

# Memo

To: Village Board

Fr: Tracy Flucke, Administrator

Re: Changes to Personnel Manual

Date: February 25, 2014

Attached are specific sections of the personnel manual that needed to be changed as a result of the Policy Manual changes, the recent changes to PTO, state law or miscellaneous clarifications.

All changes are highlighted in yellow.

The Village Board is asked to approve the changes to the personnel manual.

## 2.4 Residency Requirements

Village employees are not required to reside in the Village of Allouez. (Per Wisconsin Act 20) The Village Administrator and Department Heads are required to reside in the Village. With the current Department of Public Works Director (March 2013) being exempt from the requirement.

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## 2.9 Retirement Recognition & Service Award Guidelines

### RETIREMENT RECOGNITION GUIDELINE (Moved from Policy Manual)

YEARS	GIFT AMOUNT	RESOLUTION	PLAQUE
15+	\$150.00	Yes	Yes
20+	\$200.00	Yes	Yes
25+	\$250.00	Yes	Yes

### SERVICE AWARDS GUIDELINE

YEARS	PLAQUE	NEWS RELEASE
5+	No	Yes
10+	No	Yes
15+	No	Yes
20+	No	Yes
25+	Yes	Yes

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## 3.9 Return to Work Policy (Moved from Policy Manual)

**PURPOSE:** The purpose of this policy is to identify and make available a Modified Work Assignment program that can be used when an employee has been off work due to work related medical condition, off-work injury or illness. Modified Work Assignments are meant to aid in the employee's recovery and to reduce village personnel costs, including lost time, sick leave, and workers compensation costs.

**DEFINITION:** Attachment A to the policy outlines examples of the type of return to work activities that an employee, with the direction and authorization of his/her physician can perform for the Village. These assignments are meant to be temporary and do not create a regular employment opportunity. Each employee's situation will be considered separately in terms of the type of activities and duration of the assignment.

**ASSIGNMENT:** An employee's placement in a Modified Work Assignment shall be at the discretion of the department head with approval of the village administrator, within limitations set by the employee's physician documented on a Return to Work Evaluation Form provided by

the physician.

**EMPLOYEE RESPONSIBILITY:** Ill or injured employees are responsible to know and follow their medical physicians' recommendations and return to work, either on Modified Work Assignment or Regular Duty as quickly as possible during the convalescence period. The employee shall cooperate with the village in providing all necessary information about his/her condition and status of treatment, including access to the attending physician by the department head and/or designee for the purpose of obtaining medical information. It is the employee's responsibility to provide his/her supervisor with all medical forms from his/her physician which outline work restrictions.

**VILLAGE RESPONSIBILITY:** The employee's regular job will be reviewed and, if possible, altered so the employee can return to his/her work during the recovery period. If the employee can not immediately return to his/her regular job, then the affected department should, with the assistance of the employee, employee's physician and Supervisor determine when the employee can return to work on Modified Work Assignment. Modified Work Assignment is to be temporary with the employee resuming his/her unrestricted regular job as soon as medically possible.

If the employee's ability to perform modified work is questionable, a trial period may be established. The employee's supervisor and medical physician shall closely monitor the employee's job performance so there is minimal chance the Modified Work Assignment aggravates the medical condition.

The affected department with assistance from Personnel shall remain in communication with the ill or injured employee and his/her attending physician to make sure the employee receives adequate care and that the Modified Work Assignment is being followed.

**PHYSICIAN RESPONSIBILITY:** Treating physicians for an injured employee are encouraged to consider abilities and not disabilities when determining the employee's diagnosis, prognosis, treatment schedule, target return to work date and physical limitations.

**CONDITIONS AND MODIFIED WORK ASSIGNMENTS:** Modified Work Assignments will be provided under the following conditions:

- 1) The employee must have medical authorization to return to work, his/her limitations must be clearly identified on the medical release as well as the number of hours that the employee is released to work.
- 2) There should be minimal chance the Modified Assignment will aggravate the medical condition.
- 3) The work performed must stay within the limitations set by the physician.
- 4) Modified Work Assignments are temporary. The assignment will be reviewed on a schedule set by the attending physician with an anticipated date for return to unrestricted, regular duties established and updated as necessary following initial and medical review of the employee's condition.

#### RETURN TO WORK ACTIVITIES

Altering the employee's current job duties is the first course of action to be explored with the employee and his/her physician. If the employee's current job can not be altered satisfactorily, then alternative, temporary work may be assigned to the employee with physician approval. These assignments shall include but not necessarily be limited to the following activities:

##### PUBLIC WORKS:

- Painting
- Wash Vehicles
- Stock Room Inventory
- Tool/Equipment Inspection
- Housekeeping
- Small Equipment Maintenance
- Traffic Control
- Office Work
- Driving
- Filing
- Any work within the limitations set by physician for moving and lifting.

##### OFFICE EMPLOYEES:

- Answering Phones
- Filing
- Photocopying
- Office Work

##### PARK DEPARTMENT:

- Painting
- Wash Vehicles
- Inventory
- Tree Inspections
- Playground Equipment Inspections

Tool/Equipment Inspection

Housekeeping

Any work within the limitations set by physician for moving and lifting.

Office Work

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### 4.3 Dress Code

~~It is expected the Village employees are neat and clean in appearance and exemplify a positive image as they carry out their duties and responsibilities. Where an employee's clothing is questionable, the department head will meet with the employee to clarify the issue. Employee's reporting to work in violation of this policy will be sent home to change and will not be paid for that time off. Exceptions to this policy may be made on a case by case basis due to work to be performed, religious reasons, medical conditions and other applicable circumstances.~~

**The intent of the Village dress code is to be appropriately dressed for the work to be performed, and present a positive image of the Village. It is expected that Village employees are neat and clean in appearance. When an employee's clothing is questionable, the department head will meet with the employee to clarify the issue. Exceptions to this policy may be made on a case by case basis due to work to be performed, religious reasons, medical conditions, and other applicable circumstances. Employees are required to wear their employee ID card when conducting official business outside of Village Hall.**

~~Public Works, Water Utility and Parks Department employees are required to wear the uniform designated by the Village.~~

~~Other staff members (which are defined as Administrative, Code Enforcement, Clerical and Building Inspector) are to be dressed in business casual attire. Fridays are considered "casual days" and employees may dress accordingly if they wish. All employees are required to wear their employee ID card when at work. —|~~

~~Administrative staff including Administrator, Department Heads, Code Enforcement, Clerical, Cad Operator and Building Inspector are to be dressed in business casual attire Monday through Thursday. Management staff including Administrator, Department Heads, Code Enforcement and Building Inspector, administrative staff including clerical and engineering staff including Cad Operator are to be dressed in business casual attire Monday thru Thursday.~~

**Fridays are considered "casual days" and employees may dress accordingly if they wish.**

**Employees that may from time to time work outdoors or perform tasks where casual dress is appropriate may wear jeans and safety shoes (if appropriate) on those work days.**

1. Business Casual Attire ~~A business casual dress code~~ is appropriate for the Village Hall employees Monday through Thursday and should reflect the work environment of the employee. Below is a guideline of appropriate dress:

- a. Clothing that projects a professional image. All clothing and shoes shall be clean and without rips, holes, etc.
  - b. Slacks, dress pants or pants similar in style to Dockers. This includes dressy pants capris that are below the knee.
  - c. Casual dresses (including sleeveless) or skirts that are no shorter than two (2) inches above the top of the knee.
  - d. Casual shirts, dress shirts, sweaters (including sleeveless) and shirts, golf-type shirts and turtlenecks. Suit jackets and sport jackets.
  - e. Tennis shoes, walking shoes, loafers, clogs, boots, flats and dress heels. Open toe shoes (including sandals) will be acceptable.
2. Acceptable Casual Attire A casual dress code is appropriate for Village Hall employees on Fridays, which includes denim jeans (any color) in good condition (i.e. not ripped or tattered), t-shirts and sweatshirts. Green Bay Packer attire will be allowed on the day of, or the Friday prior to Packer games. Employees are still expected to present a neat appearance and shall not wear items classified as “Unacceptable Attire” as described below.
3. Unacceptable Attire The following is are not acceptable attire for all employees of the Village:
- a. Clothing that is tight, sheer or otherwise reveals the midriff, buttocks, or cleavage.
  - b. Clothing that contains offensive words, cartoons or images, etc.
  - c. Clothing that contains political statements, slogans or campaign related information.
  - d. If an employee may influence the determination of a contract with a vendor, the employee shall not wear any type of clothing, footwear, headgear, etc. that contains the name of a company or corporation that the Village contracts with or uses as a vendor.
  - e. Blue Denim jeans (any color) (with the exception of Fridays and Packer game days), shorts, bib overalls, sweatpants, exercise pants, warm-up suits and any spandex-like material pants that can be used for exercise.
  - f. Mini-skirts, strapless dresses and spaghetti strap dresses.
  - g. Midriff tops, halter tops and tube tops.
  - h. Shower footwear, beach flip-flops, slippers or crocs.
  - i. Employees with visible body piercings other than ear will be required to remove the jewelry while at work.
  - j. For positions with regular public contact, any tattoos that are or may be interpreted as offensive (profanity, weapons, violence, nudity, blood, etc.) are to be covered by clothing or a bandage.
  - k. T-shirts are not acceptable on non-casual days.
4. Uniforms – Public Works, Water Utility and Parks Employees All operations and maintenance employees are required to wear approved uniforms as furnished by the Village. Employees are responsible for keeping the uniform washed and clean and in

good repair. Uniforms shall be worn only during work hours, or for conducting official Village business outside working hours. **Safety t-shirts and approved summer shorts and shirts are acceptable.**

## 6 Time off Benefits

### **6.1 Paid Time Off (PTO) Vacation**

Full-time Employees (and part-time employees on a prorated basis) shall accumulate **PTO** vacation as follows:

Upon hire (prorated basis)	13 days	
After 1 <sup>st</sup> full year of employment	13 days	
After 5 <sup>th</sup> full year of employment	18 days	Days are eight (8) hour days.
After 12 <sup>th</sup> full year of employment	23 days	
After 20 <sup>th</sup> full year employment	28 days	

Any employee who was approved for accelerated vacation allocation upon hire will keep that amount until they meet the next applicable level in the current PTO schedule. Any employee who is eligible for vacation beyond the current PTO schedule will keep that amount but no longer accumulate. (I.e. a 30 year employee will continue to get their 30 days' vacation plus three personal days in PTO block.)

~~Department Heads, Administrator and Clerical~~ will remain status-quo as follows:

<del>After 1<sup>st</sup> full year of employment</del>	<del>Two weeks of vacation</del>
<del>After 5<sup>th</sup> full year of employment</del>	<del>Three weeks of vacation</del>
<del>After 12<sup>th</sup> full year of employment</del>	<del>Four weeks of vacation</del>
<del>After 20<sup>th</sup> full year of employment</del>	<del>Five weeks of vacation</del>

~~Public Works—Street, Water and Park Maintenance~~ will remain status-quo as follows:

<del>After 1<sup>st</sup> full year of employment</del>	<del>One week of vacation</del>
<del>After 2<sup>nd</sup> full year of employment</del>	<del>Two weeks of vacation</del>
<del>After 7<sup>th</sup> full year of employment</del>	<del>Three weeks of vacation</del>
<del>After 15<sup>th</sup> full year of employment</del>	<del>Four weeks of vacation</del>
<del>After 25<sup>th</sup> full year of employment</del>	<del>Five weeks of vacation</del>
<del>After 26<sup>th</sup> thru 30<sup>th</sup> years of employment</del>	<del>One extra day vacation for each year</del>

~~Beginning January 1, 2013 all new employees will receive 2 weeks of vacation upon hire; prorated as of hire date.~~

**PTO** Vacation shall be taken in a minimum of .50 hour increments. Unused **PTO** vacation, up to 15 days may be carried forward in any given year, but must be used in the subsequent year such that the maximum amount of vacation **PTO** available is the employee's current accrual plus 15 days.

**PTO** ~~Vacation~~-time is entered on January 1<sup>st</sup> for the year (based upon a calendar year), therefore employees may have unearned ~~vacation~~ PTO available prior to their anniversary date (date of hire). If an employee uses unearned PTO ~~vacation~~ and then leaves employment with the Village, the amount of unearned PTO ~~vacation~~-used will be deducted from their last paycheck.

## 6.2 Sick Leave

### Unpaid Sick Leave Bank(USLB)

Full-time employees shall accrue **six (6), eight (8) hour days** of sick leave per year. Sick leave ~~month~~-time is entered on January 1<sup>st</sup> for the year (based upon a calendar year), therefore employees may have unearned ~~vacation~~ sick leave available. If an employee uses unearned Sick Leave and then leaves employment with the Village, the amount of unearned Sick Leave will be deducted from their last paycheck. Leave may be taken in .25hr increments.

Maximum accumulation in the USLB is 120 days (960 hours). Employees will not be paid out for any time remaining in this bank upon leaving employment with the village.

USLB does not have to be used for FMLA of three days or more.

Sick leave shall be available for use for an illness, medical or dental appointment of the employee or for the caregiving purposes of the employee's spouse, parent or child(ren) and other members of the employee's household with an illness, medical or dental appointment. Employees are encouraged to schedule medical and dental appointments outside of the normal work day. The Village may request verification of illness or medical or dental appointments. When possible, reasonable notice shall be given prior to usage of sick leave. Employees may be required to submit a health care provider's authorization for the absence. If the employee fails to submit the requested health care provider's authorization, it will be considered a minor infraction. This policy will be enforced consistent with the state and federal law on family and medical leave.

### Reserved Sick Leave Bank (RSLB)

Any accrued sick leave as of 12/31/2013 has been transferred into this sick leave bank – RSLB. It may be used for FMLA of three days or more. The RSLB may also be used, for eligible leaves as listed in USLB, when the employee has depleted their USLB in a given year.

This bank of time will be paid out upon retirement at the employee's wage on 1/1/2014 to any employee meeting the payout of sick leave requirements listed below.

### —~~Accumulation of Sick Leave~~

~~Employees, whose sick leave exceeds 720 hours as of December 31 of any given year, shall be eligible for an additional 8 hours of bonus sick pay during January of the following year. Employees whose sick leave exceeds 820 hours as of December 31 of any given year shall be~~



eligible for an additional 12 hours of bonus sick pay during January of the following year.

~~Public Works— Street, Water and Parks Maintenance Employees and Clerical— will remain status quo as follows:~~

~~Employees will not be able to accrue any sick days above 120 days (960 hours).~~

~~Department and Administrator— will remain status quo as follows:~~

~~There is no cap on accumulation of sick leave hours.~~

### **Payout of Reserved Sick Leave Bank (RSLB)**

#### **Public Works – Street, Water and Parks Maintenance Employees and Clerical-**

Upon retirement, (meeting the minimum qualifications and applying for a retirement annuity from the Wisconsin Retirement Fund) sick leave will be paid out based on the following criteria: (it cannot be used to pay Village Health insurance premiums)

<u>Years of Service</u>	<u>Sick Leave Balance</u>	<u>Days Paid</u>
10-14	400 hours	10
15 -19	480 hours	30
20-24	560 hours	50
25 - +	640 hours	65

\*Years of service are based upon employee’s anniversary date of employment.

~~**Department Head and Administrator - will remain status quo as follows:** Administrative employees will be paid out unused and earned sick leave time up to 960 hours, upon termination, resignation or retirement. The employee must have a minimum of five years of employment with the village.~~

### **6.3 Sick leave Donation**

In the event an employee utilizes all of his/her sick leave banks (USLB, RSLB & PTO) and is in need of additional time off, another employee may donate their PTO, USLB or RSLB.

The employee must submit a written request for donation of time, with medical verification or other reasonable documentation acceptable to the department head.

The department head will submit request to Administrator- who will post the need for donated time. Employees willing to donate need to contact Administrator with amount of time they wish to provide.

Hours must be donated in whole-hour increments and on an hour for hour basis irrespective of the base hourly rates of the donor and the recipient. Time donated but not used will remain in the account of the donating employee.

Payroll will randomly assign selection numbers for use of donated time. If an employee donates more than one day, each day will be assigned a number. Single days will be used in each "round" and no employee will have more than one day at a time used unless all days donated by employees have been exhausted.

Employees receiving donated time will not accrue any benefits (PTO, sick leave). However, the total number of whole days donated will be calculated and the employee will be eligible to receive insurance benefits from the time their paid leave expires until the donated days expire.

### **9.7 Clothing/Boot Allowance**

Public Works, Parks, Engineering Technician and Water Utility operations and maintenance employees shall receive an annual allowance of \$250 for the purchase of steel toe boots or steel toe safety shoes, safety yellow t-shirts or sweatshirts, safety yellow winter jackets, rubber boots and insulated coveralls. The employee will be reimbursed for purchases upon presentation of a valid receipt for the purchases. This allowance may be used for any of the above items provided they are for work use. The allowance shall not carry over to the next year. The Village will provide basic work gloves and rain gear to the employees as needed.

The Parks and Recreation Director and Public Works Director will be reimbursed for the purchase of steel toe boots or shoes only - up to \$150.