, we will consider you to have voluntarily ended your employment, unless you were unable, because of an emergency, to notify us.

- If your FMLA leave expires, and you remain unable to perform the essential functions of your position, your right under the FMLA to your job will end with the expiration of the FMLA leave period. You should contact your HR Manager to discuss options, which will take into consideration the circumstances of your particular situation and any obligation to reasonably accommodate a disability if one exists as defined by applicable state and federal laws.

**Military Leave:** We support the military obligations of employees and grant leave for uniformed service under applicable state and federal laws. If you need time off for uniformed service, immediately notify your HR Manager who will provide details regarding the leave. If you cannot provide notice before leaving for uniformed service, a family member should notify your supervisor as soon as possible. Upon return from military service, we will grant you seniority, pay, and benefits as required by applicable state and federal laws. We will consider failure to report for work within the prescribed time periods a voluntary termination of employment.

**Jury or Witness Duty:** If you are directed by a court of law, or compelled by subpoena, to perform jury duty or to appear as a witness in a legal proceeding on a scheduled workday, you shall be granted time off without loss of pay to cover your regular work hours. You are expected to return to work when released or no longer serving. We will consider you to be a witness only where you are not a party and are compelled to attend by subpoena. Your status for the purpose of determining seniority, status, responsibility, and salary shall be unaffected by jury duty or witness leave.

- Should you be required by subpoena to appear as a witness in any legal proceeding that arose out of or is related to your job duties with us, you will be paid for such time, even if that time is outside of your normal work hours.
- You must submit any stipends you receive for attendance at jury or witness duty to the Clerk's office. You may keep reimbursements you receive for parking or mileage.

**Funeral Leave:** Benefited employees are entitled to funeral leave. Leave will be paid to benefited part-time employees only for the days and hours you are normally scheduled to work. In the event of the death of your spouse, significant other, child, grandchild, parent, grandparent, sibling, or a sibling's child or spouse, a leave of absence of up to three (3) consecutive days may be taken by you for the funeral or service and related activities without loss of pay. The leave may be split to allow for attendance on the date of the funeral if services are delayed. The foregoing family member categories include adoptive, step, foster and in-law relationships.

If the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive holiday or vacation pay in addition to paid funeral leaves.

**Lactation Policy:** Reasonable break times are granted to nursing mothers who desire to express milk while at work. The space provided will meet all of the privacy requirements of the law and will not be in a restroom. Please contact the HR Manager to make arrangements concerning times and locations.

## **EMPLOYEE BENEFITS**

**Health, Dental and Vision Insurance:** We provide group health, dental and vision insurance

to eligible employees. Insurance is effective on the first day of the calendar month following your first 30 days. Plan details are set forth in the annual Health, Dental, Vision, Etc. Resolution. Separate plan documents are issued when you become eligible to participate; additional copies are available from your HR Manager. We reserve the sole discretion to determine what insurance and level of benefits to offer. You may be required to contribute toward the cost of the monthly premiums as established annually by Common Council (refer to annual Health, Dental, Vision, Etc. Resolution) and contributions will be payroll deducted.

**Incentive for Non-Participation:** Benefited Non-union employees eligible for City health insurance will be compensated in the amount of \$100.00 per month for each month they are employed with the City and decline City health insurance under the following conditions:

- The employee is eligible for City health insurance and is not married to another person who has City health insurance.
- And the employee provides proof of health insurance coverage through another source annually (i.e., spouse's health insurance plan, or other method of coverage, such as Veteran's care).

**Life Insurance and Income Continuation Insurance:** Employees eligible for WRS shall be eligible for life insurance under the state group life insurance policy and income continuation insurance under the state policy. Please see the HR Manager for more information. We provide plan documents during orientation and information and forms are readily available on <https://etf.wi.gov/> or you can reach out to HR for more information.

**Termination of insurance:** Your insurance will terminate when you fail to make the required contribution towards the cost of the premium when due, when you cease to be eligible for coverage under the terms of our group insurance programs, or when you cease to be employed as a regular full-time employee on the last day of the month that you terminate employment. Covered employees will be offered to apply for continuation of coverage, COBRA laws will apply.

**Retirement:** Eligible employees shall be covered under the State of Wisconsin Retirement System (WRS). We will pay our contribution as set by the Department of Employee Trust Funds (ETF), and you shall pay your contribution as set by ETF via payroll deduction. Information regarding the WRS plan can be found at <https://etf.wi.gov/>.

Upon an employee electing to retire from the City, and collect their annuity under the Wisconsin Retirement System, the employee may apply all unused vacation from the previous year, all unused sick leave (up to a maximum of 1,000 hours), and the one day per month sick leave earned after the option is taken and until the date of retirement, in lieu of using sick leave for the purposes of paying health insurance premiums after retirement.

**COBRA:** The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives you and your qualified beneficiaries the opportunity to continue insurance coverage under our plans when a "qualifying event" results in the loss of coverage. Under COBRA, you or your dependents pay the full cost of coverage at the group rates plus an administration fee. We provide written notice of COBRA rights and obligations when a qualifying event occurs.

**Mileage:** When you must use your personal vehicle to travel as part of your duties from the workplace to a destination other than home, you will be reimbursed for authorized travel at the current rate established by the Internal Revenue Service (IRS). Employee reimbursement requests are due before the last day of the month following the month in which the employee incurred the business-related expense. Employees seeking mileage reimbursement are required



to provide evidence of insurance on their personal vehicle at least annually or as requested by the Department Head or HR Manager.

**Education Incentive:** The City may reimburse an employee who has successfully completed his or her probationary period for the cost of books and tuition incurred when enrolled in a course program at Nicolet Area Technical College. If the employee elects to participate in an advanced course of education at an institution or college other than Nicolet Area Technical College, the City will reimburse the employee for the cost of books and tuition not to exceed the Nicolet Area Technical College resident costs for books and tuition.

All employees must receive a grade of “C” or better to receive reimbursement for each course the employee enrolls in. No reimbursement shall be made on repetitive courses. In order to qualify for this educational incentive, the employee must do all of the following:

1. Receive approval from their appropriate Department Head and City Administrator prior to entering the course of education.
2. Course must reasonably relate to the employee’s job duties and will assist the employee in performing his or her job for the City of Rhinelander.
3. Demonstrate to the City that the time taken for the course and its required study will not conflict with the time required for the employee to perform his or her work duties for the City of Rhinelander.

**Job-Related Training:** You may be permitted to attend, with pay, work-related meetings, conferences, trainings, institutes, and seminars, and appropriate State of Wisconsin courses or examinations for continued certification related to your position and approved by your Department Head and City Administrator, provided the costs are included in the approved budget. We will pay you for this time under applicable state and federal laws.

**Safety Shoes:** Employees performing work that requires the use of safety shoes in Public Works - Streets, Water Utilities, Wastewater Utilities and Parks Departments are entitled to reimbursement of up to \$200.00 for a single pair per calendar year.

**Worker’s Compensation:** If you become ill or injured because of your job, worker’s compensation benefits may cover you. You must notify your supervisor or the Department Head of any accidents, injuries or illnesses, and secure any necessary medical attention immediately. Our safety incident report of injury guideline addresses all applicable safety rules and procedures.

**Accident Reporting and First Aid:** State law requires that we keep records of all accidents which occur during the workday. The Wisconsin Workers’ Compensation act also requires that you immediately report any illness or injury on the job, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers’ compensation payments as well as health benefits. Worker safety laws also provide for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact your Department Head for more information. All employees are encouraged to participate in First Aid and/or CPR training. This training may be required for certain positions.

***\*\*Please refer to the Non-Union Working Resolution that is discussed and approved annually by the Mayor and City Council for additional benefits.***

## **EMPLOYMENT POLICIES**

**Bulletin Boards:** We use bulletin boards to inform you of important developments and legal rights. They are used only for official notices or announcements that are approved by the City

Administrator, HR, or Department Head. You must familiarize yourself with the information communicated on the bulletin boards. Make certain you are aware of the use the established methods of communication, including this Employee Handbook, bulletin boards, discussions with your supervisor, memoranda, staff meetings, newsletters, training sessions, etc.

**Code of Ethics/Conflicts of Interest:** We expect you to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between your personal interests and those of the organization. We expect that the transactions you take part in are ethical and within the law, both in letter and in spirit. *Code of Ordinances of the City of Rhinelander 2.01.08 – Code of Ethics.*

There is no way to develop a comprehensive detailed set of rules to cover every business situation. We require you to act ethically when performing your duties so that your actions will reflect positively on you and on us. You must comply with all local, state, and federal laws.

Our policy and state law prohibit employees from engaging in the following conduct:

- Soliciting or receiving from any person or acting as a mediator for any fee, gift, or other thing of value in the course of your work, when such fee, gift, or other thing of value is given in the hope or expectation of receiving a favor or better treatment than that accorded any other person.
- Threatening or attempting to use or using political influence or giving or being in any way involved in giving any money or any other thing of value in return for appointment, promotion, transfer, leave of absence, change in pay or other tangible employment benefit.
- Engaging in political activity by making use of your position to further the candidacy of any person or engaging in political work during regular work hours. Nothing in this section shall be construed to interfere with your right to become a member of a political club, to attend political meetings, to express your opinion on political subjects, and to enjoy freedom from all interference in casting your vote.
- Accepting anything of value from any person, business, or organization if it may be viewed as a reward for any official action or inaction taken by you. State law also prohibits any local public official or public employee from accepting anything of value if it could reasonably be expected to influence your official actions or independent judgment.

Speak with your supervisor or the HR Manager regarding questions, concerns or issues addressed in or related to this policy.

**Confidential Information:** You may have access to confidential City of Rhinelander resident, personnel or other sensitive information as a part of your job duties. The protection of confidential information is vital to our interests, and to the interests of our employees and citizens. You shall not disclose any confidential information to any City of Rhinelander personnel who does not have a legitimate business need to know such information, or to any persons outside the City of Rhinelander, without the authorization of the City Administrator. If you receive a request for information that you know or should know is confidential, whether you are on or off duty, you will direct the person asking for the information to the City Administrator. Should you improperly use or disclose confidential information, you will be subject to disciplinary action.

**Driving Requirements and Practices:** The following policies cover operation of City of Rhinelander vehicles, and personal vehicles used in performing your job. We reserve the right to make specific decisions regarding your ability to drive based on the particular circumstances of the situation.

- Employees assigned City of Rhinelander owned vehicles are to use those vehicles for official business only; we do not permit personal use.

- You will follow safe driving practices and will comply with all federal, state and local laws governing operation of motor vehicles and rules of the road. This includes taking all steps to ensure your total concentration and safe operation of vehicles. In addition, the following rules apply:
  - Smoking is prohibited in any City of Rhinelander vehicle; there are no exceptions to this policy.
  - You will not manipulate radios, telephones, tablets, or other equipment while the vehicle is moving. You will not talk on cell phones while the vehicle is moving, unless using a hands-free device or an emergency renders the use of such device impractical.
  - You will not take your eyes off the road while the vehicle is moving.
  - You will not operate a vehicle when your ability to react is impaired.
  - You will not text in any manner on a cell phone, smart phone, tablet, or other device.
  - You must always keep headlights and seat belts on.
  - You must abide by all provisions of the Drug-Free and Alcohol-Free Policy in this handbook.
- You must maintain an acceptable driving record to drive for your job. You must report all infractions or violations incurred while driving, whether during work time or personal time, to your Department Head. We will also check driving abstracts through the Department of Motor Vehicles.
- You must get permission from your Department Head or the City Administrator to use your personal vehicle to travel for your job. If you use your personal vehicle, you must carry insurance coverage as required by Wisconsin law. You must submit a copy of your insurance card to your HR Manager annually or when your insurance coverage changes.
- You must notify a supervisor immediately when a City of Rhinelander vehicle is inoperable, unsafe, or damaged.
- You are responsible for all City of Rhinelander vehicles that you operate, and you shall not permit any non-employee to drive them.
- If you are involved in an accident, you must:
  - Stay at the scene and turn on the four-way flashers.
  - Immediately contact law enforcement and your supervisor or Department Head, and the City Administrator.
  - When requested, give your name, address, City of Rhinelander affiliation and show your driver's license and proof of insurance to the other party and law enforcement personnel.
  - Upon return to work, obtain and complete all necessary worker's compensation and incident report forms from your supervisor and provide to your HR Manager.
  - Upon return to work, obtain and complete an accident claim form and provide to the City Clerk for submission.

**Drug-Free and Alcohol-Free Workplace:** We will maintain a drug-free and alcohol-free workplace. Accidents, injuries, absenteeism, decreased productivity and property damage can result if you are under the influence of drugs, alcohol or other substances at work.

- Conduct and Discipline. A violation of the following rules may result in disciplinary action or termination:
  - You are prohibited from using, possessing, manufacturing, selling, distributing, purchasing or dispensing alcohol or controlled substances/illegal drugs or drug paraphernalia on City of Rhinelander property, while performing your job duties or engaged in a City of Rhinelander-sponsored activity, or while on City of

Rhineland business.

- You are prohibited from reporting for or remaining on duty or performing assigned job duties while under the influence of alcohol or a controlled substance/illegal drug or having the prohibited level of alcohol or an illegal drug/controlled substance in your system as indicated by a positive test result.
  - You may not bring or consume any prescription drugs that are not prescribed for you, or that impair your ability to do your job. You must notify your supervisor or the Department Head before engaging in any work if your prescription medication could affect job performance and/or safety.
  - Criminal convictions for manufacturing, distributing, dispensing, possessing or using controlled substances/illegal drugs in the workplace must be reported in writing to your supervisor and HR Manager no later than 5 calendar days after such conviction.
  - If you refuse to submit to a drug and/or alcohol test when directed to do so under circumstances consistent with this policy, you will be immediately placed on suspension pending investigation. You may not engage in any conduct that prevents completion of a test, or provide false information when tested, or attempt to falsify a test result.
  - You may not use any alcohol within 8 hours following an on-duty accident.
  - You must comply with requirements for treatment, after care, and return to duty, if applicable.
- Employee Assistance Program (EAP). Employees are encouraged to voluntarily seek professional, confidential assistance for alcohol and drug problems. Contact and other information for the EAP provider is located the HR office. You are also encouraged to utilize any programs offered by our insurance programs.
  - Testing. We will require drug and/or alcohol testing under the following circumstances:
    - Pre-Employment: Drug testing is part of the evaluative procedure for new and returning employees and will be conducted upon a conditional offer of employment.
    - Reasonable Suspicion: You will be required to test if there is a reasonable suspicion that you are impaired, under the influence of, or have drugs or alcohol in your system. “Reasonable suspicion” means observations of objective facts sufficient to lead a prudent person to conclude that you may be under the influence or have a prohibited substance in your system.
    - Post-Accident/Work Related Incident: We may require drug or alcohol testing following a work-related incident/accident.
    - Random: Drug testing may be required on a random basis for those in any safety-sensitive positions.
    - Return-to-Duty: Any employee found to have violated this policy and who is allowed to return to work will be required to test prior to returning to duty, and then randomly thereafter, for a one-year period.

Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable laws.

**Emergency Closings**: When an emergency, such as severe weather, fires, power failures, etc., requires the closing of a City of Rhineland facility, you may elect to use accrued leave time to cover lost hours. If you choose not to use accrued leave time, or if you do not have any accrued time, the hours missed will be unpaid, unless reviewed and determined otherwise by your Department Head with approval from the City Administrator. Employees in essential service functions may be required to work when operations are closed.

**Employee Conduct:** To ensure orderly operations and provide the best work environment, we expect you to conduct yourself at all times in a manner that is respectful and will protect the interests and safety of all employees and the organization. This handbook cannot address every conceivable circumstance that may arise. We consider all of our employees to be professionals, and you are expected to exercise responsible judgment.

We reserve sole discretion to determine when certain behaviors, conduct, decisions, etc. are inappropriate, even if they are not expressly prohibited or addressed in this handbook. The consequences for any infraction will depend on all relevant circumstances and may include discipline or termination as we determine appropriate.

- It is not possible to list all the behavior that is unacceptable. The list below is illustrative and not intended to be all-inclusive. These are examples of infractions that may result in disciplinary action or termination:
  - Any form of theft, dishonesty or inappropriate removal, use or possession of property.
  - Falsification of timekeeping or other records or documents.
  - Any form of violence.
  - Verbal or physical abuse; discourteous, disrespectful, insulting or inflammatory language or conduct, or any other form of behavior that could be deemed “bullying” towards another person.
  - Negligence or improper conduct leading to damage of City of Rhinelander-owned property or property belonging to others, or injury to another person.
  - Insubordination or other failure to follow directives or instructions.
  - Violation of safety or health rules.
  - Smoking in prohibited areas or City of Rhinelander-owned buildings, equipment or vehicles.
  - Possession of dangerous or unauthorized materials, such as explosives or firearms.
  - Unacceptable attendance record.
  - Unauthorized use or misuse of telephones, mail system, computers, social media or other City of Rhinelander-owned equipment.
  - Unsatisfactory or inappropriate performance or conduct.
  - Violation of any other policies/rules in this handbook.
- Corrective Action: The purpose of corrective action is to eliminate inappropriate conduct, violation of policies, improper behavior or performance problems. Corrective action may include, but is not limited to, oral or written warnings, suspensions without pay, work restrictions, job transfers, termination or any other form of discipline, counseling or correction deemed necessary under the circumstances. The specific measures taken will depend upon the nature and severity of the conduct and the surrounding circumstances.
- Grievance Procedure: Following the process outlined in *Wisconsin Statute Section 66.0509 (1m)*, non-union employees will be provided a timely and orderly review of disputes regarding: employee termination, workplace safety and employee discipline.

**Employee Information:** It is important that you notify your HR Manager of any change in your personal information, including any changes in name, mailing or email address, phone number, marital status, dependents, beneficiary designations, and emergency contact information.

**Employment of Family Members or Close Friends:** Departments can hire relatives, domestic partners, and close friends of employees, but not if they would be in a direct supervisory relationship, or where such employment would otherwise create potential problems, safety or security concerns, or where a potential conflict of interest is deemed by us not to be in the best interests of the department or the City of Rhinelander.

**Medical Privacy Policy:** We strive to protect personal and medical information of our employees and have adopted the following practices:

- We keep medical information in separate employee medical folders and on a medical only network drive in the HR department.
- Access is limited to your Human Resources representative who are committed to taking all measures to ensure confidentiality.
- Medical records are not to be kept in any other location and are not to be kept by individual supervisors or Department Heads. All medical documentation is to be sent to your HR department and no copies are to be retained in paper or electronic formats by any other person or department.
- Disclosure is limited to legitimate business purposes, such as administration of benefits, reasonable accommodation decisions, and medical leave determinations, and any other purpose mandated by law.
- We limit disclosure of medical information to supervisors on a need to know basis when necessary to disclose a staff member's need for time off, work restrictions or needed accommodations.
- Under Wisconsin Statutes § 103.13, employees can request to see their medical records in accordance with the provisions outlined in that section.

**Municipal Property:** Personal use of City of Rhinelander resources, such as equipment, tools, physical spaces or buildings, and other items for personal reasons is prohibited. If you are contemplating the personal use of a City of Rhinelander resource for a reason that you believe is justified, you must get the written permission of the Department Head prior to using the resource.

**Open Door Policy:** Your opinions, suggestions and questions are important to us. Talk with your immediate supervisor about issues at work that concern you or conflicts that you are having with a co-worker. We will attempt to provide straightforward responses to your questions and comments. If you cannot resolve your issues, please contact your HR Manager.

**Outside Employment:** We expect all regular employees to place the responsibilities and obligations of their positions with us first. You may engage in outside, non-City of Rhinelander employment, subject to the following conditions:

- There is no conflict of interest between your secondary employment and your work with us and/or the work we do.
- We may request you to cease any outside work or end your employment in the event of a refusal to surrender the secondary employment, if such work is affecting the efficiency, quality, and effectiveness of your work with us or a potential conflict of interest develops.
- There shall be no professional consulting work or side job by employees within the City of Rhinelander limits where such work would pose a conflict of interest with your job duties or the work we do.
- No outside employment or consulting work shall be carried on during your work hours with us, nor shall our vehicles, equipment, supplies, machines, or other property be used for your secondary work.
- We will require you to provide us with a list of your outside employment annually on the proper form.

**Performance Reviews:** Performance evaluations will be conducted on an annual basis. These are an important opportunity to let you know how you are performing, how performance can improve, and to receive input from you concerning training, supervision, job difficulties and other valuable feedback.

**Personal Appearance:** As a City of Rhinelander employee, your appearance reflects on us. We expect you to present yourself for work in a professional, presentable, modest, well-groomed manner at all times, in attire allowed by your Department Head. You are required to adhere to the guidelines of the Safety Policy to the extent they apply to your position. Depending on considerations of individual departments certain employees may have to meet special dress, grooming, and hygiene standards that may be required for health or safety reasons, customer and public contact, or other professional/service considerations.

**Personal Property:** We reserve the right to conduct searches and inspections of employees, their personal items, and City of Rhinelander-provided property when a business need, probable cause or reasonable suspicion exists in our opinion. We may conduct searches and inspections without notice.

**Personnel Records and Employment References:** Personnel records are the property of the City of Rhinelander, and we restrict access to them. Access to your personnel records is governed by Wisconsin Statute § 103.13. Should you want to review your record under § 103.13, you must contact your human resources representative. All requests from sources outside the City of Rhinelander for personnel information or employment references concerning applicants, current employees, and former employees shall be forwarded to the human resources department.

**Public Records/Media Contact:** Only the City Clerk may respond to a public record request. Should you receive a request, please forward it to the City Clerk's office. Only the Mayor, City Administrator, City Clerk or his/her designee will serve as the authorized media spokesperson for the organization. Any requests for comment or interviews regarding official business must be directed to the City Administrator.

**Safety:** Job safety is very important to all of us. We require safe work practices of all employees and expect you to always conduct yourself carefully and safely. You are expected to observe all safety procedures and rules, all State of Wisconsin driving laws, and use required personal protective equipment (PPE) as required to perform your work safely.

All work areas must be kept clean and free from debris and clutter. Tools and equipment must be kept clean and in good repair. Any accident, hazard, or unsafe condition or equipment is to be corrected and reported to a supervisor. If you are involved in or witness an accident while working, you must report it immediately to a supervisor. Supervisors must maintain a safe work environment, enforce safety rules, and train staff.

**Smoking Policy:** Smoking, including electronic cigarettes, and use of tobacco products, is prohibited in any City of Rhinelander buildings, vehicles, while operating any equipment, or inside any roofed, permanent structures in City of Rhinelander parks. Smoking will be permitted only outside of City of Rhinelander buildings in designated areas and in accordance with Wisconsin law.

**Social Media:** We encourage use of social media to further our goals and the mission of our departments. Departments may use social media to conduct departmental business, provided they follow the policies outlined below.

- Social media sites must be approved by the City Administrator prior to implementation. Unless approved otherwise, departmental use of social media will be for one-way communication only.
- Our website shall remain the City of Rhinelander's primary and predominant Internet presence. Social media is used to disseminate time-sensitive information as quickly as possible, and to increase our ability to communicate with the widest audience.
- Social media sites shall comply with all other applicable policies and standards, including but not limited to, the Technology Policy, Code of Ethics, Anti-Harassment and

Discrimination Policy, and Confidential Information Policy.

- Social media sites are subject to the State of Wisconsin public records laws. Any content maintained in social media format that is related to our business, including a list of subscribers and posted communications, is a public record. Social media sites shall clearly indicate that any articles and other content posted or submitted for posting are subject to public disclosure.
- Additional requirements for social media use are set forth in the City's Electronic Communication & Information Systems policy.
- Personal Use. Your personal use of social media sites is prohibited during work hours. You should have no expectation of privacy in use of social media accessed at work and/or via City-owned technology resources.

**Technology:** We provide you access to and use of information technology resources. These resources are provided to allow you to be more efficient, productive, and to access information necessary to carry out your responsibilities on our behalf. Personal use of our technology resources must be kept to a bare minimum, and you should have no expectation of privacy.

You are expected and required to use these resources in a manner consistent with your position and work responsibilities and in a professional and respectful manner. We establish policies and monitor operations to protect you from creating legal liabilities and negative publicity for yourself and for us, either knowingly or unknowingly. We expect you to act responsibly and always in our best interests. Use of our technology must comply with all applicable laws and municipal policies and ordinances.

**Phone Use:** Personal calls, whether using our telephones or your own cell phone, must be kept to a minimum during work hours. You should make and receive personal calls during lunch or breaks. In the event you make a long-distance call from our phone, you must reimburse us for the full cost.

**Weapons Policy:** We intend to promote a safe environment for employees and other individuals who interact with our employees.

- A "weapon" is any device designed as or intended to be a weapon and capable of producing death or harm to another person including, but not limited to, firearms, handguns and explosive devices.
- We strictly prohibit the possession, control, use, or threatening the use of a weapon in the course of employment whether on or off our premises. This prohibition does not apply to law enforcement officers performing their official duties.
- Weapons stored in your personal vehicle while the vehicle is on our property or while the vehicle is being used in the course of your employment must be kept and secured in the vehicle.

**Workplace Violence:** We will not tolerate any threatening or abusive conduct or acts of violence against an employee or by an employee in the course and scope of employment or at function that we sponsor. You must report to any member of management any threats or violence that you have suffered or witnessed. Even without a specific threat, you should report any behavior you have witnessed that could be perceived as threatening or violent or that could endanger the health and safety of another person. We will take steps to protect you from retaliation or intimidation for making a report or participating in an investigation.

Any reported act or threat of violence will be taken seriously and investigated promptly. To the extent possible, we will keep any such report confidential; however, we cannot guarantee absolute confidentiality. Any person reported to have made threats, exhibited threatening behavior or engaged in violent behavior will be removed from the premises as quickly as safety permits and



shall remain off our property pending the outcome of an investigation.

Any violation of this policy by an employee may result in disciplinary action or termination. We reserve the right to take any legal steps needed to protect our employees and third parties including involving law enforcement.

**List of Appendices:**

All forms reproduced in the Appendix are for informational use. Your department supervisor, HR Manger, or City Clerk will supply you with the appropriate forms.

- APPENDIX A Harassment Complaint Procedure/Form
- APPENDIX B ADA Accommodation Request
- APPENDIX C Electronic Communication and Information Systems Policy
- APPENDIX D Grievance Policy
- APPENDIX E Credit Card Policy

**EMPLOYEE HANDBOOK RECEIPT**

I have received the Employee Handbook. I understand that it is my responsibility to read and to comply with the policies contained in it and any revisions made to it. I also understand that if I have any questions about the content of the Handbook, I can speak with my supervisor or my HR Manager for answers to my questions.

I understand the City of Rhinelander has the right to change any provision in this Handbook at any time and that I will be bound by any such change. I acknowledge that nothing in the Employee Handbook constitutes a guarantee of employment or an employment contract of any kind. I understand that my employment is “at-will” unless otherwise provided by Civil Service, applicable law or ordinances, or a collective bargaining agreement. Where employment is “at-will,” I understand that it can be terminated at any time for any reason, with or without cause or notice.

Name: \_\_\_\_\_

(Please Print)

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

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