

CITY OF MANITOWOC

EMPLOYEE POLICY MANUAL

Effective July 1, 2018

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INTRODUCTION: PURPOSE, APPLICATION AND GENERAL STATEMENT

The purpose of this manual is to provide continuity and consistency in the operations and the administration of benefits and working conditions for all employees of the City of Manitowoc (City). All employees are required to ensure that the City complies with its obligations under federal and state laws as they may be amended.

When used in the following manual, "Governing Body" shall be defined as the City of Manitowoc Common Council or the Library Board of Trustees as applicable.

This manual is not a contract for employment.

These policies do not cover every situation which may conceivably occur, and may be modified as the need arises. Further, these policies do not supplant State or Federal law, City ordinances, or union agreements. If there is a conflict, the State or Federal law, City ordinance, or Union agreement will prevail. A copy of this Employee Policy Manual is available for review on the intranet or from the Human Resources Department.

This manual is a starting point in addressing core operating policies and procedures and, as such, is subject to change and modification with or without notice. The Governing Body has the right to application and interpretation of this policy.

It is each employee's responsibility to read and become familiar with this information and to follow the policies, procedures, rules, and regulations.

No individual has the authority to alter or modify this policy manual, create a contract, or enter into an agreement whether in written, oral, or implied form that is in conflict with this policy manual. Any and all modifications and/or exceptions to this policy must be by official action of the Governing Body.

DISCLAIMER-This Employee Policy Manual has been prepared for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, expressed or implied.

ARTICLE I: THE ROLE OF MANAGEMENT

Certain rights and responsibilities are imposed by state and federal laws and regulations. Many of these rights and responsibilities have implications for policies and procedures governing employment. For this reason, management reserves any and all management rights regarding employees' employment status.

Management, for the purpose of this Employee Policy Manual, is defined as the respective Department Head and/or his/her designee.

The role of management includes, but is not limited to, the right to:

- A) Manage and direct employees;

- B) Hire, promote, schedule, transfer and assign employees;
- C) Lay-off and recall employees;
- D) Discharge employees or take disciplinary action;
- E) Schedule overtime as required;
- F) Develop position descriptions;
- G) Assign work duties;
- H) Introduce new or improved methods or facilities or change existing methods or facilities and;
- I) Direct all operations of the City

ARTICLE II: EMPLOYMENT STATUS

Section 1. Definitions. All employees are “at will” employees. That is, employees have the right to terminate employment at any time, with or without notice, and for any or no reason at all. Likewise, management has the right to terminate employment at any time, with or without notice, and for any or no reason at all except for an unlawful reason.

- A) Non-Exempt Full-time employees are those employees regularly scheduled to work a 30 or more hour workweek for an indefinite period of time and are eligible for benefits.
- B) Exempt Full-time employees are those employees whose position is classified as “Exempt” in accordance with the Fair Labor Standards Act. Employees in exempt positions regularly work in excess of 40 hours per week for an indefinite period of time and are eligible for benefits.
- C) Part-time employees are those employees regularly scheduled to work 29 hours or less per week for an indefinite period of time with allowed benefits offered on a pro-rata basis. If working 19 hours or less, employees are not eligible for benefits.
- D) Seasonal employees are those employees scheduled to work for a defined period of time under 1200 hours annually and are not eligible for benefits.

Section 2. Exempt Status. Employees who are exempt in accordance with the Fair Labor Standards Act are not eligible for overtime. If you have any questions or concerns regarding your exempt status, or you believe a deduction has been made from your pay that is inconsistent with your salaried status, you should immediately raise the matter with the Director of Human Resources, or the City Attorney, who can assist you in understanding the information that is required in order to investigate the matter.

The City is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time, given all the facts and circumstances. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed, and the City will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

ARTICLE III: HOURS OF WORK/SCHEDULES/OVERTIME

Employees working an 8 hour shift will be granted a minimum of a 30 minute unpaid lunch period. Employees who do not have a permanent work station (ex: DPI employees in the field) may be granted a 20 minute paid lunch period in lieu of a 30 minute unpaid lunch period at management's discretion when it is of benefit to the City.

The hours of work and lunch and/or break periods will be determined by the Department Head or designee to ensure staffing coverage is efficient, effective, and in accordance with federal and state law. Employees who are granted paid break periods may not leave the premises of the work site during those periods of time.

The work cycle for non-exempt sworn police officers and firefighters is on a cycle as posted on the work schedule. The workweek for all other employees is Sunday through Saturday.

Section 1. Schedule Changes. All schedule changes required by supervisors will be made as soon as practicable and before the end of the current shift for changes to the next shift start time whenever possible. Any work performed on a changed, mandated schedule with less than a three hour notice prior to the previously scheduled start time will be paid at time and one-half for all time worked outside of the previously scheduled start and end times.

Section 2. Overtime. Management will follow a consistent system for distributing overtime in compliance with the overtime-pay provisions of the Fair Labor Standards Act. note, Selection of individuals for overtime opportunities will be based on employee qualification and capability as it relates to the duties to be performed. Paid leave time will not count as hours worked for overtime purposes. All overtime must be approved in advance by management. Exempt employees are not eligible for overtime. There will be no pyramiding (creation of an overtime situation when such compensable time would otherwise have been at the regular rate of pay) of overtime. Management reserves the right to apply overtime premium pay to overtime pay required under the FLSA. Police Lieutenants are eligible for overtime pay after 8 hours worked in one day.

Section 3. Call-In. Employees called in to work outside of, or in addition to, their regular schedule or changed schedule, will receive a minimum of two hours pay at time and one half of their regular rate of pay for all hours worked outside of their regular or changed schedule, regardless of the actual amount of

time worked. In the event a call-in occurs just prior to regularly scheduled work, the employee will be paid time and one half for the amount of time to equal 2 hours, and will be paid for their entire normal shift at the straight time rate. Management will determine which employee(s) to call-in depending upon the nature of the work to be performed. This section does not apply to Library employees.

Section 4. Compensatory Time. Compensatory time for additional hours worked may be accrued to a maximum of 40 hours (240 hours for Police Lieutenants) by mutual agreement of management and the employee in advance of performance of the work. Compensatory time will be credited at the equivalent rate of overtime when appropriate. The use of compensatory time will be by mutual agreement between management and the employee and will not unduly disrupt the operations of the department. All compensatory time not used by the end of the last full pay period of the year will be paid out on the final paycheck of the year (except for Police Lieutenants). An employee may request the payout of compensatory time during any payroll period for payment on the next payroll check, upon written request to Payroll. There will be no compensatory time for exempt employees.

Section 5. Attendance. Regular attendance and punctuality is a business necessity and is expected of all employees. An employee who is not able to report to work as scheduled due to illness or emergency, must notify his/her supervisor as soon as possible prior to the scheduled start time.

Section 6. Badge. The City of Manitowoc recognizes the need to provide proper identification for its employees and other individuals that represent the City to the public and to other City employees. The following guidelines have been established in regard to the administration of the Identification Badge Program in order to provide uniformity among City employees and representatives. The identification badge will be for identification purposes only and will not allow entrance to controlled facilities. Access ID Badges will be issued to employees who need entrance to certain City facilities. All City of Manitowoc employees are required to wear badges at all times while conducting business on behalf of the City of Manitowoc. The City of Manitowoc Identification Badge Program is administered and maintained through the City of Manitowoc Human Resources Department.

Procedures:

All City of Manitowoc employees, including full time, part time, seasonal employees, temporary employees and City representatives will be issued an identification badge. Requests for badges will be forwarded from the manager or Department Head to Human Resources. Requests should be sent in a timely manner within the first 24 hours of hire or need for replacement.

All identification badges will have a consistent logo and format approved by the Mayor's office. Badges are to be worn with City provided lanyards or clips in a way that does not create a safety hazard for the employee. Identification badges should be displayed above waist level and must be in plain sight, not obstructed by clothing. Badges clipped below the waist are not allowed. No alterations or defacement of the badge will be allowed. If the employee desires to use a clip or lanyard other than the standard provided by the City, these must be approved for use by the employee's supervisor prior to usage and purchased at the Employee's own expense.

It is an expectation the employee properly wears their badge while conducting business on behalf of the City. Neglecting to properly display the badge as instructed or repeated issuance of replacement badges may lead to progressive disciplinary measures. Exemptions to this policy may be granted if the wearing

of the identification badge creates a safety hazard. An exemption may only be granted by the Department Head in consultation with Human Resources.

Badges must be returned to the Human Resources Department upon separation of employment. Any questions pertaining to Identification Badge Procedures should immediately be addressed with the department manager or Human Resources department.

Care and Replacement of Identification Badges:

Employees are individually responsible for their assigned identification badges. If lost or damaged due to the employees actions, the employee may be responsible for the replacement. If the identification badge is lost or damaged, the employee should notify their supervisor. The supervisor must contact Human Resources to make arrangements for a replacement to be made.

ARTICLE IV: WAGES

Section 1. Wage Schedules. The City is prohibited from engaging in collective bargaining with general municipal employees on any form of compensation except for total base wages. Premium pay, merit pay, automatic pay progressions and any other form of supplemental compensation may be considered, but not bargained, by and with the City, and in the case of library employees, the Library Board of Trustees. The City may bargain with units comprised exclusively of public safety or transit employees in accordance with 2011 WI Acts 10 & 32 on any mandatory and/or permissive subject of bargaining. The base wages for all represented employees are subject to negotiation.

- A) Addendum “A” establishes the wage schedules for all exempt and non-exempt positions not governed by a labor contract. Employees who previously received longevity payments will be frozen at that longevity payment amount for the duration of his/her continuous employment. Employees not currently on the longevity schedule and employees hired after January 1, 2012 are not eligible for longevity payment. Library employees not currently on the longevity schedule and library employees hired after January 1, 2014 are not eligible for longevity payment.
- B) Wages for the positions of Mayor, Alderperson, and Municipal Judge are as established by the Common Council.
- C) Wages for seasonal positions are as detailed in the “Seasonal Hiring Policy.” Wages for Library seasonal positions are set by the Manitowoc Public Library Board of Trustees.
- D) Wages for other positions are as established in collective bargaining agreements.

Compensation will be paid for all work performed. “Off the Clock” work is strictly prohibited. All work performed outside of a regular schedule requires advance approval by the direct supervisor. Any employee who works overtime without approval will be disciplined up to and including termination. This provision does not apply to exempt employees.

Wage schedules will generally be reviewed annually by the Personnel Committee and adjustments will be made as authorized solely by the Common Council. The MPL Board of Trustees retains the right to review and make adjustments to the wage schedule for library employees. Wage schedules subject to the negotiation process in accordance with 2011 WI Acts 10 & 32, will be approved by the Common Council as part of the contract ratification process.

Section 2. Payroll. Payroll is by direct deposit on alternating Thursdays on a bi-weekly basis for the previous two weeks except in the rare case of unforeseen circumstances beyond the City's control. Each employee is responsible for accurate reporting of his/her compensable time during each payroll period. If inaccurate or outdated bank information is provided by an employee, the fee that is assessed to the City by the financial institution will be charged to the employee. It is the City's policy to comply with applicable wage and hour laws and regulations. If you believe your compensation and/or deductions were not appropriate for a given payroll period, it is your responsibility to notify your direct supervisor immediately. Employee requests for adjustments to paid time off balances due to reporting errors must be brought to the attention of the supervisor before the end of the next payroll period, or no adjustment will be made. The City reserves the right to make necessary adjustments due to errors or omissions whether reported timely by the employee or not.

ARTICLE V: JOB ASSIGNMENTS/VACANCIES

Section 1. Job Transfers, Temporary Assignments and Promotions. Temporary and permanent job transfers, assignments and promotions will be based on operational needs and on the employee's relative ability, experience and other qualifications as determined by management. Such transfers, assignments, and promotions will not be made arbitrarily or capriciously.

Temporary assignments will normally not exceed five business days and an employee will receive his/her regular rate of pay for the time spent in a temporary assignment. Department Heads may grant a one-step increase in pay for advanced ability temporary assignments over six business days subject to available funding within the respective departmental budget.

Any employee rate changes due to assignments performed outside of an employee's regular job description must be emailed to Human Resources, Department Head and Payroll Department before the end of the pay period in which the change is made.

Section 2. Job Vacancies and Posting. Human Resources will provide notification of job openings and opportunity for employees to apply for open positions. Openings will be posted on the City of Manitowoc website.

When management determines that a vacancy or new position will be filled, approval from the Oversight Committee and the Personnel Committee is required. For library employees, approval from the Library Director is required to fill a vacancy or open a new position. Human Resources will post a notice of such vacancy or new position for a minimum of 7 calendar days. The posting will include the date the position is to be filled, title of position, requirements, rate of pay and benefits. Management determines whether and when to recruit outside applicants.

All employees who meet the minimum qualifications for the position, and who submit an application to Human Resources for said posting may be given the opportunity to interview for the position. All employees who interview for a position will be notified of selection outcome.

Section 3. Interim Pay Policy.

When a department experiences a vacated leadership role, a temporary interim person will be chosen via the normal process to fill the interim assignment. The interim pay will be calculated by taking the employee's current wage and increasing it by 10% during the time period they are filling the vacancy. The interim pay rate will cease the beginning of the first pay period after the assignment has ended for any reason or the position has been filled, whichever comes first.

Employees will receive any regular increases they would have ordinarily received during their pre-interim assignment that occur during the period they are on the interim assignment. The Department Head should work with Human Resources to complete the necessary documentation to process the interim pay payment.

ARTICLE VI: LAYOFF

Management may lay off employees, in whole or in part, and retain those employees who are most qualified to perform the available work, regardless of length of employment.

The needs of the City and past performance will be considerations in management's determination of which employees will be laid off. All layoffs are classified as permanent or temporary. Management may give preference to qualified laid off employees in filling future vacancies.

COBRA will be offered to eligible employees who are laid off.

ARTICLE VII: EMPLOYEE RECORDS

Section 1. Personal Information Changes. The Payroll Department must be notified of any changes in your name, home address, telephone number, marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, individuals to be contacted in case of emergency and any other necessary information within 30 days of the effective date of change. (This information is necessary as it may affect your dependent's eligibility for medical insurance and other important matters.) For Library employees, additionally the Library Business Office and employee's immediate supervisor must be notified of any changes of contact information for employee and in case of emergency contact information.

Section 2. Personnel Files. Reasonable access to personnel records will be allowed in accordance with current laws and regulations. Any/all personal medical information will be secured in an area separate from the Personnel File, with strictly controlled and limited access, in order to protect confidentiality.

Employees, and other authorized viewers of records, will have the authority to review and copy at a rate of 25 cents per page, but not remove or alter Personnel Files. Appointments must be scheduled in advance with Human Resources. Library employees should schedule an appointment with the Library Business Office. If an employee disagrees with any information in his/her personnel file, the employee

may submit a written statement to Human Resources, or Library Director for library employees, explaining his/her position which will be included in the file.

ARTICLE VIII: TRAINING/EXPENSES

Section 1. Training. The City encourages the professional development of employees that supports the employee and the City and serves to enrich the professional development of other employees. Prior approval of the Department Head must be obtained before any employee attends off site meetings, conferences, training sessions, institutions, workshops, seminars or special classes. The employee must submit a request indicating pertinent details of the professional development opportunity including the benefit to the employee, the City, and other employees, a list of expenses anticipated and a summary of compensability of work time. When a request is approved, the employee's reasonable and related registration, transportation, lodging and meal expenses will be covered by the City.

Out-of-state training and/or travel requires approval of the Personnel Committee in addition to that of the Department Head. For Library employees, approval is required from the Library Director.

Employees are responsible for maintaining required and necessary certification statuses and seeking appropriate recertification when necessary. All requests for reimbursement for certification and recertification and any applicable training and courses must be presented to the Department Head for approval according to the process stated above.

Section 2. Business Related Expenses. The City will reimburse employees for reasonable authorized business expenses incurred as part of the employee's job duties while on assignment away from the workplace. In order to be eligible for reimbursement, all expenses and requests for reimbursement must be approved in advance by the Department Head.

An employee should contact his/her Department Head for guidance and assistance related to ordering items, travel arrangements, expense reporting, reimbursement and other issues. Employees are expected to limit expenses to reasonable amounts and the City will only reimburse up to the actual reasonable authorized amount of expenses incurred. Expense reports and receipts must be detailed, accurate and submitted to the City, or Library Business Office for Library employees, within 30 calendar days of the date of the expense. Employees must not engage in abuse of this expense policy or falsify or materially omit information in expense reports. Meal reimbursements are limited to and consistent with those offered by the State of Wisconsin Travel Guidelines available at https://dma.wi.gov/DMA/hr/state/docs/Travel_Guidelines_Chart2018.pdf.

Section 3. Business Travel/Mileage. Unless otherwise authorized, all employees are expected to utilize the most cost effective method for travel while conducting the City's affairs. An employee who uses his/her personal vehicle for authorized City business will be compensated for mileage at the current Internal Revenue Service rate. Use of the City's vehicle, or a City leased vehicle, for personal use is prohibited. Employees are required to adhere to all laws, rules and regulations related to driving while driving for City business. The Mayor and Director of Public Infrastructure will each receive a \$300.00 monthly auto allowance in lieu of using a City vehicle, vehicle lease expenses and mileage reimbursement for travel within the City limits.

Employees using their personal vehicle for City business will be reimbursed at the current IRS mileage reimbursement rate.

Employees involved in an accident while on City business must promptly report the incident to his/her Department Head, who shall report it to the City Attorney.

Employees who are required to maintain a driver’s license, including those with endorsements, as a requirement of his/her position, are not guaranteed continued employment if he/she loses such license and/or endorsements.

ARTICLE IX: PAID TIME OFF

Library Employees see Addendum “B” for Sections 1-3

Section 1. Personal Time Off. Eligible employees will be provided annually with Personal Time Off (PTO) while meeting the operational needs of the City according to the appropriate schedule below. To assist in recruiting the best candidate for vacant positions, Department Heads may work with Human Resources and the Mayor to offer an increased PTO schedule (up one additional level in the schedules below) to potential candidates, if warranted. PTO will accrue and become available on a pro-rata basis each payroll cycle. All time off requests must have prior approval from the employee’s direct supervisor. Part-time employees will accrue PTO on a pro-rata basis.

A) Hourly Employees

During the 1st year of service	80 hours
After 1 year of service	120 hours
After 4 years of service	136 hours
After 7 years of service	160 hours
After 10 years of service	168 hours
After 11 years of service	176 hours
After 12 years of service	184 hours
After 13 years of service	192 hours
After 14 years of service	200 hours
After 19 years of service	240 hours
After 21 years of service	248 hours

B) Salary employees, except the Department Heads, Fire and Police Chiefs and Deputies

During the 1st year of service	128 hours
After 1 year of service	128 hours
After 2 years of service	144 hours
After 4 years of service	168 hours
After 7 years of service	176 hours
After 10 years of service	192 hours
After 12 years of service	200 hours
After 14 years of service	208 hours

After 19 years of service	248 hours
After 24 years of service	264 hours

C) Department Heads, Police Chief, Assistant Chief, Fire Chief and Deputy Chiefs

During the 1st year of service	128 hours
After 1 year of service	168 hours
After 5 years of service	180 hours
After 9 years of service	192 hours
After 14 years of service	216 hours
After 19 years of service	256 hours
After 24 years of service	280 hours

D) Police Captains and Police Lieutenants

During the 1st year of service	88 hours
After 1 year of service	152 hours
After 10 years of service	176 hours
After 15 years of service	200 hours
After 20 years of service	240 hours

At no point in time will an employee be allowed to exceed 115% of allotted personal time off. All time off exceeding 115% will be cancelled and no payment made. PTO bank may go into a negative balance of no more than 24 hours with a supervisor's approval.

Employees who terminate employment will receive payment at the employee's regular rate of pay for all accrued, unused and available personal time off, provided the employee gives his/her direct supervisor proper written notice two weeks in advance in the event of his/her voluntary termination, or 30 days advance notice in the event of retirement. If an employee terminates employment and has a negative PTO balance, the employee agrees to reimburse the City for the negative balance as either a payroll deduction on the last paycheck or by invoice.

As of the date of application of the above schedule to existing employees, no existing employee will have a reduction in his/her current personal time off accrual. An employee so affected will be frozen at his/her current level until such time as he/she is eligible to advance through years of service according to the applicable schedule above, and will then continue according to that schedule.

Section 2. Holidays. Holidays are identified to establish a consistent procedure for scheduling business closure except in situations where staffing is required for emergency and maintenance operations. The following holidays will be observed: New Year's Day, ½ Day on Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day. When a holiday falls on a Saturday, the holiday will be observed on the Friday immediately preceding. When a holiday falls on a Sunday, the holiday will be observed on the following Monday. When Christmas Day falls on a Saturday, the preceding Thursday will be observed for Christmas Eve and the preceding Friday will be observed for Christmas Day. Any non-exempt employee who is scheduled to work on any of the above holidays will be compensated at the rate of time and one half for work

performed on the actual holiday, the day preceding Easter and the day after Thanksgiving are not considered holidays and will not be compensated as such. Such employees will also receive payment for the observed holiday at straight time in lieu of time off for the specified holiday. Employees reporting to work on a “call-in” basis on an observed holiday will receive time and one-half for all hours worked for a minimum of two hours and will also receive payment for the holiday at straight time.

Section 3. Extended Leave Banks.

- A) Use. Employees will be provided with extended leave banks to address their own personal health care needs or the health care needs of a spouse or an immediate family member who resides primarily with and is primarily dependent on the employee for care and support. If an employee is absent for four or more consecutive days, extended leave may be used for the fourth day and any subsequent consecutive days. Other paid leave may be used for the first three days. Extended leave may be used for absences which qualify as federal and/or state Family and Medical Leave Act protection. All use of extended leave is subject to verification and the City reserves the right to request a doctor’s slip for any extended leave request.

- B) Extended Leave Bank Accrual. Employees will be granted 10 days of extended leave per calendar year. Employees hired after January 1 will be granted extended leave on a pro-rata basis the first year of employment. Unused extended leave will be placed in a “bank” which will be available to the employee for future use, until such time as the “bank” has a maximum accumulated total of 10 weeks of paid time off (e.g. 400 hours for full-time, 40 hour per week employees). There will be no accrual of extended leave in this bank beyond 10 weeks of leave. Unused extended leave in this bank will be cancelled upon termination (e.g. resignation, retirement, layoff, death, dismissal) and no payment will be made.

- C) Old Sick Leave Bank Employees who have an accrued sick leave balance will have that balance placed in a separate account for future use and/or payout upon layoff, retirement or death. The balance in this account may not exceed 960 hours. This accrued sick leave may be paid out in whole or in part at any time prior to layoff, retirement or death at the sole discretion of the Common Council. There will be no future accrual added to this sick leave balance. Said sick leave may be used for the employee’s own personal health care needs or the health care needs of a spouse or an immediate family member who resides with and is dependent on the employee for care and support. Management reserves the right to verify the use of sick leave. Employees leaving employment of the City either by choice or dismissal, shall have this sick leave balance cancelled and no payment will be made. The remaining sick leave balance will only be paid out to the employee upon layoff, retirement (upon reaching qualified age as dictated by WRS) with 120 days advance notice to the employee’s direct supervisor, or death. Sick leave credits are to be computed by dividing the annual wage or salary by 255 days in order to arrive at the daily wage or salary rate when the employee entered the employee policy manual coverage.

Section 4. Bereavement. In the event of the death of a member of an employee’s immediate family, the employee will be granted up to three days of leave without loss of pay, if scheduled to work, to make necessary funeral arrangements and attend the funeral. Immediate family includes spouse, child, step-

child, parent, step-parent, parent-in-law, sister, brother, sister/brother-in-law, step-sister/brother, grandparent and grandchild.

Note: A spouse's sibling's spouse is not included and a spouse's grandparent is not included.

Section 5. Jury Duty. Jury duty leave will be granted to those employees who have been summoned and are required to report to jury duty. Employees must give as much advance notice as possible of their intended absence for jury duty. When an employee is not attending jury duty during the workday, he/she must report to work. Employees will be compensated their regular wages for each day of jury duty served, up to a maximum of 30 calendar days per year, when scheduled to work, provided the employee remits proper verification from the bailiff and compensation received for such duty (exclusive of travel pay or actual expenses) within three days of receipt thereof. Requests for Jury Duty leave in excess of 30 calendar days may be granted by the Personnel Committee or Library Board of Trustees for Library employees.

Section 6. Family Medical and Military Leave.

WISCONSIN FMLA

Any employee who has worked for more than 52 weeks and a minimum of 1,000 hours is eligible for unpaid leave under Wisconsin's Family and Medical Leave Act (§103.10, Wis. Stats.). However, the employee may, but is not required to, substitute definite and quantifiable paid leave benefits for unpaid leaves under the state law (e.g., paid vacation). Employees who have elected Short-Term Disability Insurance will be covered while on Wisconsin FMLA. The use of such leave will only be allowed in accordance with the applicable collective bargaining agreement in place, or the Employee Policy Manual when there is no collective bargaining agreement which addresses the issue.

The amount of unpaid leave available in a calendar year pursuant to Wisconsin's law is presently as follows:

A. **Family Leave**

1. Up to a maximum of six weeks per 12-month period for the birth or adoption of a child. The leave must begin no earlier than 16 weeks before estimated birth or placement and no later than 16 weeks after birth date or placement of the child.
2. Up to a maximum of two weeks leave per 12-month period to care for a child, spouse, parent, or parent-in-law who has a serious health condition.

Total maximum time for #1 and #2 is eight (8) weeks per twelve (12) month period.

B. **Medical Leave**

1. A maximum of two weeks per 12-month period for the employee's serious health condition.

[NOTE: "Serious health condition" means a disabling physical or mental illness, injury, impairment, or condition which requires inpatient care in a hospital, nursing home or hospice, or outpatient care that requires continuing treatment or supervision by a health care provider.]

FEDERAL FMLA

Any employee who has worked for more than 12 months and a minimum of 1,250 hours is eligible for unpaid leave under the Federal Family and Medical Leave Act of 1993. An employee will be required to substitute definite and certain allowable paid leave benefits for unpaid leave. However, if an employee has elected Short-Term Disability Insurance, they will not be required to substitute paid leave while covered under Short-Term Disability. The use of such leave will only be allowed in accordance with the applicable collective bargaining agreement in place, or the Employee Policy Manual when there is no collective bargaining agreement which addresses the issue.

The federal law provides 12 weeks of unpaid leave during a 12-month period (calendar year) for any covered purpose, which are:

- a. The birth and first year care of a child or a child who has been placed with the employee for adoption or foster care.
- b. To care for a child, spouse or parent who is suffering from a serious health condition.
- c. For a serious health condition of the employee that makes the employee unable to perform his or her job duties.
- d. Because of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on covered active duty or call to covered active duty as a member of the Armed Forces, National Guard, or Reserves.

The federal law also provides for 26 weeks of unpaid leave during a single 12-month period in the case of covered service member caregiver leave because the employee is the spouse, child, parent or next of kin of a covered service member with a serious injury or illness. This 12-month period begins on the first day the eligible employee takes leave for this purpose.

[NOTE: A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.]

Note, any Worker's Compensation time off will calculate concurrent with FMLA time off.

INTERMITTENT LEAVE

Under some circumstances, employees may take FMLA leave on an intermittent basis. Intermittent leave may be taken in the smallest increment allowed by the City for any other type of leave.

- a. Federal leave based on a birth or child placement may only be taken intermittently on a reduced leave schedule if the Department Head agrees;
- b. State family leave for birth/placement or care of a child, spouse, parent or parent-in-law with a serious health condition may be taken as partial absences from employment if scheduled so as not to unduly disrupt the City's operations.
- c. Federal leave based on a serious health condition of an employee, employee's child, spouse or parent may only be taken intermittently or on a reduced-leave schedule when medically necessary, unless the Department Head agrees otherwise.
- d. Federal leave due to a qualifying exigency may be taken on an intermittent basis as needed.
- e. State medical leave for self may be taken in non-continuous increments as medically necessary.
- f. Leaves will be granted in hourly increments or less as may be specified in policies or labor agreements. If it is physically impossible for an employee using intermittent leave to commence or end work midway through a shift, the entire time the employee is forced to be absent shall be designated as FMLA leave.
- g. Employees shall make a reasonable effort to schedule medical treatments so they do not unduly disrupt current operations and they shall provide the City with reasonable advance notice.

Note, any Worker's Compensation time off will calculate concurrent with FMLA time off.

BENEFITS

The City is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. If applicable, in addition to paying their portion of health insurance premiums, employees shall be required to pay the full cost of continuing their life insurance, disability insurance, etc. during leave. If an employee fails to return to work for a reason other than the serious health condition of the employee or the employee's immediate family member, or other reason beyond the employee's control, the employee will be required to reimburse the City for the employee's cost of these benefits while the employee was on unpaid leave. Employees on FMLA will continue to accrue leave.

NOTICE

Both state and federal law provide that the employee requesting family and medical leave has an obligation to provide reasonable advance notice to management, when practicable, of the nature and extent of any leave requested. In any event, employees will always have a duty to cooperate with management in arranging and processing leave requests under the state and federal laws to avoid undue disruption of the City's operations. The City requests that 30 days advance notice be provided whenever possible.

To receive FMLA leave, an employee must complete an FMLA leave request form. If an employee is unable to do so because the need for leave was not foreseeable, a request may be made verbally. Supervisors are not to discuss medical conditions or leave requests with employees, but are to forward them to Human Resources. Human Resources shall evaluate the request and provide a response to the employee approving or denying the request and providing the employee with a "Notice of Eligibility and Rights & Responsibilities (Family and Medical Leave Act)" and a "Designation Notice (Family and Medical Leave Act)" within five (5) business days, absent extenuating circumstances, of the employee's request. If Human Resources needs additional information to determine whether a leave is being taken for an FMLA-qualifying reason, Human Resources may wait until it has received the requested information from the employee and then notify the employee whether the leave will be designated as FMLA leave with the "Designation Notice" within five (5) business days, absent extenuating circumstances, after obtaining the information.

All qualifying leave will be designated as FMLA when appropriate.

The City may require employees to provide medical certification supporting the need for leave due to a serious health condition, second or third medical opinions (at the City's expense), periodic recertification, and periodic reports during FMLA leave regarding the employee's status and intent to return to work. A medical certification form must be presented by the employee within fifteen days of being asked to do so by the City. A return to work form from a physician will, in most cases, be required in the case of an employee's serious illness, injury, work-related injury (worker's compensation) or illness which has caused a prolonged absence from work, or if the employee's supervisor reasonably determines for the sake of safety that a medical authorization is advisable.

The City may require an employee seeking FMLA leave due to a qualifying exigency to submit a certification. The City may require an employee seeking FMLA leave due to a serious injury or illness of a covered service member to submit a certification providing sufficient facts to support the request for leave.

PAYROLL REPORTING

All qualifying leave must be recorded as FMLA for payroll time reporting purposes.

UPON RETURN TO WORK

Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. FMLA leaves shall not be counted as absences for disciplinary purposes.

CONFORM WITH EXISTING LAWS

This policy does not provide any further benefits than those provided by the family and medical leave laws. Any change in the law will impact upon the operation of this policy by modifying its provisions to conform to the law.

Section 7. Voting Leave. Employees will be allowed to use Personal Time Off, (PTO) Float or Vacation to vote during work hours.

Section 8. Volunteering Time Off

The purpose of this program is to promote volunteerism in the local community. The City recognizes the value of volunteering to personally support and serve the community which we live and work. This policy has been drafted to give employees the opportunity to volunteer during work hours.

Eligibility:

Regular full-time and part-time employees after 90 days employed

Program Details:

- **Up to 4 hours per calendar year** are available to eligible employees after 8 hours of volunteer service on the employee's own time
- The organization being volunteered at must be an IRS-approved 501(c)(3) or 509(a)(1)(2)(3)
 - Examples: Volunteer at Peter's Pantry, Girl Scouts, Boy Scouts, Junior Achievement, Red Cross, Big Brothers/Big Sisters
 - Not all 501(c)(3) or 509(a) organizations will qualify due to the City's non-discrimination policy
- The pay rate will be the employee's regular rate of pay
- The time off must be used during regularly scheduled work hours and pre-approved by the employee's supervisor
- The hours worked are not subject to overtime rates
 - The hours are similar to other non-working hours (vacation, sick time, float or PTO) and do not count as hours worked for any purpose
- If the employee does not remain at the volunteer organization for the full amount of time scheduled, the employee will not be paid
- Hours not used in the calendar year do not carry over to the next calendar year
- The City reserves the right to revoke the program at any time for any reason

Procedure:

- Fill out time off request

- Obtain approval from your supervisor, with at least a ten working day notice prior to needing the time off to volunteer
- Use code 422 on the timesheet to track unpaid volunteer time
- Use code 423 on the timesheet to track paid volunteer time

Volunteer time off may not be used for organizations that discriminate based on creed, race, religion or sexual orientation, conduct political activities, promote violence or create a conflict of interest with the City of Manitowoc.

ARTICLE X: UNPAID LEAVE

Requests for unpaid leaves of absence for up to seven calendar days, for justifiable and necessary medical or personal reasons may be granted at the discretion of the Department Head. Requests for unpaid leaves of absence greater than seven calendar days must be submitted to the Personnel Committee or the Board of Trustees for Library employees for approval. Unpaid leave of absence will not exceed 30 calendar days without re-approval by the Personnel Committee or Library Board of Trustees. If at any point in time the employee is not expected to qualify for the duties of the position within a reasonable period of time, employment will be terminated. Unpaid leaves of absence granted for more than seven calendar days will cause the proration of benefits with credit for hours worked, if applicable, during such leave. All available leave must be exhausted before the use of unpaid leave. However, if an employee has elected Short-Term Disability Insurance, they will not be required to exhaust paid leave while covered under Short-Term Disability. Employees on unpaid leave will have no leave accruals during the leave period. However, an employee will continue to accrue leave while on Short-Term Disability.

ARTICLE XI: EMERGENCY CONDITIONS

Library employees see Addendum “B”

In the event of the closing of a worksite, information will be made available through the local radio stations, the cable channel and the City web-site. Conditions affecting only the ability to commute will generally not be considered a reason for closing a facility. Employees who do not report to work or leave the worksite early out of concern for personal safety, or because the facility is closed, will generally be given the option of using unpaid time or Personal Time Off.

ARTICLE XII: BENEFITS

Section 1. Health Insurance. Those employees who qualify for the City’s health plan will be offered coverage with the City paying 87.5% and the employee paying 12.5% of the premium, except the Police Chief, Assistant Chief, and Deputy Chief who follow the Police Patrol Union Contract premium shares. City retirees can continue coverage in accordance with the health plan document with the retiree paying 100% of the published premium for retirees. The current plan, as determined by the Common Council will be offered to all qualifying employees. Commencement of health insurance coverage is contained within the health plan document.

The employee share of the premium will be paid through payroll deduction.

For the DPI employees electing coverage through Central States, the City's maximum contribution to the premium will be limited to the amount of what the City's contribution would be toward the City's health plan. If tiered plans are available under this plan, the maximum premium contribution will mirror the comparable tier of the City plan. Employees choosing to enroll in a separate plan agree that the City is not responsible for administration of the plan or for answering any questions regarding the plan. The City will not contribute premiums to a plan where the coverage is not contingent on the employee's status as a City employee. The City will not contribute towards the premium of an employee's spousal plan or a plan through the marketplace.

Section 2. Life Insurance. Eligible employees may participate in life insurance made available through the Wisconsin Retirement System in the amount of his/her annual salary rolled up to the next \$1,000. The employee will pay the first month's premium with the City paying the remainder annually for basic coverage. Additional life insurance is available at the employee's sole expense. Detailed information is available in the Payroll Department.

Section 3. Flexible Spending Plan. In accordance with Section 125 of the Internal Revenue Code, the City offers a flexible spending plan. Detailed information is available in the Payroll Department.

Section 4. Employee Assistance Program. The City offers a confidential Employee Assistance Program (EAP) at no cost to the employee. Employees and family members living in the employee's household are eligible to use the EAP. Detailed information is available in the Human Resources Department.

Section 5. Pension. Once eligible for coverage under the Wisconsin Retirement System (WRS), coverage is mandatory and an employee may not "opt out" of WRS, unless the employee is a current annuitant of WRS, in accordance with WRS regulations. Employees, except the Police Chief, Assistant Chief and Deputy Chief, who follow the Police Patrol Union Contract employee pension contribution percentage, will follow the State's recommendation for deduction amount. Employee contributions are pre-tax.

Protective services employees hired after July 1, 2011, will contribute (as of the date of expiration of the current collective bargaining agreement) the employee share of the required contribution as established by the Wisconsin Retirement System.

Section 6. COBRA. The level of benefits offered to those who qualify for coverage will be offered as determined by applicable state and federal regulations.

Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") and subsequent amendments to the Act, employees covered under the group health care plan are eligible for continuation of health care coverage under the group plan upon the employee's termination (except for gross misconduct) or reduction in hours. COBRA regulations also allow the employee's spouse and covered dependents to elect continuation coverage upon the employee's death, divorce or legal separation, an employee's entitlement to Medicare, a dependent's loss of dependent status under family coverage, or the City's filing of a bankruptcy proceeding.

All employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins, whichever is later. If a qualifying event occurs which entitles the employee and/or qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Continued participation is solely at the participant's expense.

Section 7. Influenza Immunizations. The City will provide an influenza immunization clinic annually by the City's choice of vendor. The cost of the immunization will be shared equally by the employee and the City if the employee is not on the City's Health Plan.

ARTICLE XIII: CHAIN OF COMMAND

Should an employee have concerns regarding the activities of others not specifically addressed in a policy, the chain of command should be followed. The organizational chain of command begins with an employee's immediate supervisor. Areas of concern should initially be addressed with the direct supervisor. If the employee has concerns he/she feels are not appropriately addressed by the supervisor, the employee may then discuss the concerns with the employee's Department Head. Should the employee not be satisfied with the outcome of the discussion with the Department Head, the employee may then address the issue with the Mayor. Following addressing concerns with the Mayor, the employee may present his/her concerns to the appropriate department's Oversight Committee. For library employees, after speaking to Department Head, if not satisfied he/she should present his/her concerns to the Library Board of Trustees.

ARTICLE XIV: PERFORMANCE REVIEWS

Employee work performance will be reviewed on an annual basis by the employee's immediate supervisor. If an employee believes that a performance review is needed and/or past due, the employee should discuss the matter with his/her immediate supervisor or Human Resources.

Performance Evaluations may be considered in decisions affecting placement, salary adjustment, overtime assignments, promotions, transfers, demotions, corrective action or dismissal, re-employment and training.

It is the policy of the City of Manitowoc to administer a Performance Evaluation Program which will: help assess an employee's work performance and effectiveness; allow the employee and supervisor to set relevant goals, objectively review goals; suggest constructive action for improvement, suggest action for employee development; and provide positive feedback in areas of excellence.

DISCUSSION

The Human Resources Representative shall be responsible for the overall administration and oversight of the employee Performance Evaluation System and shall advise/assist employees, management, and department directors to insure that evaluation procedures are handled according to the provisions of this policy.

PROCEDURE

Job Performance Standards & Goal Setting

Supervisors should fill in the Job Performance Standards and/or SMART Goals (see attachment for help with developing a SMART goal) that were developed for the individual job description, making sure to list how it will be measured.

Examples:

Performance Standard: An Administrative Assistant will answer phone calls with a courteous tone of voice with the proper greeting by the 3rd ring, will attempt to answer the caller's question or will transfer the call to the appropriate party.

Goal: While snowplowing, a Streets Laborer will have no more than two incidents (per year) of striking mailboxes.

Individual Development Goals/Special Projects

Supervisors should work with employee on setting Individual Development Goals/Special Projects. These should be specific to the employee and may include training opportunities, Performance Improvement Plans, list of expectations, development of a specific competency, formal training, serving on a board, development of a new process, etc.

Examples:

Development Goal: Working toward degree, attending a conference, community service related to position.

Special Project: Developing a program for your department, planning an event.

**Please note that your Standards, Goals, Development Goals and Special Projects will auto-populate in both the Mid-Year and Annual Review Section of the form.*

This document will be used for the upcoming year's mid-year evaluations and annual reviews at the end of the year. This document does NOT need to be sent to HR until the form has been completed with the annual evaluation (usually in January). It should remain saved on a shared drive in the Department for use at mid-year and end-of-year evaluations.

Mid-Year Review/Comments

Employee should fill out the comments prior to meeting with the supervisor. Supervisor and employee will then meet to discuss the status of goals, performance standards, and development goals set previously for the year. If there is a delay in accomplishing either the goals or development plans, this meeting should include discussion on how to reprioritize in order to meet deadlines. The supervisor will then provide comments and/or an evaluation of the mid-year progress (add additional pages if necessary). The date of the evaluation should be entered and the document should continue to be housed within each department.

Annual Performance Evaluation

The annual evaluation should be completed for all employees (except for employees hired in December) using the following steps:

If an employee began working mid-year, you may not have any Individual Goals or Special Projects to evaluate. However, you should evaluate the employee on the Job Performance Standards or SMART Goals set for each specific job description, keeping in mind the employee is at an entry-level status and adjusting the measurement criteria accordingly.

- Employee should fill out the self-evaluation stating what was done to meet each goal and whether the goal was met. The employee may wish to add any other pertinent information clarifying goals or performance to the Additional Comments section. The Evaluation form should be emailed to the supervisor by the employee upon completion of this step.
- The supervisor should then fill out the evaluation for each goal or standard indicating whether the goal was met by the employee and also provide a rating for each goal. Please note that if an employee has failed to meet or exceed expectations for any of the annual goals, the employee's Overall Rating should be "Below Expectations," unless the supervisor can justify the reason for the employee not meeting expectations due to extenuating circumstances. The supervisor may choose to use the Additional Comments section to add any other information not covered previously in the evaluation that supports the supervisor's overall rating of the employee.
- The final step is for the supervisor and employee to meet to discuss the status of goals, performance standards, development goals and special projects. Discussion at this meeting should be about the employee's performance and whether the employee met the goal based on the previously agreed to measurements that were set for each goal (add additional pages if necessary). The supervisor should inform the employee whether or not an annual step increase is being recommended.
- The supervisor and employee should sign the form and if necessary, forward it to the Department Head for approval and signature.
- Completed evaluations should be sent to Human Resources.
- Goal setting and development for the following year should be done either in this meeting or in a subsequently scheduled meeting (use a new form). Supervisors should use this opportunity to discuss the career goals of their employees and how their employees can achieve those goals through succession planning, personal development, tuition reimbursement program, etc. Goals should be kept within each department for use in reviews and evaluations for the following year.

Please use the following rating system when completing employee evaluations. Be sure to provide comments to support the rating.

Above expectations:	The employee consistently performs at a significantly higher level compared to the standards established by the supervisor and the job description. Employee possesses the necessary skills to have a thorough working knowledge of responsibilities. The supervisor must provide specific examples of the employee performing above expectations to justify giving this rating.
Meets expectations:	The employee consistently performs at an acceptable level and rarely fails to complete assigned tasks. Employee is able to meet the standards established by the job description and supervisor.
*Below expectations:	The employee performs below the acceptable level and does not meet the standards established by the supervisor and job description. Employee is inconsistent and/or ineffective.
Developing/In Process	The employee is a new employee or is being coached or progressing through a performance improvement plan and will be evaluated upon completion.

*Any area in which the employee receives a rating of “Below Expectations” warrants attention. The supervisor will be responsible for developing an action plan which includes periodic reviews until the employee has reached an acceptable rating.

All responses and ratings on the Performance Evaluation must be typed to ensure responses are legible.

If an Employee is supervised by more than one supervisor/manager, the rating manager/supervisor will be designated at the beginning of the evaluation period. Relevant feedback from the non-rating Supervisor/Manager will be required at the mid-evaluation time frame and the year ending performance evaluation time and will be incorporated jointly into the Employee’s Evaluation.

Supervisors/Managers will discuss any problematic areas they are aware of, and that may arise during the Performance Evaluation meeting with Human Resources before discussing the evaluation with the Employee.

Human Resources may intermittently audit and/or review any or all Performance Evaluations at any time during the evaluation time period for completeness, relevance, legality, or any other reason deemed necessary by Human Resources.

Managers who do not complete the performance review process for their reporting staff will be subject to discipline.

DEFINITIONS:

- A) Performance Evaluation Goal & Development Form: The form used to primarily (but not exclusively) facilitate the process of relevant employee performance discussion, performance adjustments, talent development. Performance Evaluation feedback may be utilized at the discretion of the City and/or employee.
- B) Rating Supervisor/Manager: The rater shall be the Employee’s direct Supervisor/Manager.
- C) SMART Goals/Performance Standards: Goals or measurable standards developed collaboratively between the Employee and the Supervisor/Manager based on the job description.
- D) Departmental Goals: Goals developed collaboratively between the Directors and Mayor.

- E) Individual Development Goals/Special Projects: An Employee Development plan developed collaboratively between the employee and supervisor/manager to facilitate competency, develop talent, plan an event or create a new process.

All employees will follow the step increase cycle based upon the month they are hired. See the chart below.

- All employees hired between September and May will receive an annual review in December or January and consideration for an increase on their 1st year anniversary, annually in July thereafter.
- All employees hired between June and August will receive an annual review in December or January and are eligible for the annual merit process in July.

Annual Review Cycle - Hired by Month

Year of Employment	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1 st Year	Jan Annv	Feb Annv	Mar Annv	Apr Annv	May Annv	July Annual	July Annual	July Annual	Sep Annv	Oct Annv	Nov Annv	Dec Annv
2 nd + Year(s)	July	July	July	July	July	July	July	July	July	July	July	July

ARTICLE XV: FORMAL DISCIPLINE

Disciplinary action against employees may be taken for violations of standards of conduct, violations of policies and procedures, or for unsatisfactory work performance. Disciplinary action will only be taken after a full investigation and after giving the employee an opportunity to respond to any and all allegations.

The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee’s performance record. When appropriate, discipline will be corrective in nature. At management’s sole discretion, various types of employee discipline may be imposed which include, but are not limited to, the following: documented verbal warning, written warning or suspension. None of these disciplinary measures are required to be used before discharge from employment occurs nor are the listed disciplinary actions required to be used in any specific order. Management may repeat disciplinary action.

Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and the City. The following is a list of examples of behavior which would normally justify disciplinary action.

- A) Fraud in securing employment
- B) Incompetency
- C) Inefficiency
- D) Unauthorized absences

- E) Repeated absence or tardiness or improper use of leave
- F) Neglect of duty
- G) Insubordination or willful misconduct
- H) Dishonesty
- I) Assuming duties with controlled substances, alcohol, or intoxicants in your system; or possession or use of alcohol, intoxicants or controlled substances during working hours
- J) Conviction of a felony or misdemeanor, the circumstances of which are substantially related to the duties performed
- K) Negligence or willful damage to property
- L) Discourteous treatment of the public or fellow employees
- M) Failure to obtain and maintain a current license or certification as required by law or the City
- N) Failure to maintain effective working relationships with other employees or the public
- O) Sexual or other unlawful harassment
- P) Workplace violence
- Q) Violation of any lawful order, directive, policy, or work rule

The offenses listed above are not intended to be all-inclusive, and discipline or discharge may occur for any other reason depending upon the seriousness of the offense and the particular circumstances involved.

All discipline will be documented with a copy provided to the employee and a copy placed in the employee's personnel file. The employee has a right to attach his/her comments to the documented discipline and may have a right to the appeal process as detailed in the "City of Manitowoc Grievance Procedure for Employee Terminations, Discipline and Workplace Safety Procedure (see Addendum C).

ARTICLE XVI: WORKPLACE SAFETY AND INJURIES

Any unsafe practice or condition affecting persons, property or equipment must be reported immediately to a supervisor. Should a hazardous situation exist, safety concerns take precedence over continuing operations. Refer to the City of Manitowoc Grievance Procedure for Termination, Discipline and Workplace Safety (Addendum C) as adopted by the Common Council. An employee who identifies a new way to improve workplace safety should make the recommendation known to his/her supervisor.

Section 1. Injury Reporting. Injuries which occur in the workplace must be reported immediately to a supervisor. Medical attention should be sought as situations dictate. The supervisor is responsible for assisting the employee in filing a City of Manitowoc Employee Injury/Illness Report Form.

Section 2. Light Duty. Light duty assignments will be made available for an employee with medical restrictions on a limited term basis when management determines such work is available.

Section 3. Worker's Compensation. Treatment for injuries which occurred at the workplace and were determined to be covered by worker's compensation should be communicated to human resources, department management, and the City Worker's Compensation insurance carrier. Employees must make a good faith effort to make all treatment appointments during non-scheduled work hours. If appointments are not available, pre-approval from the department manager is required to attend during scheduled work time.

ARTICLE XVII: DEPARTMENTAL WORK RULES

Management may impose department specific work rules in addition to those listed in this Policy.

ARTICLE XVIII: DRIVER'S LICENSE/VEHICLE REQUIREMENTS

Employees who are required to drive vehicles as a function of their position must possess a valid driver's license with all required endorsements. The City is not required to find alternative work for an employee who does not maintain the appropriate licensure. Employee's using their own vehicle for City business are required to carry auto insurance as required by the State of Wisconsin. An employee who drives either a City vehicle or their own vehicle to perform the functions of his/her position, must immediately report any traffic citation received to his/her immediate supervisor.

ARTICLE XIX: PERSONAL APPEARANCE

Library employees see Addendum "B"

Employees are expected to dress in a professional manner befitting their jobs with due consideration to the needs of the City, the perception of the public, vendors, and fellow employees. All employees must be well groomed. Unkempt appearance can offset many other fine qualities and can negatively affect the City's image.

Clothing or accessories with political or other messages , as well as sweat pants, low-cut tops, short skirts, torn or ripped clothing, shorts, mini-skirts, tank tops, halter tops, flip-flops and any other clothing that may disrupt the workplace or create a safety hazard is unacceptable.

Department Heads may establish specific dress code requirements for individual departments based solely on safety (allow shorts on extreme temperature days when performing non-hazardous duties). All protective clothing such as safety glasses, safety shoes, hard hats, hearing protection, etc., must be worn during required activities.

ARTICLE XX: SMOKING/TOBACCO

Smoking or tobacco use is not permitted at any time in City facilities or City owned vehicles.

ARTICLE XXI: BULLETIN BOARDS

The City will keep employees informed about activities through posting on bulletin boards. The City website, specifically the Intranet and Employee Web Portal, will be used for such posting.

ARTICLE XXII: ASSOCIATION ACTIVITY

Association (Union) activity should be conducted outside of the work day. The Business Manager or Staff Representative may be granted prior permission by the employee's supervisor to meet with the employee during the workday if necessary. Permission will be granted in a non-discriminatory manner.

ARTICLE XXIII: POLITICAL ACTIVITIES

Employees are free to engage in political activity outside of work hours. When engaging in political activity or engaging in discussion of issues of public importance, an employee is expected to ensure that his/her personal actions and positions are not attributed to the City. City resources may not be used for promoting a particular candidate or political party or for advocating a particular position on an issue that has become identified as the viewpoint of a particular candidate or party. City resources include office supplies, employees on City paid time, electronic equipment including e-mail, facsimile and photocopying machines, bulletin boards and other publicly owned spaces. (Use of bulletin boards at City Hall requires authorization of the Mayor's designee and is off-limits to public use.)

Political activities must be conducted independent of your role as an employee.

ARTICLE XXIV: FACILITIES AND EQUIPMENT USE

Facilities and equipment owned by the City of Manitowoc are for the specific purpose of its operations when providing services as a municipal government. Personal use of facilities and equipment is strictly prohibited with the exclusions of fitness equipment, the firing range and the DPW Shop as detailed in the DPW Shop Use Policy

ARTICLE XXV: GIFTS AND FAVORS

No official or employee may solicit or accept from any person or organization, directly or indirectly, anything of value that could reasonably be expected to influence his/her actions or judgment, or could reasonably be considered a reward for action or inaction.

ARTICLE XXVI: SOLICITATION

In order to maintain a work environment that protects employees from undue interference while performing their duties, employees may not orally solicit or distribute written materials for any

organization, fund, activity or cause to other employees in work areas or while either employee is on working time.

ARTICLE XXVII: SECONDARY EMPLOYMENT

Employment with the City by full-time and part-time employees should be considered the employee's primary employment. Secondary employment with other entities must not conflict with the duties of the employee. The City has prior call upon the services of its employees regardless of any conflict with secondary employment. An employee who engages in secondary employment must clearly define himself or herself as an employee of the secondary employer and not act or present himself or herself as an employee or agent of the City. The employee may not use City resources for the purposes of their secondary employment, including City email accounts. The City may terminate the employment of an employee whose secondary employment may interfere with the performance of his/her work, where a conflict exists, where the interests of the City are impacted as a result of the secondary employment, or where such employment or conduct negatively affects the image of the City or employees. An employee will not be permitted to work for another employer while on a leave of absence or while absent for illness from the City. An employee who desires to hold secondary employment while employed by the City must obtain the permission of his/her Department Head to maintain both sources of employment. Should the employee's Department Head change, the employee must seek approval from the new Department Head. For employees working less than 20 hours per week, supervisors may allow for scheduling accommodations if possible.

ARTICLE XXVIII: COMMUNICATIONS AND CONFIDENTIALITY

Communication is a joint responsibility shared by the City and employees. No information concerning the internal operations of the City, including, but not limited to, the release of records of the City, may occur except through, and with the permission of, the designated records custodian. Requests for information made to employees, whether on or off duty, must be referred to the records custodian.

Because of an employee's responsibilities at the City, an employee may have access to confidential City, resident, personnel or other sensitive information. This may include, but is not limited to, information concerning a resident's financial status, the City's business practices, including purchasing and negotiating strategies and employee records. This sensitive information cannot be disclosed to any personnel who do not have a legitimate business need to know, or to such persons outside of the City unless appropriately released by the records custodian. Official City business is confidential unless the records custodian determines otherwise.

The City acknowledges the right of its employees, as citizens, to speak out on issues of public concerns. When those issues are related to the City, however, the employee's expression must be balanced against the interests of the City. In situations in which the employee is not engaged in the performance of professional duties, the employee should state clearly that his/her expression represents personal views and not necessarily those of the City.

**ARTICLE XXIX: ELECTRONIC COMMUNICATION AND INFORMATION SYSTEMS
POLICY**

SECTION 1 - ELECTRONIC COMMUNICATION

PURPOSE

To better serve our citizens and give our workforce the best tools to do their jobs, the City of Manitowoc (“City”) continues to adopt and make use of new means and methods of communication and information exchange. Many of our employees, officers, elected officials, boards, commissions, committees, contracted and consulting services have access to one or more forms of electronic media and services, including, but not limited to, computers, e-mail, telephones, cellular telephones, pagers, voice mail, fax machines, external electronic bulletin boards, wire services, on-line services, the Internet, the Intranet, and the World Wide Web.

The City encourages the use of these media and associated services because they make communication more efficient and effective and because they are valuable sources of information. However, all employees, officers, elected officials, boards, commissions, committees, contracted and consulting services and everyone connected with the City should remember that electronic media and services provided by the City are City property and their purpose is to facilitate and support City business. No expectation of privacy in regard to use of the City’s electronic communication systems shall be expected by any employee, officer, elected official, board, commission, committee, contracted and consulting service in any respect related to accessing, transmitting, sorting, use or communicating information via communication systems.

This policy cannot provide a rule to cover every possible situation. The purpose of this policy is to express the City’s philosophy and set forth guidelines governing the use of electronic media and services. By adopting this policy, it is the City’s intent to ensure the electronic communication systems are used to their maximum potential for business purposes and not used in a way that is prohibited, disruptive, offensive to others, or contrary to the best interest of the City.

The following procedures apply to all electronic media and services that are:

- Accessed on or from City premises;
- Accessed using City computer equipment, virtual private network (VPN), telephones, cell phones, pagers, fax machines, e-mail, Internet and World Wide Web, or via City paid access methods; or
- Accessed by any means which identifies the individual as acting for or on behalf of the City or in any way identifies the City.

ORGANIZATIONS AFFECTED:

This policy applies to the entire City government including its departments, offices, officers, elected officials, boards, commission, committees, City employees and contracted and consulting

services (e.g. MPU I.T. department).

POLICY:

It is the policy of the City to follow this set of procedures for the use of electronic communication media and services of whatever kind and nature, currently in existence and use and hereafter placed in service by the City or any electronic communication media or service personally owned and used for City of Manitowoc business purposes.

REFERENCES:

Electronic Communications Privacy Act of 1986 (18 U.S.C. §§ 2510-2711); Wis. Stats. §947.0125.

PROCEDURES:

Access and Authority

1. Each Department Head shall determine which employees in their department shall have access to the various media and services, based on business practices and necessity and which shall have authority to communicate on behalf of the City. A written document listing those who shall have access and the means of access authorized shall be maintained by the Department Head.
2. The provisions of this Policy shall apply to the use of City owned/provided equipment or the use of computer or portable memory devices owned by an employee, officer or elected official for conducting City business and/or services from home or other locations off City premises. City-owned equipment (e.g. lap tops) may be removed from City premises solely for City work related purposes pursuant to prior authorization from the Department Head.

Prohibited Communications

3. Electronic media shall not be used for knowingly transmitting, retrieving or storing any communication that is:
 - a. For personal use on City time (e.g. sports, pools, games, shopping, jokes, cartoons, correspondence or other non-business-related items/documents), except as otherwise allowed under “Personal Use”;
 - b. Discriminatory or harassing;
 - c. Derogatory to any individual or group;
 - d. Obscene as defined in Wis. Stat. §944.21;

- e. Defamatory or threatening; or
- f. Engaged in for any purpose that is illegal or contrary to the City's policy or business interests

Personal Use

1. Except as otherwise provided, electronic media and services are provided by the City for employees' business use during City time. Limited, occasional or incidental use of electronic media (sending or receiving) for personal nonbusiness purposes is permitted as set forth below:
 - a. Personal use is limited to breaks, lunch or immediately before/after work;
 - b. Personal use must not interfere with the productivity of the employee or his or her co-workers;
 - c. Personal use does not involve any prohibited activity (see Section 3 above);
 - d. Personal use does not involve large file transfers or otherwise deplete system resources available for business purposes.
2. City telephones and cellular phones are to be used for City business. However, brief, limited personal use is permitted during the work day. Personal long distance calls using land lines are prohibited except in the case of emergency as per policies set forth in the City Employee Policy Manual.
3. Employees shall have no expectation of privacy with respect to personal use of the City's electronic media or services.

Access to Employee Communications

1. Electronic information created, but not limited to, and/or communicated by an employee, officer, elected official, board, commission, committee, contracted and consulting service using e-mail, word processing, utility programs, spreadsheets, voice mail, telephones, Internet and bulletin board systems, faxes, and similar electronic media may be accessed and monitored by the City. The City respects its employees', officers', elected officials', boards', commissions', committees', contracted and consulting services' desire to work without surveillance. However, the City reserves and intends to exercise the right, at its sole discretion, to review, monitor, intercept, access and disclose all messages created, received or sent over the electronic communication systems for any purpose including, but not limited to cost analysis; resource allocation; optimum technical management of information resources; public record disclosures; and detecting use which is in violation of City policies or may constitute illegal activity. Disclosure will not be made except when necessary to enforce the policy, as permitted or required under the law, or for business purposes.

2. Any such monitoring, intercepting and accessing shall observe any and all confidentiality regulations under federal and state laws.

Security/Appropriate Use

1. Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services shall respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by the City Attorney and Human Resources Director and at least two of the following: the employee's Department Head, the Mayor, Library Board President, or Council President they are prohibited from engaging in, or attempting to engage in:
 - a. Monitoring or intercepting the files or electronic communications of other employees, officers, elected officials, boards, commissions, committees, contracted and consulting services or third parties;
 - b. Hacking or obtaining access to systems or accounts they are not authorized to use;
 - c. Using other people's log-ins or passwords without that person's consent; and
 - d. Breaching, testing or monitoring computer or network security measures.
2. No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.
3. Electronic media and services shall not be intentionally used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.
4. Anyone obtaining electronic access to other organizations', business', companies', municipalities' or individual's materials shall respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted materials except as permitted by the copyright owner.

Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services must understand that the unauthorized use or independent installation of non-standard software or data may cause computers and networks to function erratically, improperly, or cause data loss. Therefore, before installing any new software or data, users should seek and receive permission from the Electronic Data Processing Department. User must never install downloaded software to networked storage devices without the approval of the Electronic Data Processing Department.

The City's computing facilities automatically check for viruses before files and data which are transferred into the system from external sources are run or otherwise accessed. On computers where virus scanning takes place automatically, the virus scanning

software shall not be disabled, modified, uninstalled, or otherwise inactivated. If the user is uncertain as to whether the workstation the user is using is capable of detecting viruses automatically, or the user is unsure whether the data has been adequately checked for viruses, the user shall contact the Electronic Data Processing Department.

Anyone receiving an electronic communication in error shall notify the sender immediately (Obvious spam would be exempt from this policy). The communication may be privileged, confidential and/or exempt from disclosure under applicable law. Such privilege and confidentiality shall be respected.

Encryption

Employees shall not assume electronic communications are private. Employees with a business-need to encrypt messages (e.g. for purposes of safeguarding sensitive or confidential information) shall submit a request to their Department Head. When authorized to use encryption by their supervisor and the Department Head, employees shall use encryption software supplied to them by the City. Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services who use encryption on files stored on a City computer must provide their Department Head with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys/codes necessary to access the files.

Participation in Online Forums

1. Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services should remember that any messages or information sent on City provided facilities, to one or more individuals via an electronic network (for example: Internet mailing lists, bulletin boards, and on-line services), are statements identifiable and attributable to the City.
2. The City recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a group devoted to the technical area.
3. Employees are encouraged to include the following disclaimer in all their posting to public forums:

"The views, opinions, and judgments expressed in this message are solely those of the author. The message contents have not been reviewed or approved by the City of Manitowoc."
4. Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services shall note that even with a disclaimer, a connection with the City exists, and a statement may be imputed legally to the City. Therefore, employees, officers, elected officials, boards, commissions, committees, contracted and consulting services shall not rely on disclaimers as a way of insulating the City from the comments

and opinions they contribute to forums. Instead, employees must limit their discussion to matters of fact and avoid expressing opinions while using the City's systems or city provided account. Communications shall not reveal confidential information and shall not otherwise violate this or other City policies.

Policy Violations

Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services who violate the Electronic Communications and Information Systems Policy may be subject to discipline, up to and including termination, and may be subject to civil liability and/or criminal prosecution.

SECTION 2 - E-MAIL POLICY

PURPOSE:

The City provides certain employees, officers, elected officials, boards, commissions, committees, contracted and consulting services with systems to send and receive electronic mail (e-mail) so they can work more productively. E-mail gives employees a useful way to exchange ideas, share files, and keep in touch with colleagues, whether they are located in the next room, another municipal building, or thousands of miles away.

The City's e-mail system is a valuable business asset. The messages sent and received on the e-mail system, like memos, purchase orders, letters, or other documents created by employees in the course of their workday, are the property of the City and may constitute public records. This policy explains rules governing the appropriate use of e-mail and sets out the City's rights to access messages on the e-mail system. No expectation of privacy in regard to use of the City's e-mail system shall be expected by the employee, officers, elected officials, boards, commissions, committees, contracted and consulting services in any respect related to accessing, transmitting, sorting or communicating information via the system.

ORGANIZATIONS AFFECTED:

This policy applies to the entire City government including its departments, divisions, offices, officers, elected officials, boards, commissions, committees, City employees and contracted and consulting services (e.g. MPU I.T. department).

POLICY:

It is the policy of the City to follow this set of procedures for the use of the City's e-mail system of whatever kind and nature currently in existence and use, and hereafter placed in service by the City.

REFERENCES:

Electronic Communications Privacy Act of 1986 (18 U.S.C. §§ 2510-2711); Wis. Stats. §19.21;

PROCEDURES:

Access to Employee E-mail

1. Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services shall not have any expectation of privacy with respect to messages or files sent, received, or stored on the City's e-mail system. E-mail messages and files, like other types of correspondence and City documents, can be accessed and read by authorized employees or authorized individuals outside the City. The City reserves the right to monitor, review, audit, intercept, access and disclose all messages created, received or sent over the e-mail system. Information contained in the e-mail system shall only be disclosed to the extent permitted by law, for business purposes, or as needed to enforce the policy. Authorized access to employee e-mail by other employees or outside individuals includes, but is not limited to the following:
 - a. Access by the City's Electronic Data Processing Department during the course of system maintenance or administration;
 - b. Access approved by the employee, the employee's Department Head, or an officer of the City when there is an urgent business reason to access the employee's mailbox.
 - c. Access approved by the City Attorney and/or Human Resources Director and at least two of the following: the employee's Department Head, the Mayor or Council President when there is reason to believe the employee/official is using e-mail in violation of the City's policies;
 - d. Access approved by the City Attorney in response to the City's receipt of a court order or request from law enforcement and judicial officials for disclosure of an employee's e-mail messages.
2. Except as otherwise noted herein, e-mail should not be used to communicate sensitive or confidential information unless encrypted. Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services should anticipate that an e-mail message might be disclosed to or read by individuals other than the intended recipient(s), since messages can be easily forwarded to other individuals. In addition, while the City endeavors to maintain the reliability of its e-mail system, employees shall be aware that a variety of human and system errors have the potential to cause inadvertent or accidental disclosures of e-mail messages.
 - a. The confidentiality of any message shall not be assumed. Even when a message is erased or deleted it is still possible to retrieve and read that message.
 - b. Employees shall understand that electronic mail is a written form of

communication, just like a paper letter, memo or other document. Though electronic mail is relatively spontaneous compared with regular mail, employees, officers, elected officials, boards, commissions, committees, contracted and consulting services should take care to use the same level of discretion and forethought before executing electronic messages.

3. All regular employees shall be issued a City e-mail address while employed at the City of Manitowoc. In addition, employees are required to monitor and read e-mails at least once a week. If an employee fails to receive information that was sent via e-mail due to not accessing the system regularly, the employee may be subject to disciplinary measures.

Passwords

Each user accesses the e-mail system by means of a personal log-in name and password, which will be selected by the employee.

1. Passwords are intended to keep unauthorized individuals from accessing messages stored on the system. The failure to keep passwords confidential can allow unauthorized individuals to read, modify, or delete e-mail messages; circulate e-mail forgeries; and download or manipulate files on other systems.
2. The practice of using passwords shall not lead employees to expect privacy with respect to messages sent or received. The use of passwords for security does not guarantee confidentiality. (See Section 2, "Access to Employee E-mail").
3. Passwords shall never be given out over the phone, included in e-mail messages, posted, or kept within public view.
4. Employees are prohibited from disclosing their password, or those of any other employee, to anyone who is not an employee of the City; and then only on an "as needed" basis.

Employees also should not disclose their password to other employees, except when required by an urgent business matter (see Section 2 (1(b)) of this policy).

Personal Use

The City allows limited, occasional, or incidental personal use of its e-mail system during lunch, breaks or immediately before or after work, subject to the condition that personal use shall not:

- Involve any prohibited activity (see below);
- Interfere with the productivity of the employee or his or her co-workers;
- Involve large file transfers or otherwise deplete system resources available for business purposes.

- Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services shall not have any expectations of privacy with respect to personal e-mail system. As e-mail is not private, employees shall avoid sending personal messages that are sensitive or confidential.

Prohibited Activities

1. Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services are strictly prohibited from sending e-mail or otherwise using the e-mail system in connection with any of the following activities:
 - Engaging in personal matters or entertainment on City time;
 - Engaging in illegal, fraudulent, or malicious activities;
 - Engaging in the unlawful use of the e-mail system as set forth in Section 947.0125 of the Wisconsin Statutes (Unlawful use of computerized communication systems);
 - Sending, viewing or storing offensive, disruptive, obscene, or defamatory material. Materials which are considered offensive include, but are not limited to: any materials which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, race, creed, color, sex, ancestry, religious or political beliefs, marital status, national origin or disability;
 - Annoying or harassing other individuals;
 - Using another individual's account or identity without explicit authorization;
 - Attempting to test, circumvent, or defeat security or auditing systems, without prior authorization;
 - Accessing, retrieving or reading any e-mail messages sent to other individuals, without prior authorization from the individual or Department Head (except persons authorized to access, retrieve or read any e-mail while investigating any possible violation of the policy).
 - Permitting any unauthorized individual to access the City's e-mail system.

Confidential Information

1. All employees, officers, elected officials, boards, commissions, committees, contracted and consulting services are expected to protect the City's confidential information. Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services shall not transmit or forward confidential information to others,

except when there is a need to know, outside individuals or companies without the permission of their Department Head.

2. The City also requires its employees, officers, elected officials, boards, commissions, committees, contracted and consulting services to use e-mail in a way that respects the confidential and proprietary information of others. Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services are prohibited from copying or disturbing copyrighted material - for example, software, database files, documentation, or articles using the e-mail system.

Record Retention

The same rules which apply to record retention for other City paper and digital documents apply to e-mail. As a general rule, e-mail is a public record whenever a paper message with the same content would be a public record. If an email message needs to be retained longer than 180 days, it should be archived or saved outside of the email system itself.

The specific procedures to be followed with respect to the retention of e-mail are contained in Section 3, E-Mail Record Retention Policy.

E-mail Violation Policies

Employees violating the City's e-mail policy are subject to discipline, up to and including termination. Employees, officers, elected officials, boards, commissions, committees, contracted and consulting services using e-mail system for defamatory, illegal, or fraudulent purposes, and those who break into unauthorized areas of the City's computer system, also are subject to civil liability and criminal prosecution.

SECTION 3 - E-MAIL RECORD RETENTION POLICY

PURPOSE

The purpose of this policy is to emphasize that certain types of e-mail as defined in Wis. Stats. §19.32(2) are public records. The same rules which apply to record retention and disclosure for other City documents apply to such records.

ORGANIZATIONS AFFECTED

This policy applies to all of the City of Manitowoc, including its departments, divisions, offices, officials, elected officials, boards, commissions, committees, employees and contracted and consulting services (e.g. MPU I.T. department).

POLICY

It is the policy of the City to follow this set of procedures for e-mail record retention.

REFERENCES

Wis. Stats. §16.612, 19.21 et seq., 19.32 and 19.33.

PROCEDURES:

Nature of E-mail Records

As a general rule, e-mail is a public record whenever a paper message with the same content would be a public record. See Wis. Stats. §19.32(2) for definition of a record.

Components of an E-mail Record

The e-mail record is defined to include the message, the identities of the sender and all recipients, the date, and any non-archived attachments to the e-mail message. Any return receipt indicating the message was received by the sender is also considered to be part of the record.

Saving and Indexing E-mail Records

Initially the custodian (that officer, department head, division head, or employee of the City who keeps or is in possession of an e-mail) bears the responsibility for determining whether or not a particular e-mail record is a public record which should be saved and ensuring the record is properly indexed and forwarded for retention as a public record. E-mail which is subject to records retention shall be saved and shall be indexed so that it is linked to the related records in other media (for example, paper) so that a complete record can be assessed when needed. E-mail records to be retained shall be archived to an appropriate form of media. Any officer, elected official, commission, committee, board, department head, division head, or employee of the City may request assistance from the Legal Custodian of records in determining whether an e-mail is a public record. (The Clerk or the Clerk's designee is the keeper of the City records, Department Heads are the keeper of departmental records, the Chief of Police is Legal Custodian of Police Department records to name a few. See Section 19.33, Wis. Stats. which sets forth the legal custodian of a record.)

Responsibilities for E-mail Records

- Legal Custodian. E-mail records of a City authority having custody of records shall be maintained by the designated Legal Custodian, pursuant to City policy.
- Information Services. If e-mail is maintained in an on-line data base, it is the responsibility of the Information Technician to provide technical support for the Legal Custodian as needed. When equipment is updated, the Information Technician shall ensure that the ability to reproduce e-mail in a readable form is maintained. The

Information Technician shall assure that e-mail programs are properly set up to archive e-mail.

Public Access to E-mail Records

If a Department receives a request for release of an e-mail public record, the Legal Custodian of the record shall determine if it is appropriate for public release, in whole or in part, pursuant to law, consulting with the City Attorney, if necessary. As with other records, access to or electronic copies of disclosable records shall be provided within a reasonable time.

Violation

Employees violating this policy are subject to discipline up to and including dismissal. In addition employees, officers', elected officials', boards', commissions', committees', contracted and consulting services violations of this policy may be referred for civil and/or criminal prosecution, where appropriate.

ARTICLE XXX: DISCRIMINATION, HARASSMENT AND RETALIATION FREE WORKPLACE

It is the policy of the City of Manitowoc that all employees have the right to work in an environment free of all forms of harassment and retaliation. The City will not tolerate, condone, or allow harassment or retaliation by any employee or other non-employees who conduct business with the City. The City considers harassment, discrimination and retaliation of others to be forms of serious employee misconduct. As such, the City shall take direct and immediate action to prevent such behavior and to remedy all reported instances of harassment, discrimination and retaliation. A violation of this City policy can lead to discipline up to and including termination, with repeated violations, even if "minor," resulting in greater levels of discipline as appropriate.

PROHIBITED ACTIVITY & RESPONSIBILITY

A. Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment; or
2. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

B. Harassment

Harassment is any verbal, written, visual or physical act that creates a hostile, intimidating or offensive work environment or interferes with an individual's job performance.

1. No employee shall either explicitly or implicitly ridicule, mock, deride or belittle any person.
2. Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on age, ancestry, arrest & conviction record, color, creed, disability, genetic testing, honesty testing, marital status, military service, national origin, pregnancy or childbirth, race, religion, sex (including sexual harassment), sexual orientation, and use or nonuse of lawful products of the employer's premises during non-working hours. Such harassment is a prohibited form of discrimination under state and federal employment law and/or is also considered misconduct subject to disciplinary action by the City.

C. Retaliation

1. Retaliation against any employee or applicant for filing a harassment or discrimination complaint for assisting, testifying or participating in the investigation of such a complaint, or for requesting a protected leave of absence or reasonable accommodation, is illegal and is prohibited by the City and by federal statutes.
2. Retaliation can occur from a variety of sources, including co-workers, supervisors or elected officials.
3. Generally, any materially adverse action taken against an employee or applicant "because of" protected conduct is prohibited. The scope of retaliation goes beyond workplace-related or employment-related actions and includes conduct that would dissuade a reasonable worker from making or supporting a charge of discrimination. The significance of any given act of retaliation may depend upon the particular circumstances, but must be considered "materially adverse," thus separating significant from trivial harms that normally will not deter discrimination victims from filing a complaint. Examples of conduct that may be considered retaliation include:
 - a. Discharge
 - b. Demotion or not promoting
 - c. Reduction in pay
 - d. Reassignment of job duties
 - e. Giving a less distinguished job title
 - f. Filing false criminal charges against an employee
 - g. Significantly diminishing an employee's responsibilities
 - h. Unwarranted negative performance evaluations (impacting promotional opportunities)
 - i. Increased scrutiny of employee's work
 - j. Refusing to restore lost leave time
 - k. Isolation or shunning an employee
4. Complaint Procedure: Any employee who believes that he or she is being retaliated against shall report the incident(s) as soon as possible to their supervisor so that steps may be taken to protect the employee. Where doing so is not practical, the employee may instead file a complaint with another supervisor, Human Resources, the City Attorney, City Administrator, or Mayor.
5. Retaliation is a form of employee misconduct. Any evidence of retaliation shall be considered a separate violation of this policy and is subject to discipline up to and including

termination.

6. Monitoring to ensure that retaliation does not occur is the responsibility of the chief executive officer, supervisors, and the appropriate internal investigative authority.

D. Covered Individuals

Individuals covered under this policy include employees, applicants for employment, volunteers, members of the public, elected officials, and appointed boards and commissions.

E. Supervisory Responsibilities

1. Each supervisor shall be responsible for preventing prohibited activities as defined above by:
 - a. Monitoring the work environment on a daily basis for signs that harassment or retaliation may be occurring;
 - b. Training and counseling all employees on what constitutes harassment, sexual harassment and retaliation, on the types of behavior prohibited by the City's policy and procedures for reporting and resolving complaints of harassment or retaliation.
 - c. Stopping any observation that may be considered harassment or retaliation, and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision; and
 - d. Taking immediate action to prevent retaliation towards the complaining party or witnesses and to eliminate the hostile work environment where there has been a complaint of harassment, pending an investigation. If a situation requires separation of the parties, care should be taken to avoid actions that appear to punish the complainant. Transfer or reassignment of any of the parties involved should be voluntary if possible and, if non-voluntary, should be temporary pending the outcome of the investigation.

F. Employee Responsibilities

1. Each employee of this agency is responsible for assisting in the prevention of harassment and retaliation through the following acts:
 - a. Refraining from participation in, or encouragement of actions that could be perceived as harassment or retaliation.
 - b. Reporting acts of harassment or retaliation to a supervisor; and
 - c. Encouraging any employee who confides that he or she is being harassed, discriminated or retaliated against to report these acts to a supervisor.
2. Failure of any employee to carry out the above responsibilities will be considered in any performance evaluation or promotional decisions and may be grounds for discipline.

G. Complaint Procedures

1. Any employee encountering harassment or retaliation is encouraged but not required to inform the person that his or her actions are unwelcome and offensive. This initial contact can be either verbal or in writing. The employee is to document all incidents of harassment and retaliation in order to provide the fullest basis for investigation.
2. Any employee who has unsuccessfully attempted to terminate the harassment or retaliation by means of Section 1 and who believes that he or she is being harassed shall report the incident(s) as soon as possible to their supervisor so that steps may be taken to protect the

employee from further harassment or retaliation, and so that appropriate investigative and disciplinary measures may be initiated. Where doing so is not practical, the employee may instead file a complaint with another supervisor, Human Resources, the City Attorney, City Administrator or Mayor. For library employees, they may also file a complaint with the Library Director or Library Board President.

- a. The supervisor or other person to whom a complaint is given shall meet with the employee and document the incident(s) complained of, the person(s) performing or participating in the harassment or retaliation, any witnesses to the incident(s) and the date(s) on which it occurred.
3. An employee should utilize the City's internal reporting procedure first. However, if after utilizing this procedure the complainant does not feel the complaint has been adequately addressed, the employee may file a complaint with either or both of the following:
 - a. **State of Wisconsin – Equal Rights Division**
201 East Washington Avenue
Madison, WI 53703
Phone: 608-266-6860
 - b. **Equal Employment Opportunity Commission**
210 Martin Luther King Boulevard
Madison, WI 53703
Phone: 608-266-4910
 - c. If the employee exercises the reporting options of (a) or (b) from above, they must file a copy of the complaint with the City Attorney within 24 hours of filing the complaint.
 4. The internal investigation authority shall be responsible for investigating any complaint alleging harassment, discrimination or retaliation.
 - a. The internal investigative authority shall immediately notify the chief executive officer and the City Attorney if the complaint contains evidence of criminal activity, such as battery, rape, or attempted rape.
 - b. The investigation shall include a determination as to whether other employees are being harassed or retaliated against by the person, and whether other City employees participated in or encouraged the harassment or retaliation.
 - c. The internal investigative authority shall inform the parties involved of the outcome of the investigation.
 - d. A file of harassment, discrimination and retaliation complaints shall be maintained in a secure location. The chief executive officer shall be provided with an annual summary of these complaints.
 5. There shall be no retaliation against any employee for filing a harassment or discrimination complaint, or for assisting, testifying or participating in the investigation of such a complaint.
 6. The complaining party's confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.
 7. Complaints of employees accused of harassment and/or retaliation may file a

grievance/appeal in accordance with City procedures when they disagree with the investigation or disposition of a harassment or retaliation claim.

H. DEFINITIONS

1. **Harassment on any basis (race, sex, age, disability etc.) exists whenever:** Submission to harassing conduct is made, either explicit or implicit, a term or condition of an individual's employment; submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual; the conduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment. Such conduct is prohibited under this policy and §111.31-111.39 Wis. Stats.
2. **Non-Verbal:** Sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, e-mail, the internet or other such sources as a means to express or obtain sexual material, comments etc., printed or written materials including offensive cartoons, suggestive or offensive sounds, whistling, catcalls or obscene gestures, any material which inappropriately raises the issues of sex or discrimination, or treating an employee differently than other employees when they have refused an offer of sexual relations.
3. **Other Forms of Harassment:** Persistent and unwelcome conduct or actions on the basis of disability, sex, arrests or conviction record, marital status, sexual orientation, membership in the military reserve, or use or nonuse of lawful products away from work is prohibited under this policy and s.111.31-111.39, Wis. Stats.
4. **Physical:** Unsolicited or unwelcome physical contact of a sexual nature, which may include touching, hugging, massages, kissing, pinching, patting, or regularly brushing against the body of another person.
5. **Retaliation (addressed under Title VII of the Civil Rights Act of 1964):** It shall be an unlawful employment practice for an employer to discriminate against any of his or her employees or applicants for employment, for an employment agency, or joint labor management committee controlling apprenticeship or other training or retraining, including on the job training programs, to discriminate against any individual, or for a labor organization to discriminate against any member thereof or applicant for membership, *because he or she has opposed any practice made an unlawful employment practice by this subchapter, or because he or she has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this subchapter.*
6. **Unwelcome:** Sexual conduct is unwelcome whenever the person subjected to it considers it unwelcome. The conduct may be unwelcome even though the victim voluntarily engages in it to avoid adverse treatment.
7. **Verbal Harassment:** Sexual innuendoes, degrading or suggestive comments, repeated pressure for dates, jokes of a sexual nature, unwelcome sexual flirtations, degrading words used to describe an individual, obscene and/or graphic descriptions of an individual's body or threats that job, wages, assignments, promotions or working conditions could be affected if the individual does not agree to a suggested sexual relationship.

All of the laws we enforce make it illegal to fire, demote, harass, or otherwise "retaliate" against individuals (applicants or employees) because they filed a charge of discrimination, because they complained to their employer or other covered entity about discrimination on the job, or because they participated in an employment discrimination proceeding (such as an investigation or lawsuit).

For example, it is illegal for an employer to refuse to promote an employee because he or she filed a charge of discrimination with the EEOC, even if EEOC later determined no discrimination occurred.

Retaliation & Work Situations

The law forbids retaliation when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment.

ARTICLE XXXI: EEO/ADA

The City of Manitowoc is an equal employment opportunity (EEO) employer.

It is the City's policy to seek, employ and retain the most qualified personnel in all positions, to provide equal opportunity for advancement to all employees, including upgrading, promotion and training, and to administer these activities in a manner which will not discriminate against or give preference to any person because of race, color, religion, age, sex or conviction record, or any other basis protected by state or federal law. All employees are required to provide proof of identity and authorization to work in the United States. It is the policy of the City to comply with all relevant and applicable provisions of the Americans with Disabilities Act (ADA) and other laws. The City will make reasonable accommodation wherever necessary for employees or applicants with disabilities, provided the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the City.

An employee who feels his/her complaint has not been handled correctly or does not feel it is practical to file a complaint through the above procedures, may file the complaint with either or both of the following:

Wisconsin Equal Rights Division-Milwaukee (FEPA)
819 North Sixth Street, Room 255
Milwaukee, WI 53203
414-227-4384 TTY 414-227-4081

Equal Employment Opportunity Commission
Reuss Federal Plaza
310 West Wisconsin Avenue, Suite 800
Milwaukee, WI 53203-2292
800-669-4000 TTY800-669-6820

An employee exercising one or both of these reporting options must file a copy of the complaint with the City Attorney within 24 hours of filing the complaint with the above agency.

ARTICLE XXXII: DRUG FREE WORKPLACE

No employee will report to work with alcohol or illegal drugs in his/her system during work hours. This policy includes any paid or unpaid lunch periods as well as training sessions and the working hours of

conferences. The use, sale, possession, transfer, manufacture, distribution or purchase of alcohol or illegal drugs while in the course and scope of employment is also prohibited.

The purpose of this policy is to: a) establish and maintain a safe and healthy work environment, b) reduce absenteeism and tardiness, and c) improve job performance.

Management may conduct drug & alcohol testing based on reasonable suspicion that the employee is under the influence of alcohol or illegal drugs and may conduct testing for employees in testing-designated positions (such as CDL). Any such testing will be done in accordance with the Department of Transportation established procedures.

An Employee Assistance Program is made available by the City for employees desiring to seek treatment options.

ARTICLE XXXIII: SAVINGS CLAUSE

If legal rulings declare a portion of this policy unlawful, the remainder of this policy shall not be affected.

ARTICLE XXXIV: COMPENSATION

Section 1. Compensation Plan Maintenance

With proper care and maintenance of the pay plan, the frequency for a comprehensive pay plan review is minimized. The established guidelines should be followed to properly implement the compensation plan for equity amongst employees and consistency with the established pay philosophy.

As positions substantially change in responsibility, a compensation review will be conducted to ensure proper pay grade placement based on new job responsibilities. This will be initiated by the HR Director as necessary. The HR Director will work with the department managers to determine if a position has changed substantially, collect revised job documentation noting the changes, and determine whether the changes warrant review. Similarly, all newly created positions will be reviewed and analyzed for grade placement in the pay structure. The HR Director will partner with each department manager in creating a detailed job description and send it to a compensation consultant for evaluation.

Annually, in the 3rd quarter of the year, the HR Director will review the pay structure and recommend an adjustment based upon market conditions, the cost of living, and any third-party recommendations or sources, as deemed appropriate. This is separate and distinct from any employee movement within the established pay structure (steps). The goal of the City is to provide annual adjustments to the structure to ensure that the pay plan maintains pace with the competitive marketplace.

It is the intent of the City to commit to re-evaluating the market position of its compensation structure—through a partial or full benchmark study as often as determined by Governing Body. The impact of the full study will be minimized if the City is diligent in identifying when positions change in scope and responsibility, and having them re-evaluated at that time. By maintaining and re-evaluating the positions within the pay plan regularly, the City will maintain its competitive placement in the market.

The City is committed to investing in its employees and paying appropriately, first based on the market (pay structure), and secondly based on performance (contributions to the team, evaluated through performance reviews).

Section 2. Compensation Guidelines

The guidelines below are to be followed when making wage decisions for employees. Any exceptions to these guidelines need Human Resources Director and Department Head approval and signature.

EMPLOYEE EVENT	GUIDELINE
New Hire	It is the responsibility of Human Resources, in collaboration with the Department Head and Mayor (or Library Director for Library employees), to offer up to Step 7 and to manage the pay structure and plan within the annual budget and as established by Governing Body.
Annual Review	Step increase (approximately 2.5%) based on meeting expectations or above in performance review, note: no increase will be given if there was a promotional increase in the prior 6 months Exceptions: step increase of two steps shall be approved through the Mayor (or Library Director for Library employees) and Human Resources Director with detailed justification for the exception.
Annual Review, Red Circle Employees*	Lump Sum Payments, paid in two installments (Jan & Jul) 1% of the control point of the position grade, based on meeting expectations or above in performance review
90 Day Review	No step increase
Promotion**	The step that provides at least a 5% annual increase, or up to Step 1 of the position grade the employee is being promoted into, whichever is greater. If warranted, the Human Resources Director and Department Manager have the discretion to provide up to a 10% increase.
Transfer***	No step increase
Demotion	Decrease step to a level within the pay scale, each situation will be unique, partner with HR Director and Department Head for final approval.

**Red Circle Employees: employees whose pay is at or above the maximum of the pay scale*

***Promotion: moving to a position with a higher pay grade*

****Transfer: moving to a new position within the same pay grade*

Please note the recommendation is to hire employees at Step 1 with a probationary period of 90 days. At the conclusion of the probationary period, a 90-day review is given, and the wage remains the same. During the annual review, employees who are at Step 7 or below can move up one or two steps based on receiving an above expectations rating on the annual performance evaluation, documentation from Department Head explaining in detail how the employee has consistently performed above expectations, and approval from the Mayor (or Library Director for Library employees) and Human Resources.

Section 3. Clothing/Equipment and Other Allowances

Shift Premiums

Employees whose regular assigned work hours are between 5 a.m. and 5 p.m. will be considered first shift employees and will not be paid shift premiums for their regular assigned work hours. Building and Grounds City Hall custodian working from 3 p.m. to 11 p.m. is considered second shift. Bridge Tenders from 4:30 a.m. to 1:30 p.m. will be considered first shift and 1:30 p.m. to 10:30 p.m. second shift. Street Sweepers will receive a shift premium for their entire shift. First shift employees who work beyond their regular assigned hours will receive a shift premium for the hours worked outside of their regular assigned times as follows. Employees who are assigned to second and third shift will receive shift premiums as follows.

<u>Shift</u>	<u>DPI</u> <u>(DPW/ Cemetery/ Parks/ Bridges/B&G)</u>	<u>WWTF</u>	<u>PD Lieutenants</u>
Second	\$0.25	\$0.30	\$48/ month
Third	\$0.35	\$0.35	\$56/ month

Tools

When employees in DPI (Cemetery/Parks, DPW, Building & Grounds), and Wastewater Treatment Facility are required to furnish tools or equipment on the job as a condition of employment, the City shall be held liable for all such tools and equipment in case they are broken or damaged not due to misuse or negligence by the employee. Replacement tools or equipment will be of like or equal quality and value. Mechanics will receive an annual tool allowance of \$200 which will be pro-rata for employees working less than the full year.

Safety Glasses

For employees in DPI (DPW, Building & Grounds, and Cemetery/Parks) and the Wastewater Treatment Facility, the City will pay a portion of the cost of one pair of safety glasses for each employee requiring the glasses. The City will pay up to \$75 toward the purchase of polycarbonate lens safety glasses. The employee will pay for the examination. This provision will apply to each employee only once unless there is a change in prescription. Employee must obtain a form from Human Resources or the Intranet to take to an approved provider. This benefit is not transferable. The City will replace safety glasses in the event an employee damages the safety glasses while on the job (except in the case of negligence), pursuant to the above formula. The employee shall give the damaged glasses to his/her supervisor as well as a report as to how the damage occurred. The supervisor will, in turn, notify the HR Department who will be responsible for approving the request. You will be reimbursed with a separate accounts payable check.

Safety Shoes/Boots

In an effort to promote safety for certain occupations, the City agrees to pay a maximum of \$80.00 towards one pair of safety shoes per year for each employee in DPW, Building & Grounds, Zoo, Cemetery/Parks, Wastewater Treatment Facility, Division of Life Safety, and Department of Public

Works Departments, whose job requires the use of said shoes or \$100.00 when those safety shoes are required to be puncture or electrical resistant (Division of Life Safety and WWTF). The shoes will be purchased by the employee and a receipt presented to the supervisor. You will be reimbursed with a separate accounts payable check.

Annual Clothing Allowance

Clothing allowance will be as follows annually. In the case of the Fire Chief and the Deputy Fire Chief(s), payment shall be made during the year in hourly installments of \$0.24 through payroll. For DPI employees, the City will provide suitable rain gear for the employees. Hooded rain gear jackets will be provided as existing jackets are replaced.

Fire	Community Service Worker	WWTF
\$500.00	\$250.00	\$85.00

Section 4. Firefighter Supervisory Personnel

- a) Pager Call. Firefighter supervisory personnel covered by this Employee Policy Manual will receive the following annual bonus for response to pager calls for emergencies:

\$100 for responding to at least 50% of the paged calls on their off duty time

\$200 for responding to at least 75% of the paged calls on their off duty time

- b) Health Insurance. For the Fire Chief and Deputy Fire Chief(s), the City shall pay fifty percent (50%) of the health insurance premiums for paragraphs (i) and (ii).

- (i) Retirees. Any participating employee of the Group Hospital, Surgical, Major Medical may elect to continue to be covered as part of the group under the rules of the plan until reaching the age of 65. This benefit is designed to provide coverage for employees forced to retire under disability provisions of Chapter 62.13 and the Wisconsin Retirement Fund, as well as participating employees with a mandatory retirement age of less than 65.

An employee forfeits and waives all benefits under this provision if he/she becomes covered by any other group health insurance plan. Coverage under this plan will cease when the employee reaches the age of 65.

Any retired employee covered by this provision who has become eligible for other hospital, surgical, major medical insurance and loses that eligibility, shall upon written request to the City, be reinstated in the City's hospital, surgical, major medical insurance plan without a physical examination or waiting period.

- (ii) Dependent Survivors. In the event that an active or retired employee covered hereunder dies leaving dependent survivors, those survivors shall be entitled to health

insurance hereunder until such time as single dependents exceed the age for dependent coverage under the terms of the City's Health Insurance policy, or until the widow/widower of the deceased employee shall remarry, obtain other health insurance coverage, or reach the age of 65.

- c) Disability. In the case of the Fire Chief and Deputy Fire Chief(s), in the event of duty-incurred total disability or death of an employee, the employee or, in the case of the employee's death, then his estate, shall be paid in one lump sum, one (1) year's regular pay at the rate in effect at the death or the commencement of the state life insurance, or any other benefits to which said employee or his estate is entitled, by virtue of this Agreement or his employment. A "total disability" shall be a disability as defined in Section 40.63(1)(b) and (11), Wis. Stat. (1981-1982). An order awarding Section 40.65, Wis. Stat., special disability or death benefits to an employee or his spouse, whether based on the operation of Section 891.45, Wis. Stat., or on other evidence, shall be conclusive evidence that a disability or death is "duty-incurred." For purposes of this section, the term "regular pay" shall be defined to consist of base salary plus longevity, educational credit payments, any EMS differential payments and three holidays.
- d) Clothing Allowance. In the case of the Fire Chief and Deputy Fire Chief(s), the City agrees to pay Five hundred dollars (\$500.00) annually toward a clothing allowance. Payment shall be made during the year in hourly installments of \$0.24 through payroll.

Section 5. Police Supervisory Personnel

- a) Retirement. In the case of the Police Chief, Deputy Police Chief, Police Captains, and Police Lieutenants the City will pay the employee's share of the Wisconsin Retirement Fund contribution per the Police Union contract.
- b) Wage Schedule. The Police Chief, Deputy Police Chief, Police Captains, and Police Lieutenants will follow the established City wage schedule. Police Captains will move to Exempt status, effective January 12, 2015.
- c) Temporary Disability Benefit. In the case of the Police Chief, Assistant Chief, and the Deputy Police Chief, if an employee becomes disabled due to serious illness or injury which is not related to employment and shall have exhausted all sick leave and extended leave to which he/she was entitled at the onset of such illness the City shall pay a long term disability benefit. Said benefit to be equal to two-thirds (2/3) of the employee's salary rate at the time of the commencement of the disability absence, less the amount of any Social Security disability benefit or other disability insurance benefit receivable by such employee, for a period of ninety (90) calendar days following the exhaustion of sick leave and extended leave. No long term disability benefit shall be payable for any disability resulting from injury during other employment or for any intentional self-inflicted injury.
- d) Death or Permanent Disability Benefit. In the event of a duty incurred total and permanent disability or death of the Police Chief, Assistant Chief, or Deputy Chief Police, the employee, or in the case of the employee's death, his or her estate, shall be paid in a lump sum one year's regular pay existing at death or commencement of disability, in addition to any sick leave,

worker's compensation, state life insurance, or any other benefits to which said employee or his/her estate is entitled, by virtue of this resolution or his employment. The term, "total and permanent disability" shall mean the total and permanent disability entitling the employee to total and permanent disability benefits from social security. Any amounts paid under subparagraph 1 of this paragraph (b) shall be deducted from any payment made under this subparagraph.

Section 6. Wastewater Treatment Facility Personnel

Employees will receive a chest x-ray and blood test at the City's expense every 12 months. The supervisor will schedule the examination and the physical and medical facilities to be used will be at the City's discretion. The examination will be scheduled during off-duty hours and the employee will not be paid while attending the examination unless the supervisor deems it necessary to schedule the employee during regular working hours.

ARTICLE XXXV: NOTICE OF SEPARATION INCENTIVE

Any employee, who has been employed with the City of Manitowoc for at least three years, and gives at least a 120-day notice of resignation or retirement, will receive a \$500 bonus. Only employees who are separating from the City of Manitowoc in good standing are eligible for this benefit.

ARTICLE XXXVI: BONE MARROW AND ORGAN DONATION LEAVE

The Wisconsin Bone Marrow and Organ Donation Leave Act (Section 103.11 Wis. Stats) provides qualifying employees with up to six (6) weeks of job-protected leave in a 12-month period for the purpose of undergoing a bone marrow or organ donation procedure and to recover from the procedure.

To qualify for leave an employee must have worked for the City for at least 52 consecutive weeks and have worked at least 1,000 hours during the 52 week period prior to the start of the leave.

Employees intending to take leave for the purpose of serving as a bone marrow or organ donor must make a reasonable effort to schedule the donation procedure so that it does not unduly disrupt the City's operations, subject to the approval of the health care provider of the bone marrow or organ donor recipient. Employees must submit a written request to their supervisor and Human Resources at least 30 days in advance of the leave when possible. In addition, the employee must submit written documentation from the health care provider to Human Resources at least 15 days prior to the commencement of the leave certifying:

- The donor recipient has a serious health condition that necessitates a bone marrow or organ transplant;
- The employee is under the health care provider's care, is eligible, and has agreed to serve as a bone marrow or organ donor for the donor recipient; and
- The amount of time expected to be necessary for the employee to be off work for the procedure and to recover from the procedure.

Leave taken under the Wisconsin Bone Marrow and Organ Donation Leave Act will be unpaid, unless the employee chooses to substitute sick, vacation, or other accrued leave time. Bone Marrow and Organ Donation Leave will run concurrent with Federal and State FMLA. Employees enrolled in the City's group health and dental plans will maintain their coverage during the leave under the same terms as if the employee continued to work. The employee will be required to pay their regular portion of insurance premiums.

Employees returning from leave must provide a "Fitness for Duty" statement signed by their health care provider.

ADDENDUM "A" CITY WAGE SCHEDULE
2018 COMPENSATION STRUCTURE

Grade	Job Title	Department		Minimum											Maximum
				87.5% Step 1	90.0% Step 2	92.5% Step 3	95.0% Step 4	97.5% Step 5	100.0% Control Point	102.5% Step 7	105.0% Step 8	107.5% Step 9	110.0% Step 10	112.5% Step 11	
T	City Attorney	Attorney	hourly	\$46.45	\$47.78	\$49.11	\$50.44	\$51.76	\$53.09	\$54.42	\$55.74	\$57.07	\$58.40	\$59.73	
	Director of Public Infrastructure	DPI	salary	\$96,616.00	\$99,382.40	\$102,148.80	\$104,915.20	\$107,660.80	\$110,427.20	\$113,193.60	\$115,939.20	\$118,705.60	\$121,472.00	\$124,238.40	
	Director of Community Development	Comm Dev													
S	Finance Director/Treasurer	Finance	hourly	\$43.47	\$44.71	\$45.95	\$47.20	\$48.44	\$49.68	\$50.92	\$52.16	\$53.41	\$54.65	\$55.89	
	Fire Chief	Fire	salary	\$90,417.60	\$92,996.80	\$95,576.00	\$98,176.00	\$100,755.20	\$103,334.40	\$105,913.60	\$108,492.80	\$111,092.80	\$113,672.00	\$116,251.20	
	Human Resources Director	HR													
	Police Chief	Police													
R	Library Director	Library	hourly	\$40.71	\$41.87	\$43.03	\$44.19	\$45.36	\$46.52	\$47.68	\$48.85	\$50.01	\$51.17	\$52.34	
			salary	\$84,676.80	\$87,089.60	\$89,502.40	\$91,915.20	\$94,348.80	\$96,761.60	\$99,174.40	\$101,608.00	\$104,020.80	\$106,433.60	\$108,867.20	
P	Deputy Fire Chief	Fire	hourly	\$37.01	\$38.07	\$39.13	\$40.19	\$41.24	\$42.30	\$43.36	\$44.42	\$45.47	\$46.53	\$47.59	
	Assistant Police Chief	Police	salary	\$76,980.80	\$79,185.60	\$81,390.40	\$83,595.20	\$85,779.20	\$87,984.00	\$90,188.80	\$92,393.60	\$94,577.60	\$96,782.40	\$98,987.20	
	Deputy Police Chief	Police													
O	Engineering Division Manager	DPI	hourly	\$35.16	\$36.16	\$37.17	\$38.17	\$39.18	\$40.18	\$41.18	\$42.19	\$43.19	\$44.20	\$45.20	
	Rahr-West Director	RWAM	salary (40 hrs)	\$73,132.80	\$75,212.80	\$77,313.60	\$79,393.60	\$81,494.40	\$83,574.40	\$85,654.40	\$87,755.20	\$89,835.20	\$91,936.00	\$94,016.00	
	Captain	Police	salary (37.5 hrs)	\$68,562.00	\$70,512.00	\$72,481.50	\$74,431.50	\$76,401.00	\$78,351.00	\$80,301.00	\$82,270.50	\$84,220.50	\$86,190.00	\$88,140.00	
	Superintendent	WWTF													
N	City Planner	Comm Dev	hourly	\$33.31	\$34.26	\$35.21	\$36.17	\$37.12	\$38.07	\$39.02	\$39.97	\$40.93	\$41.88	\$42.83	
	Transit Division Manager	DPI	salary (40 hrs)	\$69,284.80	\$71,260.80	\$73,236.80	\$75,233.60	\$77,209.60	\$79,185.60	\$81,161.60	\$83,137.60	\$85,134.40	\$87,110.40	\$89,086.40	
	Operations Division Manager	DPI													
	Building & Grounds Division Mgr	DPI													
	Lieutenant	Police	salary (37.5 hrs)	\$64,954.50	\$66,807.00	\$68,659.50	\$70,531.50	\$72,384.00	\$74,236.50	\$76,089.00	\$77,941.50	\$79,813.50	\$81,666.00	\$83,518.50	
	Staff Attorney	Attorney													
M	Assistant Superintendent	WWTF	hourly	\$31.47	\$32.36	\$33.26	\$34.16	\$35.06	\$35.96	\$36.86	\$37.76	\$38.66	\$39.56	\$40.46	
	Comptroller/Deputy Treasurer	Finance	salary	\$65,457.60	\$67,308.80	\$69,180.80	\$71,052.80	\$72,924.80	\$74,796.80	\$76,668.80	\$78,540.80	\$80,412.80	\$82,284.80	\$84,156.80	
L	City Clerk	Finance	hourly	\$29.62	\$30.47	\$31.31	\$32.16	\$33.00	\$33.85	\$34.70	\$35.54	\$36.39	\$37.24	\$38.08	
	Crime Analyst	Police	salary	\$61,609.60	\$63,377.60	\$65,124.80	\$66,892.80	\$68,640.00	\$70,408.00	\$72,176.00	\$73,923.20	\$75,691.20	\$77,459.20	\$79,206.40	
	Recreation Division Manager	DPI													

Grade	Job Title	Department		Minimum					100.0% Control Point	102.5% Step 7	105.0% Step 8	107.5% Step 9	110.0% Step 10	Maximum	
				87.5% Step 1	90.0% Step 2	92.5% Step 3	95.0% Step 4	97.5% Step 5						112.5% Step 11	
K	Electrical Inspector	Fire/Inspection	hourly	\$27.77	\$28.57	\$29.36	\$30.15	\$30.95	\$31.74	\$32.53	\$33.33	\$34.12	\$34.91	\$35.71	
	Plumbing Inspector	Fire/Inspection	salary	\$57,761.60	\$59,425.60	\$61,068.80	\$62,712.00	\$64,376.00	\$66,019.20	\$67,662.40	\$69,326.40	\$70,969.60	\$72,612.80	\$74,276.80	
	Building Inspector	Fire/Inspection													
	Electrician	DPI													
	Associate Planner/Econ. Devel. Expeditior	Comm Dev													
	Associate Planner/Business & Housing Dev	Comm Dev													
	Electrician	WWTF													
	Business Manager	DPI													
	Office Manager	Police													
	Transit Operations Supervisor	DPI													
	Public Services Manager	Library													
	Materials Manager	Library													
	Youth Services Manager	Library													
Collection Development Manager	Library														
J	Assistant Director	RWAM	hourly	\$25.93	\$26.67	\$27.41	\$28.15	\$28.89	\$29.63	\$30.37	\$31.11	\$31.85	\$32.59	\$33.33	
	Facilities Manager	Library	salary	\$53,934.40	\$55,473.60	\$57,012.80	\$58,552.00	\$60,091.20	\$61,630.40	\$63,169.60	\$64,708.80	\$66,248.00	\$67,787.20	\$69,326.40	
	Assistant Materials Manager	Library													
	Fleet Team Leader	DPI													
	Streets Team Leader	DPI													
	GIS/Land Records Analyst	DPI													
I	Paralegal	Attorney	hourly	\$24.08	\$24.77	\$25.46	\$26.14	\$26.83	\$27.52	\$28.21	\$28.90	\$29.58	\$30.27	\$30.96	
	Mechanic	DPI	salary	\$50,086.40	\$51,521.60	\$52,956.80	\$54,371.20	\$55,806.40	\$57,241.60	\$58,676.80	\$60,112.00	\$61,526.40	\$62,961.60	\$64,396.80	
	Engineering Technician	DPI													
	Surveyor Technician	DPI													
	Generalist	HR													
	Electromechanical Technician	WWTF													
	Mechanic	WWTF													
	Housing Enforcement Inspector	Fire													
Librarian	Library														

Grade	Job Title	Department		Minimum					100.0% Control Point	102.5% Step 7	105.0% Step 8	107.5% Step 9	110.0% Step 10	Maximum
				87.5% Step 1	90.0% Step 2	92.5% Step 3	95.0% Step 4	97.5% Step 5						112.5% Step 11
H	Maintenance Engineer	DPI	hourly	\$22.23	\$22.87	\$23.50	\$24.14	\$24.77	\$25.41	\$26.05	\$26.68	\$27.32	\$27.95	\$28.59
	Cemetery Team Leader	DPI												
	Parks Team Leader	DPI												
	Zoo Curator of Animals	DPI												
	Zoo Curator of Education	DPI												
	Deputy City Clerk	Finance												
	Engineering/Stormwater Technician	DPI												
	Accountant	Finance												
	Payroll Administrator	Finance												
	Assistant to the Mayor	Mayor												
	Administrative Assistant	Fire Insp/Comm Dev												
	Administrative Assistant	Police												
	Administrative Assistant	DPI												
	Operator	WWTF												
	Chemist	WWTF												
	Associate	Library												
	Business Office Aide	Library												
G	Arborist/Forester	DPI	hourly	\$20.39	\$20.97	\$21.55	\$22.14	\$22.72	\$23.30	\$23.88	\$24.47	\$25.05	\$25.63	\$26.21
	Administrative Assistant	Fire												
	Court Evidence Clerk	Police												
	Administrative Assistant	WWTF												
	Assistant Chemist	WWTF												
	Maintenance Mechanic	DPI												

Grade	Job Title	Department		Minimum										Maximum
				87.5% Step 1	90.0% Step 2	92.5% Step 3	95.0% Step 4	97.5% Step 5	100.0% Control Point	102.5% Step 7	105.0% Step 8	107.5% Step 9	110.0% Step 10	
F	Cemetery Laborer	DPI	hourly	\$18.53	\$19.06	\$19.59	\$20.12	\$20.65	\$21.18	\$21.71	\$22.24	\$22.77	\$23.30	\$23.83
	Parks Laborer	DPI												
	Administrative Support Specialist	Finance												
	Administrative Support Specialist	DPI												
	Streets Laborer	DPI												
	Municipal Court Clerk	Finance												
	Administrative Support Specialist	Police												
	Property Evidence Clerk	Police												
	Administrative Support Specialist	RWAM												
	Mobility Manager (Transit)	DPI												
	DPI Laborer	DPI												
Technician	Library													
E	Custodian	DPI	hourly	\$17.15	\$17.64	\$18.13	\$18.62	\$19.11	\$19.60	\$20.09	\$20.58	\$21.07	\$21.56	\$22.05
	Parks Caretaker	DPI												
	Clerk Typist	DPI												
	Community Service Worker	Police												
	Customer Service Clerk	Transit												
D	Assistant	Library	hourly	\$16.23	\$16.70	\$17.16	\$17.62	\$18.09	\$18.55	\$19.01	\$19.48	\$19.94	\$20.41	\$20.87
C	Bridgetender	DPI	hourly	\$15.03	\$15.46	\$15.89	\$16.32	\$16.75	\$17.18	\$17.61	\$18.04	\$18.47	\$18.90	\$19.33
B				\$13.92	\$14.32	\$14.72	\$15.11	\$15.51	\$15.91	\$16.31	\$16.71	\$17.10	\$17.50	\$17.90
L2	Clerk	Library	hourly	\$10.50	\$10.80	\$11.10	\$11.40	\$11.70	\$12.00	\$12.30	\$12.60	\$12.90	\$13.20	\$13.50
L3	Page	Library	hourly	\$7.88	\$8.10	\$8.33	\$8.55	\$8.78	\$9.00	\$9.23	\$9.45	\$9.68	\$9.90	\$10.13
	School Crossing Guards	Police	hourly	\$15.00	\$15.25	\$15.75	\$16.00	\$16.25	\$16.50	\$16.75	\$17.00	\$17.25	\$17.50	\$17.75
	Rahr-West Guards	RWAM	hourly	\$8.00	\$8.20	\$8.41	\$8.62	\$8.83	\$9.05	\$9.28	\$9.51	\$9.75	\$9.99	\$10.24

ADDENDUM “B” LIBRARY

LIBRARY BOARD

The Manitowoc Public Library Board of Trustees has the final and sole responsibility for the establishment of all personnel policies governing the staff of Manitowoc Public Library. The Library Director has responsibility for administering all personnel policies governing the staff of Manitowoc Public Library including the responsibility to hire as put forth in the Wisconsin Statutes 43.58 which states that “the library board shall supervise the administration of the public library and shall appoint a librarian, who shall appoint such other assistants and employees as the library board deems necessary, and prescribe their duties and compensation.” This document is subject to revision or amendment upon action of the Library Board of Trustees.

HIRE OR PROMOTION OF CLOSE RELATIVE

No close relative of any Manitowoc Public Library employee shall be hired or promoted by Manitowoc Public Library unless such hiring or promotion shall be approved by the Board of Trustees. The term “close” relative shall mean any spouse, parent, child, grandchild, grandparent, brother, sister, niece, nephew, brother-in-law, sister-in-law, son-in-law, or daughter in-law. Relative shall also include a step relation.

PAID TIME OFF

Section 1. Vacation Time Off. Eligible employees will be provided annually with personal time off while meeting the operational needs of the Library according to the appropriate schedule below. Personal time off will accrue and become available on a pro-rata basis each payroll cycle. All time off requests must have prior approval from the employee’s direct supervisor. Paid time off benefits are pro-rated for part-time employees working less than 80 hours per pay period. Part-time employees working less than 40 hours per pay period are not eligible for paid time off benefits.

Vacation time must be scheduled in advance and approved by a supervisor/manager.

B) Non-Exempt (Hourly) Employees

1 st thru 5 th year	80 hours
6 th thru 10 th year	120 hours
11 th thru 20 th year	160 hours
After 20 years	200 hours

C) Exempt (salaried) and professional librarian employees

1st through 3rd year	80 hours
4th through 10th year	120 hours
11th through 20th year	160 hours
After 20 years	200 hours

Employees who terminate employment will receive payment at the employee’s regular rate of pay for all accrued, unused and available vacation and floating holidays, provided the employee

gives his/her direct supervisor proper written notice two weeks in advance in the event of his/her voluntary termination, or 30 days advance notice in the event of retirement.

At no point in time will an employee be allowed to exceed 115% of allotted vacation time off. All time off exceeding 115% will be cancelled and no payment made.

As of the date of application of the above schedule to existing employees, no existing employee will have a reduction in his/her current personal time off accrual. An employee so affected will be frozen at his/her current level until such time as he/she is eligible to advance through years of service according to the applicable schedule above, and will then continue according to that schedule.

Section 2. Holidays.

Holiday closing schedules are established by the Manitowoc Public Library Board of Trustees.

- Eligible employees will receive the following paid holidays: New Year's Day, Spring Holiday (1/2 day), Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve at a pro-rated basis.
- If the holiday falls on what would normally be the employee's day off during the week, the employee shall receive another day off.

Floating Holidays

- All eligible employees receive 3 days (24 hours) of floating holidays per year on a prorated basis.
- Floating holiday hours are to be used as personal leave days and must be used in the calendar year in which they are granted.
- Floating holiday time may be used in ½ hour increments.

Section 3. Sick Leave

- Sick leave is time off with pay for periods of illness or incapacity resulting from non-occupational injury, as well as for medical, dental, or optical examination or treatment which cannot reasonably be obtained at times other than during the working day.
- Sick leave may be used only for the illness of the employee or if the employee's presence is required for an ill family member living in the same household except as required by law.
- Employees are expected to make every effort to obtain treatment and schedule appointments during non-work time.
- Employees absent from work due to illness in their immediate family requiring the employee's care should refer to the Family Medical Leave Act.
- All use of sick leave is subject to verification by supervisor/manager
- A return to work verification and/or fitness for duty as may be required by the Library will be required for any medical procedure or illness that may impede an employee's ability to perform required tasks

- An employee must report his/her absence prior to the start of his/her work day to their supervisor/manager or if unavailable the Business Office Aide.

Sick Leave Accruals

- Sick leave shall be accumulated by staff at a rate of 6 hours per month and pro-rated for employees working less than 40 hours per week.
- Sick leave accruals cannot exceed 960 hours.
- Employees may convert unused sick time into float time at a rate of 8 to 1 (8 hours of sick in exchange for 1 hour of float). Time converted from sick to float cannot be paid out. It must be used for time off.
- Time converted from sick to float must be used 30 days prior to separation of employment.

Sick Leave Payout

All sick leave payout is based on the employee's current wage

Employees are eligible for payout up to 480 hours of sick leave when leaving employment under the following conditions:

- Due to retirement (eligible for and granted a WRS annuity)
- Due to layoff, reorganization or other involuntary reasons

Employees are eligible for up to 50% of accrued sick leave pay, not to exceed 240 hours under the following conditions:

- Due to voluntary termination by the employee

Employees are ineligible for sick leave payout under the following conditions:

- Due to termination for cause by the Library

EMERGENCY CONDITIONS

In the event of the closing of Manitowoc Public Library, information will be made available, first and primarily, on our website. It may also be available through local media outlets such as Facebook, WCUB and WOMT/WQTC. Managers will make an effort to contact the staff involved. Staff is also encouraged to contact their supervisor if they have questions.

Employees are expected to work their regular schedule whenever the library remains open. If the library closes after opening, employees who reported to work but are sent home when the library closes will be paid their regular compensation for the hours worked plus 2 hours of scheduled work time, not to exceed scheduled hours.

If the library opens late, information will be made available, first and primarily on our website by 6:00 am. It may also be available through local media outlets such as Facebook, WCUB and WOMT/WQTC by 6:00 am. Managers will make an effort to contact the staff involved. Staff are also encouraged to contact their supervisor if they have questions.

If the library opens late, no employees (except maintenance) will be allowed to report to work sooner than 1 hour prior to the library opening. This is to ensure the safety of employees and to allow the maintenance staff a suitable amount of time to prepare the sidewalks and entrances.

If weather conditions prevent some staff from reporting for work they will be given the option to flex their schedule, use benefit time (not sick) or leave without pay for the hours not worked.

DRESS CODE AND PERSONAL APPEARANCE

APPEARANCE

Because Manitowoc Public Library is a public service institution, each colleague has some contact with the public. Therefore, it is advisable to exercise common sense and good judgment in your dress and personal grooming. Fashions must occasionally yield to a more conservative or conventional style of dress. If you have any question about appropriate attire, you should consult your supervisor or manager.

If you violate this policy you may be asked to change into appropriate attire, improve your personal grooming, and/or be sent home without pay to change into appropriate clothing. If you continue to violate this policy, you will be subject to disciplinary action up to and including termination.

DRESS CODE

Successful organizations place a strong emphasis on presenting a professional appearance. Our emphasis at Manitowoc Public Library should include both our work environment and our personal grooming and dress. It is important to present a consistent, businesslike image to customers and prospects, business partners, peers, the public and ourselves. In the interest of presenting a professional image, staff is to observe good habits of grooming and personal hygiene. Recognizing that a person’s dress promotes a positive company image as well as is a reflection of his/her individual style and respect for self and others, we have established a Dress Code Policy for appropriate and inappropriate attire. Our dress code at Manitowoc Public Library will be Business Casual. Please see dress code charts below for further outline of appropriate attire. If you are not sure if an outfit is appropriate, consult your manager.

These charts do not provide a complete list, but a sampling of acceptable and unacceptable attire. Please see your supervisor will any specific questions.

APPROPRIATE ATTIRE

Business Professional

WOMEN	MEN
Dresses of appropriate length	
Skirts of appropriate length	
Suits of appropriate length	
Tailored dress slacks and pants	Tailored dress slacks and pants
Business-like blouses	Dress shirts and ties

Tops with sleeves	Jacket is optional depending upon position
Sweaters	Sweaters
Vests	Vests
Dress shoes or boots in good condition	Dress shoes or boots in good condition

Business Casual

WOMEN	MEN
<i>All of the above plus:</i>	<i>All of the above plus:</i>
Slacks	Slacks
Khakis	Khakis
Dress corduroy pants, jumpers, skirts and dresses	Dress corduroy pants
Polo shirts	Polo shirts
Other collared shirts	Other collared shirts
Clean, neat casual leather shoes	Clean, neat casual leather shoes
Clean, athletic shoes	Clean, athletic shoes
Denim jeans, dresses, skirts or shirts of any color (clean, without holes/tears)	Denim jeans and shirts of any color (clean, without holes/tears)
Sleeveless tops, blouses and dresses (except Spaghetti straps or tank tops unless under a sweater)	Sleeveless tops, blouses and dresses (except Spaghetti straps or tank tops unless under a sweater)

TEAM APPAREL DAYS

Team Apparel Days will be authorized by the Library Director.

WOMEN	MEN
<i>All of the above plus:</i>	<i>All of the above plus:</i>
Jerseys and collared/polo shirts are acceptable.	Jerseys and collared/polo shirts are acceptable.
Team Apparel sweatshirts	Team Apparel sweatshirts

INAPPROPRIATE ATTIRE

Inappropriate attire includes sheer fabrics, lycra or spandex clothing, fashion fads or extremes, or any clothing that is inappropriate in a business environment. The list below provides specific examples:

WOMEN	MEN
Stirrups	Stirrups
Stretch pants or leggings, unless under long shirt or dress	Stretch pants or leggings, unless under long shirt or dress
Sweat pants	Sweat pants
Bib overalls	Bib overalls
Nylon jogging suits	Nylon jogging suits

Flannel shirts or other outer clothing	Flannel shirts or other outer clothing
Shorts	Shorts
Halter tops	
Off-the-shoulder blouses, tops or dresses	
Cotton t-shirts	Cotton t-shirts
Tank tops	Tank tops
Beach sandals, crocs, and flip-flops	Beach sandals, crocs, and flip-flops
Hats	Hats
Capri pants are appropriate only if worn at below knee or longer (excluding denim and cargo styles unless it's a casual day)	

Failure to follow policy may result in discipline up to and including termination.

ADDENDUM “C” - CITY OF MANITOWOC GRIEVANCE PROCEDURES

CITY OF MANITOWOC GRIEVANCE PROCEDURES FOR EMPLOYEE TERMINATION DISCIPLINE AND WORKPLACE SAFETY

Adopted by the Common Council on September 19, 2011

ARTICLE I **PURPOSE**

The grievance procedure is in place to provide a timely and orderly review of decisions concerning: a) employee termination b) employee discipline and c) workplace safety.

ARTICLE II **DEFINITIONS**

Section 1. Termination: Termination in this Procedure is the end of employment excluding layoff, transfer, demotion, lack of qualification, death, voluntary termination, job abandonment, retirement, end of employment due to a disability, and end of temporary or seasonal employment.

Section 2. Discipline: Discipline includes documented verbal warnings and written warnings. Discipline does not include verbal reminders. Reminders will not be subject to the grievance procedure. The purpose of reminders is to alert the employee that failure to correct the behavior may result in disciplinary action. Discipline also excludes being placed on paid administrative leave pending an internal investigation and a change in job assignment

Section 3. Workplace Safety: Workplace safety in this Procedure includes any practice or condition affecting the safety and/or perceived safety of persons, property or equipment, including claims of a hostile work environment.

Section 4. Governing Body: The governing body is the Personnel Committee of the City of Manitowoc Common Council or the Library Board of Trustees as applicable.

For purposes of this Procedure, the role of the “Impartial Hearing Officer” will be to define the issues, identify areas of agreement between the parties, identify the issues in dispute, and to hear the parties’ respective arguments. The Hearing Officer will have the authority to administer oaths and issue subpoenas at the request of the parties. At the end of the hearing, the Hearing Officer will issue a written conclusion.

Each party shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees, investigation fees, preparing or presenting grievance costs. The fees of the Hearing Officer will be borne by the City. Matters related to the grievance procedure will generally be accomplished during off duty hours.

ARTICLE III
PROCEDURE FOR GRIEVANCES CONCERNING EMPLOYEE TERMINATIONS
AND EMPLOYEE DISCIPLINE

(This Procedure does not apply to sworn police officers, firefighters and transit employees. Applies to all other employees and other employees covered under a collective bargaining agreement which includes a grievance procedure until such time as the collective bargaining agreement expires):

Step 1: An earnest effort shall be made to settle the matter informally between the aggrieved employee and the employee's immediate supervisor. If the grievance is not resolved informally, it shall be reduced to writing by the employee who shall submit it to the employee's immediate supervisor with a copy to the Human Resources Department.

The written grievance shall include a detailed statement concerning the subject of the grievance, the facts upon which the grievance is based, and indicate the specific relief being sought. Form "A" as attached is the required form for use in filing a grievance related to discipline and termination.

Time Limit: If the employee does not submit a written grievance within 15 calendar days after the facts upon which the grievance is based first became known, or should have been known to the employee, the grievance will be deemed waived. The supervisor will reply in writing (Form "B") to the employee within 14 calendar days after receipt of the written grievance.

Step 2: If the grievance is not settled in Step 1, and the employee wishes to appeal the decision, the employee shall submit the written grievance to the Governing Body Chair to request a hearing before the Governing Body. The Governing Body will schedule a date to hear the grievance as presented by the grievant and the supervisor and/or department head. The Governing Body will provide a written response to the grievant and supervisor within 15 calendar days of the hearing.

Time Limit: If the employee does not submit a written grievance to the Governing Body Chair to request a hearing within 7 calendar days after receipt of the supervisor's written answer, the grievance will be deemed waived. If timely requested, the hearing will normally be scheduled within 30 calendar days of receipt of the request for hearing.

Step 3: If the supervisor or the employee wish to appeal the decision in Step 2, the employee shall submit a written request to the Governing Body Chair for a hearing before an impartial hearing officer. The Hearing Officer, appointed by the Governing Body, will assist the parties in identifying areas of agreement and areas of dispute and hear the parties' respective arguments. The Hearing Officer may require the parties to submit grievance documents and witness lists in advance of the hearing in order to expedite the hearing. The hearing will be recorded. Prior to the hearing, the parties and the Hearing Officer may engage in conciliation meetings to resolve the dispute.

Time Limit: If the supervisor or employee does not submit a written request to the Governing Body Chair requesting a hearing before an impartial hearing officer within 7 calendar days after receipt of the Governing Body's written response, the grievance will be deemed waived. If timely requested, the hearing will normally be scheduled within 30 calendar days of receipt of the request for hearing. At the conclusion of the hearing, the Hearing Officer shall render a verbal and/or written decision indicating the reasons for one of three decisions: 1) Sustaining the discipline/termination, 2) Denying the discipline/ termination, or 3) Recommending additional investigation prior to final determination. In cases where the Hearing Officer recommends additional investigation, at the conclusion of the additional investigation, the matter will be automatically referred to the governing body for final review and consideration.

Step 4: The supervisor or employee may appeal the decision of the Hearing Officer to the governing body in any case involving the loss of pay or benefits. Written Warnings, with no loss of pay or benefits, for example, would not be subject to the appeal process. If the Hearing Officer's decision is appealed, only the issues raised in the Hearing may be appealed (issues are not subject to modification in the appeal process). All cases in which the Hearing Officer recommends additional investigation will be automatically referred to the governing body for final disposition. The decision of the governing body shall be final and binding upon the parties.

Time Limit: The employee or supervisor may request a hearing before the governing body by filing a request within 7 calendar days of receipt of the written decision of the Hearing Officer. If not timely submitted, the grievance can no longer be addressed in the grievance procedure.

ARTICLE IV
PROCEDURE FOR GRIEVANCES CONCERNING EMPLOYEE
WORKPLACE SAFETY

Step 1: Any employee who personally identifies or is given information about a workplace safety issue or incident must notify his/her supervisor of the issue or incident as soon as reasonably practicable. All safety issues, no matter how insignificant the situation may appear to be, must be reported to the supervisor and Human Resources if not resolved by the supervisor.

Time Limit: Any workplace safety incident or issue must be reported verbally by an employee to Human Resources within 24 hours after the incident or issue was raised in order to be addressed as part of the grievance procedure.

A written report of the incident or issue, outlining the events that transpired and resolution, if any, shall be signed by all concerned parties and submitted to the Human Resources Department for review and consideration within 7 calendar days of the incident or issue. The attached Form "C" must be completed and submitted to Human Resources to advance to Step 2 of the grievance procedure.

Step 2: After receipt of the written report, the Human Resources Department will conduct additional investigation, as required, and normally issue a final report on its findings and conclusions within 15 calendar days of receipt of the written report. Copies of the report will be given to the persons who signed the written report, as well as to the supervisor and Governing Body Chair.

Step 3: The employee or supervisor may appeal the findings and conclusions of the Human Resources Department and request the appointment of an impartial hearing officer.

Time Limit: If the employee does not submit a written grievance to the Governing Body Chair requesting a hearing before an impartial hearing officer within 7 calendar days after receipt of the Human Resources Department Report, the grievance can no longer be addressed in the grievance procedure. If timely requested, the hearing will normally be scheduled within 30 calendar days of receipt of the request for hearing. The Hearing Officer may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. At the conclusion of the hearing, the Hearing Officer shall record one of three outcomes: 1) Sustaining the conclusions of the Human Resources Department, 2) Denying the conclusions of the Human Resources Department, or 3) Recommending additional investigation prior to final determination.

Step 4: The supervisor or employee may appeal the decision of the Hearing Officer to the governing body. In cases where the Hearing Officer recommends additional investigation, at the conclusion of the additional investigation, the matter will be automatically referred to the governing body. The decision of the governing body shall be final and binding upon the parties.

Time Limit: The employee or supervisor may request a hearing before the governing body by filing a request within 7 calendar days of receipt of the written decision of the Hearing Officer. If not timely submitted, the grievance can no longer be addressed in the grievance procedure.

The supervisor and grievant may mutually agree to waive time limits, in writing. If the last day on which a grievance is to be filed or a decision is to be appealed is a Saturday, Sunday or holiday as defined in the Employee Policy Manual, the time limit is the next day which is not a Saturday, Sunday or holiday.

A grievance or decision or appeal is considered timely if received during normal business hours or if postmarked by 12:00 midnight on the due date.

The supervisor and grievant may mutually agree, in writing, to waive any step to facilitate or expedite resolution of the grievance.

If the grievance is not answered within the time limits, the grievant may proceed to the next available step within 7 calendar days of the missed time limit.

**GRIEVANCE FORM
DISCIPLINE OR TERMINATION**

Employee's Name:

Department:

Supervisor's Name:

Incident Date:

Details of relevant facts surrounding the grievance (use reverse side if necessary):

List all reasons why your supervisor's decision should be overturned:

Specific remedy requested:

Actions taken to informally resolve the issue including dates and results of discussions:

*This form must be completed in its entirety. Attach copies of all related documents and present this written grievance to your supervisor. Provide a copy of the original grievance and related documents to Human Resources and retain a copy for your records.

Employee's Signature

Date Submitted

Supervisor's Signature

Date Received

In accordance with the Procedure, the supervisor has 14 calendar days from the date the timely grievance is received to respond in writing to the grievant.

**SUPERVISOR'S RESPONSE TO
EMPLOYEE DISCIPLINE OR TERMINATION GRIEVANCE**

Supervisor's Name:

Department:

Employee's Name:

Incident Date:

Grievance Denied or Sustained:

Supervisor's Signature

Date Responded

Employee's Signature

Date Received

*This form must be completed in its entirety. Present this written grievance response to the grievant. Provide a copy to Human Resources and retain a copy for your records.

If the grievant wishes to appeal the supervisor's decision, a written request for an appeal must be submitted to the Governing Body Chair within 7 calendar days of the supervisor's response date in accordance with the Procedure.

**GRIEVANCE FORM
WORKPLACE SAFETY**

Employee's Name(s):

Department:

Supervisor's Name:

Incident Date:

Details of relevant facts surrounding the safety concern (use reverse side if necessary):

List all reasons why the supervisor's decision should be overturned:

Specific remedy requested:

Actions taken to informally resolve the issue including dates and results of discussions:

*This form must be completed in its entirety. Attach copies of all related documents and present this written grievance to Human Resources. Provide a copy of the original grievance and related documents to the Governing Body Chair and retain a copy for your records.

Employee's Signature

Date Submitted

Human Resource's Signature

Date Received

In accordance with the Procedure, Human Resources has 14 calendar days from the date the timely grievance is received to respond in writing to the grievant.

EMPLOYEE ACKNOWLEDGMENT

I have received a copy of the City of Manitowoc Employee Policy Manual dated _____ . I have read and I understand its contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand.

I understand that it is my responsibility to comply with all Employer policies, rules and expectations as set forth in this Manual, as well as policies, rules and expectations that the Employer may otherwise establish or change from time to time. I further understand and acknowledge that this Manual provides guidelines and information, but this Manual is not, nor is it intended to constitute, an employment contract of any kind. I understand that any contract or employment agreement must be authorized and approved by the Common Council at a duly-noticed meeting. I acknowledge that I have not entered into any such individual agreement or contract by acknowledging receipt of this Manual or by following any of the provisions of this Manual. I understand that the contents of this Manual and my compensation and benefits may be changed by the Employer at any time, with or without notice to the extent permitted by law.

I understand that my employment can be terminated at the option of either the Employer or me, at any time for any reason. I understand that this Manual and the Acknowledgment Form do not vary or modify the at-will employment relationship between the Employer and me.

Employee's Signature

Date

Employee's Name Printed

After you have read and signed this page, please detach this page from the Manual and return to your supervisor who will submit to the Human Resources Department to be placed in your personnel file.

EMPLOYEE ACKNOWLEDGMENT (Unionized Public Safety/Transit employees)

I have received a copy of the City of Manitowoc Employee Policy Manual dated _____ . I have read and I understand its contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand.

I understand that it is my responsibility to comply with all Employer policies, rules and expectations as set forth in this Manual, as well as policies, rules and expectations that the Employer may otherwise establish or change from time to time. I further understand and acknowledge that this Manual provides guidelines and information, but this Manual is not, nor is it intended to constitute, an employment contract of any kind. I understand that any contract or employment agreement must be authorized and approved by the Common Council at a duly-noticed meeting. I acknowledge that I have not entered into any such individual agreement or contract by acknowledging receipt of this Manual or by following any of the provisions of this Manual. I understand that any contract or employment agreement must be authorized and approved by the Employer and Union to the extent required by law.

I understand that the contents of this Manual may be changed by the Employer at any time, with or without notice.

Employee's Signature

Date

Employee's Name Printed

Human Resources Signature

After the employee has read the Manual and signed this page, please detach this page from the Manual and return to your supervisor who will submit to the Human Resources Department to be placed in your personnel file.