

TOWN OF COTTAGE GROVE

EMPLOYEE HANDBOOK

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TABLE OF CONTENTS

FORWARD	3
EMPLOYMENT-AT-WILL	3
CODE OF ETHICS.....	3
JOB APPLICATIONS.....	3
EQUAL EMPLOYMENT OPPORTUNITY	3
DISABILITY ACCOMODATION/INTERACTIVE DIALOGUE POLICY	4
SEXUAL AND OTHER UNLAWFUL HARASSMENT	4
TYPES OF EMPLOYEES.....	6
LEAVES OF ABSENCE.....	6
PAID HOLIDAYS	7
PAID VACATION BENEFITS	8
SICK LEAVE	10
FUNERAL LEAVE.....	11
OVERTIME	11
WORKER’S COMPENSATION.....	11
LONGEVITY BENEFIT	11
WISCONSIN RETIREMENT SYSTEM	12
WISCONSIN DEFERRED COMPENSATION PROGRAM	12
HEALTH INSURANCE	12
HOURS OF WORK.....	12
TIME SHEETS - PAY DAY	12
PERSONNEL FILES	13
GENERAL CONDUCT.....	13
DRUG AND ALCOHOL ABUSE POLICY.....	13
FRAUD POLICY.....	13
DISCIPLINARY ACTION	15
MISCELLANEOUS	15

FORWARD

This handbook is intended to be your personal guide in understanding the rules and regulations of the Town. As we continue to grow and expand, it has become necessary to define our policies to avoid any misunderstandings, and to ensure that all employees are treated fairly.

EMPLOYMENT-AT-WILL

Employment with the Town is voluntarily entered into and you are free to resign at any time. Similarly, the Town may terminate the employment relationship with you at-will at any time, with or without notice or cause.

The Town does not generally enter into written contracts or agreements with any employee guaranteeing employment or compensation for any particular period of time. The Town does not ever enter into verbal agreements guaranteeing employment or any particular level of compensation. No employee or official of the Town is authorized to make verbal guarantees of employment or compensation. No express or implied agreement for guaranteed employment or compensation contrary to this policy may be made, unless it is made by the Town Board and only if the Town Board does so in a formal written agreement signed by both the Town Chairperson and the employee.

The policies set forth in this Handbook are not intended to nor do they create a contract of employment, nor are they to be construed as constituting any contractual obligations of any kind. The provisions of the Handbook have been developed at the discretion of the Town Board and may be amended at any time at the sole discretion of the Town Board.

These provisions supersede all existing policies and practices and may not be amended without the express written approval of the Town Board.

CODE OF ETHICS

All Town of Cottage Grove employees shall follow the Code of Ethics authorized in Chapter 19 of the Wisconsin Statutes. This Code requires all employees to avoid situations in which their individual personal interests conflict with those of the Town and the people of the Town of Cottage Grove. The Code of Ethics is intended to prevent possible conflicts of interest in public office, improve the standards of public service, and promote and strengthen the faith and confidence of the people of the Town of Cottage Grove in their government. The Town recognizes that all codes of employee ethics and conduct must be related to an individual's every day work environment and can only be effective when supplemented by the use of employee common sense and discretion. Responsibility and accountability for recognition and avoiding all conflict of interest situations, whether actual or apparent, remains with the employee.

JOB APPLICATIONS

Employment applications are used to judge the experience, training, and aptitude of possible employees, and therefore, all statements on the employment application are subject to investigation and review. Any false or misleading information given in the employment application will disqualify any applicant for a future job, or if already hired and working, may result in discharge for falsification of the application.

EQUAL EMPLOYMENT OPPORTUNITY

The Town is an equal opportunity employer, in full compliance with the law. It is the Town's policy to hire the best-qualified individual for any position and to administer all of our policies and practices without discrimination with regard to race, color, religion, age, gender, disability, marital status, sexual orientation, national origin, veteran status or any other characteristic/status protected by law.

Any employee who has questions or concerns about any type of discrimination in the workplace, other than unlawful harassment, is encouraged to bring these issues to the attention of the Clerk. If

the Clerk has any questions or concerns, he/she should raise them with the Town Board Chair. Employees with questions or concerns about unlawful harassment should follow the Town's complaint procedure for Sexual and Other Unlawful Harassment described in this document. You may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination, including unlawful harassment, will be subject to disciplinary action, up to and including discharge.

DISABILITY ACCOMMODATION/INTERACTIVE DIALOGUE POLICY

- a. Commitment to Equal Employment Opportunities – The Town intends to comply with all applicable federal, state and local fair employment laws and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, the Town will provide reasonable accommodations to disabled applicants and employees if such accommodations will allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the Town.
- b. Requesting Reasonable Accommodations – If you believe that you need accommodations due to a disability, such request should be made to the Clerk. While the request may be made orally or in writing, the Town encourages employees to make their request in writing and to include relevant information including (1) a description of the accommodations you are requesting, (2) the reason you need accommodations, and (3) how the accommodations will help you to perform the essential functions of your job.

Upon receipt of your request, the Town will engage in discussions with you to determine your precise limitations and to explore potential reasonable accommodations that could help you to overcome those limitations. The Town encourages you to suggest specific reasonable accommodations that you believe will allow you to perform your job duties. However, the Town is not required to make the specific accommodations you request and may provide alternative accommodations, to the extent any reasonable accommodations can be made without imposing any undue hardship on the Town.

- c. Medical Information – If the extent of your disability or need for accommodation is not obvious, the Town may require you to provide supporting documentation that demonstrates that you have a disability within the meaning of the applicable federal, state or local laws, and that your disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, then the Town may require that you see a health care professional of the Town's choosing, at the Town's expense. In those cases, if you fail to provide the requested information or see the designated health care professional, your request for a reasonable accommodation may be denied. The Town will keep confidential any medical information that it obtains in connection with your request for a reasonable accommodation as required by law.
- d. Determinations – The Town makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on individualized assessment of each situation. We strive to make determinations on reasonable accommodation requests expeditiously and will inform you once a determination has been made. If you have any questions about your request, please contact the Clerk or if the Clerk is requesting an accommodation, the Town Board Chair.
- e. No Retaliation – Individuals will not be retaliated against for requesting an accommodation in good faith. The Town expressly prohibits any form of discipline, reprisal, intimidation or retaliation against any individuals for requesting a reasonable accommodation.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

The Town is committed to providing a work environment that is free from physical, psychological or verbal harassment based upon race, color, religion, age, gender, disability, marital status, sexual

orientation, national origin, veteran status, military status, arrest and/or conviction record, or any other characteristic protected by law.

The Town will not tolerate any form of unlawful harassment by an employee or official, nor from any vendor or client. Any conduct which constitutes unlawful harassment by an employee or official is strictly prohibited and is subject to disciplinary action, up to and including discharge. The degree of disciplinary action to be taken will be commensurate with the severity and/or frequency of the unlawful harassment.

Unlawful Harassment Defined

Unlawful harassment is any verbal, written, visual or physical act that creates a hostile, intimidating or offensive work environment or interferes with the employee's job performance, when the harassment is done, in whole or in part, because of another employee's legally-protected character or status. Harassment encompasses a broad range of behaviors, occurring either as singular events or as patterned behavior, including, but not limited to, the following:

- Ethnic, racial, sexual or religious slurs, insults or jokes.
- Physical or verbal threats directed towards an employee because of the employee's race, gender, religion, disability or other characteristic/status protect by law.
- Unwelcome sexual advances, touching, pinching or persistent social invitations.
- Sexual assault.
- Requests for sexual favors used as a condition of employment, promotion, compensation or any other term or condition of employment.
- Racially or ethnically offensive or obscene pictures or drawings.

Sexual Harassment Defined

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. The Town is committed to maintaining a work environment that is free from sexual harassment.

Sexual harassment does not include the occasional compliment of a socially-acceptable nature. Sexual harassment does include any of the following.

- Unwelcome sexual advances, requests for sexual favors, sexual contact and verbal or physical conduct of a sexual nature. "Verbal or physical conduct of a sexual nature" includes, but is not limited to, repeated, unsolicited gestures or comments of a sexual nature; repeated, deliberate displays of offensive sexually-graphic material that is not necessary for business purposes; and deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee's work performance or creating an intimidating, hostile or offensive work environment.
- Making such conduct or permitting submission to such conduct being a term or condition of employment.
- Making such conduct or permitting submission to or rejection of such conduct being a basis for adverse employment decisions.
- Permitting such conduct to have the purpose or effect of substantially interfering with work performance or creating an intimidating, hostile or offensive work environment.
- Engaging in harassment that consists of any kind of unwelcome verbal or physical conduct when that conduct is directed at an employee because of gender, but only if the conduct has the purpose or effect of creating an intimidating, hostile or offensive work environment.

For the purposes of determining whether sexual harassment has occurred, it does not matter whether the employee engaging in such conduct is the same gender as the employee who is the subject to such conduct. Stated another way, if someone sexually harasses someone of the same gender, the conduct is also unlawful.

Procedure in the Event of Harassment

All employees and officials are responsible for helping to ensure a harassment-free work environment. If you feel that you have experienced any kind of unlawful harassment, sexual or otherwise, you should immediately take the following steps:

- React to the offensive behavior. In a professional manner, tell the alleged harasser that the conduct is offensive and unwelcome and must stop immediately. If this resolves the matter, nothing further need be done. If the conduct continues, if you feel physically threatened by the alleged harasser or if you wish to report the harassment, please proceed to the next step.
- Report the conduct. Conduct should be reported as outlined below. Be sure to let the person to whom you report the conduct know the content of your discussions, if any, with the alleged harasser.

Report of the alleged harassment should be made to the Town Clerk unless he/she is the alleged harasser or you feel uncomfortable for any reason reporting the conduct to the Town Clerk. In that case, the alleged harassment should be reported to the Town Chairperson.

The Town Clerk should report harassment to the Town Chairperson unless the Town Chairperson is the alleged harasser or the Town Clerk feels uncomfortable for any reason reporting the conduct to the Town Chairperson. In that case, the harassment should be reported to any other member of the Town Board.

A discreet and thorough investigation into the alleged conduct will be conducted. The investigation will include, but is not limited to, separate interviews with both the alleged harasser and the alleged victim. After the investigation, appropriate action will be taken. The Town encourages employees to utilize this procedure. No one shall be threatened, coerced, intimidated, discriminated or otherwise retaliated against for reporting any allegedly harassing conduct, participating in an investigation of alleged harassment or any other proceeding regarding alleged harassment. Any employee engaging in such retaliatory action will be subject to disciplinary action, up to and including discharge.

TYPES OF EMPLOYEES

- Supervisor: The Town Board has designated the Town Board Chair as the supervisor for all Town employees.
- General full-time employees are those who are regularly scheduled to work 40 hours per week.
- General part-time employees are those who are regularly scheduled to work less than 40 hours per week but at least 20 hours per week.
- Limited term/seasonal employees are those who are limited to working less than 1040 hours in any calendar year.

LEAVES OF ABSENCE

Leaves of absence, without pay, must be approved by the department head and Town Board and will only be considered after he/she has completed his/her introductory period, providing such employee does not accept employment elsewhere. Leaves of absence without pay may be granted to employees to extend their annual vacation, provided the leave of absence shall not exceed fifteen working days. The employee to whom written leave of absence has been granted shall be entitled at the expiration of the time stated on such leave, to be reinstated to the position in which he/she was employed at the time the leave was granted.

Leaves of absence with pay would be granted to general full-time and general part-time employees whenever such leave be in the Town's interest. Such leave shall include for the purpose of attending professional conferences, training, institutes and visits to other municipalities. Leave with pay must be approved by the Town Board.

Employees shall not accrue seniority when any leave of absence is granted for more than 30 days except for military leave, vacation or sick leave.

Military – Military Leave shall be granted according to law.

Family/Medical Leave – Town employees are not eligible under the Family and Medical Leave Act because there are no locations with 50 or more employees within 75 miles. However, the Town voluntarily provides family and medical leave as follows. Every general full-time and general part-time employee shall be eligible for leave without pay not to exceed three (3) months, for the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care
- To care for a spouse, son, daughter, or parent who has a serious health condition
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to active duty status.

Employees may substitute accrued paid leave for unpaid leave under this section.

Under some circumstances, employees may take Family/Medical leave on an intermittent or reduced schedule basis. That means an employee may take leave in separate blocks of time or by reducing the time he or she works each day or week for a single qualifying reason. When leave is needed for a planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operations.

The Town will continue to pay the employer portion of the employee's health insurance premium for up to 3 months of unpaid leave for the reasons stated above. The employee will be required to pay the employee portion of the premium prior to the premium due date each month. If the employee's portion of the premium is not timely paid, coverage will lapse.

PAID HOLIDAYS

Each general full-time employee shall be granted the following paid holidays, or days in lieu thereof: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day (except that the Clerk and Treasurer are expected to work on New Year's Eve Day, but may take a different day off in December in lieu of this paid holiday), and 1½ floating personal holidays. If any of the above listed holidays shall fall on a Saturday, the employee will be given a day off to use as a vacation day. If any of the above listed holidays shall fall on a Sunday, the Monday following shall be declared the holiday.

Personal holidays may not be carried over to the next calendar year.

General part-time employees shall be granted paid holidays on a pro-rata basis.

Seasonal and limited term employees are not entitled to paid holidays.

To be eligible for holiday pay, the employee must work his/her regular schedule of hours on the day immediately before and the day immediately after the holiday, unless authorized for sick leave, vacation, or with department head approval.

Employees called to work on a paid holiday, at the request of the Town Chairman or designated Town official, shall be compensated at the rate of time and one-half their hourly rate of pay for hours worked in addition to the holiday pay.

PAID VACATION BENEFITS

SECTION 1: ONLY "GENERAL" EMPLOYEES QUALIFY FOR VACATION BENEFITS.

General full-time and general part-time employees are eligible for paid vacation. Seasonal and limited term employees are not eligible for vacation benefits. SECTION 2: VACATION BENEFITS FOR GENERAL FULL-TIME EMPLOYEES.

All general employees who satisfactorily complete 6 months of continuous service are eligible for vacation benefits retroactive to the date of employment. Annual Vacation Benefits for General Full-Time Employees are as follows:

- 6-month to 5-year anniversary date: 2 weeks per year.
- 5-year to 12-year anniversary date: 3 weeks per year.
- 12-year to 20-year anniversary date: 4 weeks per year.
- 20-year anniversary date forward: 5 weeks per year

Annual Vacation Benefits will accrue as follows:

- First 6 months of continuous service: No Vacation will accrue; at the end of that period, 1 week of Vacation will be credited.
- 6-month to 1-year anniversary date: 1/13 of 1 week per pay period.
- 1-year to 5-year anniversary date: 1/26 of 2 weeks per pay period.
- 5-year to 12-year anniversary date: 1/26 of 3 weeks per pay period.
- 12-year to 20-year anniversary date: 1/26 of 4 weeks per pay period.
- 20-year anniversary date and forward: 1/26 of 5 weeks per pay period.

The vacation benefits described above may be unilaterally changed by the Town Board. Town employees do not have a “vested right” or any other right to the vacation benefits, or any other benefits set forth in this Employee Handbook. When vacation is properly credited to an employee’s paystub, the employee may use the vacation benefit in accordance with the terms of the Employee Handbook in effect at the time it is used or the time the employee terminates.

During the first 6 months of employment, no vacation benefit accrues to the employee. No vacation may be taken during the first six months of employment¹ If an employee terminates at the end of the first 6 months of employment, vacation benefits are deemed forfeited.

Employees do not accrue vacation benefits during unpaid leaves of absence except as required by law.

Section 3: PRORATION OF VACATION BENEFITS FOR GENERAL PART-TIME EMPLOYEES.

Vacation Benefits for general part-time employees shall be provided on a pro-rated basis.

Calculation of Prorated Vacation Hours Earned When Part-Time Employee’s Actual and Anticipated Hours Fluctuate. The number of hours worked per workweek to be used for proration purposes shall be determined on the date of the part-time hire, based on the Town’s anticipated needs for the part-time position. The Town Board may increase or reduce the number of hours available to a general part-time employee during the course of employment. To address a possible inequity that arises from fluctuation in part-time hours *anticipated* versus part-time hours *actually worked*, the hours of vacation for part-time employees may also be adjusted by the Town Board on an annual basis. The adjustment shall be effective on the employee’s anniversary date. The adjustment would be determined based on the Town Board’s consideration of the following factors: (1) weekly part-time hours anticipated on last anniversary date; (2) average weekly part-time hours actually worked from the last anniversary date to the current anniversary date; (3) anticipated hours for the coming year (that is, the year from the current anniversary date forward). The following examples shall inform the decision made by the Town Board:

1. Assume employee anniversary year 6; 20 hours anticipated for year 6; average of 25 hours actually worked for year 6; and, 25 hours anticipated for upcoming year 7: Employee earned 3 twenty-hour weeks of vacation in year 6; on anniversary of year 7, employee will earn 3 twenty five-hour weeks of vacation for year 7.
2. Assume employee anniversary year 6; 20 hours anticipated for year 6; average of 25 hours actually worked for year 6; and, 22 hours anticipated for year 7: Employee earned 3 twenty-hour weeks of vacation in year 6; employee will earn 3 twenty-five hour weeks of vacation in year 7; if average hours in year 7 is actually 22 hours, then vacation for year 8 will be 3 twenty-two hour weeks of vacation.

SECTION 4: MAXIMUM VACATION BENEFITS THAT MAY BE ACCUMULATED.

The Town Board has established certain limits on the amount of vacation that an employee can accumulate. There are two policy motivations behind these limits: (1) the Town wants its employees to enjoy his or her paid vacation during every year of employment; and, (2) the Town Board needs to manage employee benefits in a fiscally responsible manner and in accordance with the approved Town budget.

The limit or maximum amount of vacation benefits that an employee may accumulate at any given point in time (also referred to as the “ceiling”) is equal to the Annual Vacation Benefit based on years of service, as set forth above, **plus one week**. Once an employee reaches this ceiling, the employee shall not be eligible to receive any additional vacation benefits until he/she takes vacation. When accumulated vacation time falls below the ceiling, the employee shall once again be able to accumulate vacation benefits, up to the ceiling.

¹ In extraordinary circumstances, exceptions may be made on terms approved by the Town Board.

Each employee shall have the duty to carefully monitor his or her own vacation benefits. This is not the Town's responsibility. Clerical errors made by the Town or the Town's payroll service will be corrected as soon as reasonably possible following notice of the error.

SECTION 5: SCHEDULING VACATION: WHEN VACATION MAY BE TAKEN.

No vacation may be taken during the first 6 months of employment.²

Employees shall consider the Town's operational needs first when scheduling vacation.

All vacation must be scheduled in advance and the dates requested must be approved by the employee's direct supervisor. If the employee has no direct supervisor, the request shall be made to the Town Clerk and shall require an affirmative recommendation from the Town Clerk and approval by the Town Chairperson.

Exceptions to the above policies are discouraged. In an emergency or other appropriate circumstance, an exception may be made by the Town Chairperson. The Town Chairperson's prior consultation with the Town Board is expected where circumstances permit.

Section 6: PAYMENT FOR VACATION BENEFITS AT TERMINATION OF EMPLOYMENT

If an employee dies, his or her estate shall be entitled to payment for all vacation benefits that have accrued but were not used as of the date of the employee's death.

If an employee resigns *and gives the Town written notice* of resignation at least two full weeks prior to the date of resignation, the employee shall be entitled to payment for vacation benefits accumulated and unused as follows: the maximum payment shall be based on vacation benefits accumulated but unused, not to exceed the Annual Vacation Benefit based on years of service, as set forth above. Accumulated vacation benefits that exceed the employee's Annual Vacation Benefit shall be deemed forfeited.

If an employee resigns *but fails to give the Town written notice* at least two full weeks prior to the date of resignation, the employee shall forfeit an additional two weeks of accumulated but unused vacation benefits. That is, the employee shall be entitled to payment for vacation benefits accumulated and unused as follows: the maximum payment shall be based on vacation benefits accumulated but unused, reduced by (1) accumulated vacation that exceeds the employee's Annual Vacation Benefit and (2) two additional weeks of vacation accumulated but unused. If the reduction exceeds the vacation accumulated, the employee shall not receive any pay for vacation benefits; however, the employee shall be paid for all hours worked.

If an employee is terminated, the employee shall be entitled to payment for vacation earned and unused as follows: the maximum payment shall be based on vacation benefits accumulated but unused, not to exceed the Annual Vacation Benefit based on years of service, as set forth above. Accumulated vacation benefits that exceed the employee's Annual Vacation Benefit shall be deemed forfeited.

If an employee does not continue beyond 6 months of employment, no vacation benefits are paid. Vacation is not accumulated during the first six months of employment.

SICK LEAVE

Each general full-time employee shall earn one sick day with pay for each month employed, accrued on a per pay period basis immediately upon hire.

General part-time employees earn sick leave benefits on a pro-rata basis.

Sick leave is intended for the use of employees in the event of personal illness, bodily injury, and preventative medical or dental appointments, Leave of Absence or in the event of a serious illness or

² In extraordinary circumstances, exceptions may be made on terms approved by the Town Board.

accident involving a member of the employee's immediate family. (The definition of "immediate family" will be spouse, child, stepchild or parents of the employee.)

Sick leave may be utilized, on an hourly basis, for preventative health care such as dental and doctor office appointments, provided that any employee utilizing sick leave in such manner gives notice of his/her intent to the employer to do so no later than five working days in advance of the day such employee desires to use for such purposes.

At the department head's discretion, an employee may be asked to provide a medical release and/or restriction.

Employees who terminate or retire with five or more years of continuous services with the Town shall be paid, at current wage rate, for 50% of unused sick leave.

Employees with less than five years continuous service with the Town shall be paid, at current wage rate, for 25% of unused sick leave.

In the event an employee dies prior to retirement, any benefits growing out of the accumulation of unused sick leave will be paid to the surviving spouse or other eligible dependents.

FUNERAL LEAVE

If an employee is absent because of the death of a member of the employee's immediate family (wife, husband, child, stepchild, parent, sibling, grandparent or grandchild) the employee will be allowed a maximum of three (3) days off with pay. In the event the death is of the employee's father-in-law, mother-in-law, or current stepparent of employees only, the amount of time will be two (2) days with pay. In the event the death is of the employee's aunt(s), uncle(s), niece(s), or nephew(s), the amount of time will be one day with pay. If the employee is not scheduled to work such day(s), no funeral leave pay will accrue for the day(s) not scheduled to work.

If requested by the employee, additional leave may be granted at the discretion of the Town Board Chair or his/her designee. Such leave shall be charged against the employee's sick leave balance but if there is no such balance, leave will be unpaid.

OVERTIME

Overtime is the time that an employee works in excess of forty (40) hours per work week. It is the Town's policy that overtime be held to a minimum, consistent with workload needs.

Employees who are called out to work during off duty hours shall receive no less than two (2) hours for each call out at their time and one-half rate.

WORKER'S COMPENSATION

All Town employees and officials are covered by the State Worker's Compensation Program. The program provides medical and financial benefits for individuals who, in the performance of duties related to their work, become temporarily or permanently disabled, or die as a result of a job-related injury or disease.

Coverage is automatically extended to all eligible Town employees or officials and requires no financial contribution on their part. It is, however, each individual's responsibility to immediately report to the Town Clerk, that they have been injured or have been temporarily disabled as the result of a work-related injury or disease. In the event of a delay in processing the Worker's Compensation claim, the Town will continue to issue the employee's paycheck and the employee shall sign a waiver stating that he/she shall endorse and return the Worker's Compensation check to the Town immediately upon its receipt.

LONGEVITY BENEFIT

General full-time and part-time employees are eligible for the longevity benefit after they have completed 5 years of employment. Longevity benefits will be included with the last payroll in

December each year. General full-time employees shall receive \$180.00 after five years of employment and for each year beyond five years \$36 will be added (i.e.: 10 years = \$360; 15 years = \$540; etc.). Partial years are paid at \$3.00/mo. General Part-time employees shall receive longevity benefits on a pro-rated basis.

WISCONSIN RETIREMENT SYSTEM

All eligible employees are required to participate in the Wisconsin Retirement System (except for those existing employees who submitted a waiver prior to January 1, 2017 or are otherwise allowed to opt out under WRS rules). Eligibility, employer and employee contributions will be as determined by the Wisconsin Department of Employee Trust Funds. Employee contributions will be by payroll deduction.

WISCONSIN DEFERRED COMPENSATION PROGRAM

All eligible employees may elect to participate in the Wisconsin Deferred Compensation Program. Eligibility is as determined by the Wisconsin Department of Employee Trust Funds. All employee contributions will be by payroll deduction. There is no employer contribution.

HEALTH INSURANCE

All Wisconsin Retirement System participants are eligible for health insurance under the State of Wisconsin Group Health Insurance Program. Employer premium contribution is determined by the Town Board and will be pro-rated for general part time employees compared to a 40-hour work week. Employee premium contribution will be by payroll deduction. A Section 125 Premium Only Plan is in effect to allow employee premium contributions to be on a pre-tax basis.

HOURS OF WORK

The hours of work for all general full-time employees shall be eight (8) hours per day, forty (40) hours per week, 2080 hours per year. The public works employee's hours are 7:00 A.M. to 3:30 P.M. Monday -Friday with a 30-minute unpaid work shut down for lunch.

Work hours for other employees are determined by the Town Board as needed.

A fifteen-minute paid work break is permitted mid-morning and mid-afternoon.

Employees who report for work at a regularly scheduled time on a regular work day and are sent home by the department head because the work cannot be performed shall receive a minimum of two hours pay. If employees are requested by their supervisor to report at a later time on the same day and are sent home by their department head a second time, they shall receive a minimum of one hour's pay for reporting the second time and each time thereafter.

TIME SHEETS - PAY DAY

Employees shall be paid bi-weekly on alternate Fridays by direct-deposit, except when those days fall on a holiday in which case employees shall be paid on the day preceding the holiday.

Time sheets are to be turned in on the Monday following the end of the pay period. They are to be turned in to the department head for their approval and initializing. Payment will not be issued until department heads are informed of hours worked.

Elected individuals and contractors shall be paid on the first Friday following the first Board meeting of the month.

Any employee who is required to travel in his/her personally owned automobile in the course and discharge of his/her official duties will be reimbursed at the current I.R.S. mileage rate actually traveled by the most direct route, provided that such travel has been authorized by the appropriate department head.

PERSONNEL FILES

The Town Clerk shall maintain a personnel record for each employee. The personnel record shall show the employee's name, title, job description, department, salary, changes in employment status, training received, disciplinary actions, exit interviews and other such information as may be considered pertinent. These records shall be considered "confidential" to the extent permitted by law and shall be accessible only in the following manner:

1. Contents of the employee's file shall not be opened by anyone except the Town Clerk or appointee (appointee must have written authorization from the Town Clerk specifying purpose and dates).
2. The employee shall have the right, pursuant to Chapter 103, Wis. Stats. to inspect and copy (for a reasonable charge), their file within forty-eight hours of the request made to the Town Clerk during normal business hours of the Town.
3. No information from the personnel file shall be released to outside parties except for verification of employment, employment dates, title, job description and salary without prior written authorization from the employee.

This right to inspect does not apply to the Town of Cottage Grove employee or Town of Cottage Grove officer records on file that can be withheld from access and inspection under Wis. Stat. § 103.13.

The Town of Cottage Grove may release any record that the Town of Cottage Grove employee or Town of Cottage Grove officer may inspect, if the Town of Cottage Grove employee or Town of Cottage Grove officer signs a written release form stating what records and to whom the records should be released.

GENERAL CONDUCT

It is recognized to be 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 department heads. A friendliness and willingness to help should be exhibited during telephone calls, in letters, and in person-to-person conversation, while at the same time being as brief and concise as possible. In addition, employees should always strive to reduce costs of supplies and services in every practical manner, and to be as careful with public property as with their own.

Whenever illness or other emergencies prevent an employee from coming to work, the employee shall contact his/her department head before (or at) his/her normal working start time. Employees who are repeatedly absent or tardy provide grounds for disciplinary action.

Employees, who as a condition of employment, are required to maintain a valid State of Wisconsin Commercial Driver's License, shall upon proof of renewal, be reimbursed for cost of such renewal.

Employees are required to notify their department head of any traffic violation which could affect the status of their Commercial Driver's License.

DRUG AND ALCOHOL ABUSE POLICY

The Town has a separate policy covering "Drug and Alcohol Abuse and Testing." All employees must agree to and comply with this policy.

FRAUD POLICY

Background: The fraud policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against the Town of Cottage Grove. It is the intent of the Town to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

Scope of Policy: This policy applies to any irregularity, or suspected irregularity, involving employees, officers, consultants, vendors, contractors, outside agencies, and / or any other parties with business with the Town.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the Town.

The Town has a duty to the general public and its employees to take immediate action when circumstances warrant.

Policy: Employees shall make good faith efforts to detect and prevent fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury.

Any irregularity that is detected or suspected must be reported immediately to the Town Chairperson and/or a Town Supervisor.

Actions Constituting Fraud: The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

- Any dishonest or fraudulent act
- Misappropriation of funds, securities, supplies, or other assets
- Impropriety in the handling or reporting of money or financial transactions
- Profiteering as a result of insider knowledge of Town activities
- Disclosing confidential and proprietary information to outside parties
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/ materials to the Town
- Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment
- Any similar or related irregularity

Investigation Responsibilities: The Town Chairperson has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, the Town Chairperson will issue reports to appropriate designated personnel and the Town Board.

Decisions to prosecute or refer the examination results to law enforcement for independent investigation will be made in conjunction with legal counsel, as will final decisions on disposition of the case.

Confidentiality: All reported information shall be received confidentially to the fullest extent permitted by law.

Reporting Procedures: An employee who discovers or suspects dishonest or fraudulent activity will contact the Town Chairperson immediately. The employee or other complainant may remain anonymous.

If the Town Chairperson is the source of the alleged irregularity, then notification should be made directly to a Town Supervisor.

Termination: If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by the Town Board.

Administration: The Town Board is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed.

DISCIPLINARY ACTION

Employment with the Town is at-will and the Town may take any disciplinary action, up to and including discharge, in its sole discretion, for any lawful reason as it sees fit. In addition to performance-related and other issues, the following conduct may result in disciplinary action.

1. Insubordination, including disobedience, failure or refusal of written or oral instructions of supervisory authority, or to carry out work assignments.
2. Neglecting job duties or responsibilities.
3. Loafing, loitering, sleeping or engaging in unauthorized personal business.
4. Disclosure of confidential information and records.
5. Falsifying records or giving false information to other agencies or private organizations or to employees responsible for record keeping.
6. Failure to observe all safety rules and practices, including the use of protective equipment and clothing or in the operation of vehicles and equipment.
7. Failure to report accidents or injuries, including traffic accidents, as soon as possible.
8. Leaving the place of duty during a work shift without permission of department head.
9. Threatening, attempting or inflicting bodily injury.
10. Threatening, intimidating, interfering with, or using abusive language towards others.
11. Horseplay, including practical jokes, pushing, running or throwing objects.
12. Failure to observe no smoking regulations.
13. Unauthorized possession of weapons.
14. Making false or malicious statements concerning other employees or department heads.
15. Unclean or inappropriate dress or grooming.
16. Violating any of the general conduct rules.
17. Unauthorized use of Town property, equipment or supplies.
18. Possession of or use of alcoholic beverages or narcotics while on Town time or property, or arriving for work while under the influence of alcohol or drugs.

This list is not exhaustive.

MISCELLANEOUS

Annual Employee Meeting: The Town Board, general full-time and general part-time employees shall meet annually, during the budget development timeframe. The purpose of this meeting shall be to review the wage/benefit package and personnel policies, and discuss any changes.

Appeals, Grievances, Variances: Any appeal, grievance or variation to the provisions of this Employee Handbook requires approval of the Town Board.

Political Activity: No employee is precluded from engaging in political activity provided that such activity does not interfere with normal working hours and does not involve the use of Town equipment or property. Employees are specifically prohibited from directly or indirectly coercing any person to hold or contribute monetary or other types of assistance to any political candidate, party or purpose.

Elections: Any employee who can satisfactorily show that he/she cannot vote during his/her off duty hours shall be allowed time off, with pay, to cast his/her ballot in all legally constituted elections.

Jury Duty: Any Employee required to report for jury duty shall receive his/her normal wages for each day his/her presence shall be required by the Court. Any employee required to report, but is not selected for jury duty during regular work hours shall return to his/her place of work as soon as may be reasonable expected. Any pay from court shall be turned over to the Town to receive full pay.

Suggestion System: An employee suggestion system is hereby created for the purpose of encouraging employees to submit suggestions which would improve the efficiency and effectiveness of the Town service. Please include the current procedure, the proposed procedure, and a brief description of how it will benefit the Town. All suggestions will be reviewed by the Town Board.

Exit Interviews: It is the policy of the Town to provide exit interviews for employees leaving a department to enhance communication on unit activities, allow for meaningful suggestions and ensure the return of departmental property. Exit interview forms will include a signed statement regarding future release of information from individual personnel file.

Clothing: The Town will provide coveralls, gloves and personal safety gear for Town use.

Special Licenses: The Town will pay for any special licenses any employee is required to have, such as a CDL.