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Introduction

This Handbook is designed to acquaint you with the City of Port Washington, Wisconsin (“City”) and to provide you with information about working conditions, benefits, and some of the policies affecting your employment. It is each employee’s responsibility to read, understand, and comply with all provisions of this Handbook.

The City reserves the right to revise, supplement, or rescind any policies, benefits, or portion of this Handbook from time to time as it deems appropriate in its sole and absolute discretion. This Handbook is not intended, nor is it possible to, address every possible employment situation. Final interpretation and/or decision on any given policy or employee benefit available to employees in this Handbook resides in the exclusive control of the Common Council and City Administrator. The City retains and reserves to itself, without limitation, all powers, rights, duties, and responsibilities granted to it by local, state, and federal law and/or ordinance.

This Handbook supersedes all previously issued Handbooks and supplemental policies, whether verbal or written, aside from language contained in current labor agreements or active employment contracts.

About Port Washington

Originally founded as a village in 1848, and later incorporated as a city in 1882, Port Washington is a historic fishing village located along the shores of Lake Michigan, 25 miles north of downtown Milwaukee. The original harbor was built in the 1870s, and the marina’s lighthouse, built in 1860, still stands today, hosting a historical museum. Today, it is the county seat of Ozaukee County, Wisconsin, and part of the Milwaukee Metropolitan Statistical Area.

The City is known for offering “a touch of New England charm combined with Midwestern friendliness” and has been named by Midwest Living to their Top 100 Best Midwest Small Town Getaways. Port Washington, today, is a tourist destination with a vibrant downtown and community events.

Port Washington’s population of 12,952 resides within seven square miles including four miles of waterfront. The City offers superior housing choices, excellent education provided by the Port Washington-Saukville School District, abundant tourism and community event offerings, and award-winning health care throughout the county. Port Washington has experienced considerable residential, commercial, and employment growth in the last two decades. In fact, its growth rate is the highest of any community in Ozaukee County and outstrips population growth in most of the county.

Port Washington, by itself, has enough events, activities, and recreational opportunities to keep someone thoroughly engaged for a lifetime. Adding to Port Washington’s attractiveness are the additional world-class amenities offered throughout the greater Milwaukee metro area of more than one million people.

The City provides full-city services including Public Safety (Police, Fire, EMS), Engineering, Public Works, Water and Sewer Utilities, Building Inspections, Community Development, Parks and Recreation, Marina, Senior Center, Library, Finance, Human Resources, Clerk, and Administration. The City has 85 FTEs plus a robust part-time and seasonal employment base and a \$25 million budget.

Senior Leadership Team

Generally, and for purposes of this Handbook, the Senior Leadership Team – sometimes referred to as the Department Head Team or Senior Management Team – is comprised of the following positions: City Administrator, Police Chief, Fire Chief, Director of Administration/City Clerk, Finance Director/City Treasurer, Director of Public Works, Director of Planning & Development, and Director of Parks, Recreation, & Forestry.

Leadership Team

Generally, and for purposes of this Handbook, the Leadership Team is comprised of the following positions: Director of Senior Life Enrichment & Outreach, Streets Superintendent, Harbormaster, Water Superintendent,

Wastewater Superintendent, Inspections & Zoning Manager, and Library Director, City Engineer and Human Resources Director.

Employment At-Will

Your employment with the City is at-will. This means your employment is for an indefinite period of time, and it is subject to termination – by either you or the City – with or without cause, with or without notice, and at any time. Nothing in this Handbook creates or is intended to create a contract of employment with any individual. Likewise, no employee of the City has any authority to enter into any contract for employment, express or implied, for any specified period of time, or to make any agreement contrary to the at-will status of City employees.

Commitment to Diversity, Equity, Inclusion, and Belonging (DEIB)

The City is committed to building a culture where difference is valued and where everyone feels empowered to bring their full, authentic selves to work. We believe that every person brings a unique perspective and lived experience that advances our mission and vision to be the Premier Community on the Great Lakes. We commit to centering Diversity, Equity, Inclusion, and Belonging in our community, our workforce, and our decision-making. These are more than just words. They are guiding principles that shine a path forward to foster a culture based on mutual respect and passion for the community we serve.

Staff Land Acknowledgement

The City of Port Washington is located on the homelands of Indigenous Peoples including the Bodwéwadmī (Potawatomi), Omāēqnomēnew-ahkew (Menominee), Hoocąk (Ho-Chunk), Myaamia, Peoria, and Očhéthi Šakówiŋ. We recognize and respect Indigenous Peoples as the original stewards of these lands and waters we live, work, and reside on. We wish to honor the enduring relationship that exists between Indigenous Peoples and their traditional territories. It is our responsibility to acknowledge legislation and treaties – including the Indian Removal Act of 1830 and the Treaty of Chicago – that were used to remove these tribal nations and the history of dispossession that has allowed for the growth of the City of Port Washington since 1835. May we learn to honor the historical and contemporary presence and power of the people and their belief that we must be caretakers of the lands and waters for the livelihood of future generations.

Equal Employment Opportunity

The City is proud to be an equal opportunity employer. In all aspects of employment, including the decision to hire, promote, discipline, or discharge, the choice will be based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, creed, marital status, age, national origin, ancestry, physical or mental disability, pregnancy or family status, genetic information, gender, sexual orientation, gender identity or expression, veteran or military status, or any other status protected under federal, state, or local law.

Immigration Law Compliance

The City is committed to employing only United States citizens or individuals otherwise authorized to lawfully work in the United States. The City does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Failure to provide acceptable documentation of your identity and eligibility to work within three (3) business days of your first day of employment may result in termination. Similarly, any employee who falsifies information during the hiring process, including false Form I-9 documentation, will be subject to termination regardless of when the falsification is discovered.

Human Trafficking and Slavery

The City is committed to a work environment that is free from human trafficking and slavery, which for purposes of this policy includes forced labor, unlawful child labor, and commercial sex acts, defined as any sex act on account of which anything of value is given to or received by any person. City employees, contractors, subcontractors, vendors, suppliers, partners, and all others with whom the City conducts business must avoid participation or complicity in any practice or act that constitutes trafficking in persons or slavery.

Employees are required to immediately report any conduct they believe to be a violation of this policy to Human Resources. All allegations will be investigated with the assistance of law enforcement. Prompt and appropriate remedial action may be taken at the time the complaint is received, during the investigative process, and/or at the conclusion of the investigation. Anyone, regardless of position or title, found through investigation to have engaged in conduct in violation of this policy will be subject to discipline, up to and including termination of employment. Further, violations of this policy may also result in criminal prosecution of the responsible individuals. The City reserves the right to sever the employment relationship prior to the conclusion of any criminal proceedings. The City prohibits any form of retaliation for reporting in good faith conduct in violation of this policy or cooperation in the investigation of such reports.

Americans with Disabilities Act (ADA)

The City complies with the Americans with Disabilities Act (ADA), the Wisconsin Fair Employment Act (WFEA), the Equal Employment Opportunity Commission (EEOC), and all applicable local laws in ensuring equal opportunity and employment for qualified persons with disabilities. All employment practices, terms, and conditions of employment and privileges of employment are conducted on a non-discriminatory basis.

Any employee or applicant for employment needing reasonable accommodation because of a disability should inform their manager and/or Human Resources. On receipt of an accommodation request, the City will engage in an interactive process with the employee or applicant for employment to explore possible reasonable accommodation options consistent with the ADA. Where appropriate, the City may need your cooperation and permission to obtain additional information from your medical provider and your cooperation to participate in examinations conducted by a medical examiner selected by the City. Reasonable accommodations which do not result in an undue hardship on the operation of the City will be considered for employees or applicants for employment with physical or mental disabilities where their disabilities affect their ability to perform the essential functions of their job. All employment decisions are based on the merits of the situation in accordance with applicable job criteria, not the disability of any individual. All medical information received by the City in connection with a request for accommodation will be treated as confidential.

Pregnant Workers Fairness Act (PWFA)

The City complies with the Pregnant Workers Fairness Act (PWFA) and all applicable local laws in providing reasonable accommodations to employees and applicants for employment with limitations related to pregnancy, childbirth, or related medical conditions.

An employee or applicant for employment needing reasonable accommodation because of limitations related to pregnancy, childbirth, or related medical conditions should inform their manager and/or Human Resources. On receipt of an accommodation request, the City will engage in an interactive process with the employee or applicant for employment to explore possible reasonable accommodation options consistent with the PWFA and ADA.

Unlawful Harassment, Discrimination, and Retaliation

The City is committed to providing a work environment that is free from all forms of unlawful harassment, discrimination, and retaliation. Actions, words, jokes, or comments based on an individual's protected status including sex, gender identity, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Definitions and Examples

Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their protected status such as race, religion, color, age, gender, national origin, sex, veteran status, or protected disability – or that of their relatives, friends, or associates – and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
2. Has the purpose or effect of unreasonably interfering with an individual's work performance.
3. Otherwise adversely affects an individual's employment opportunities.

Examples of harassing conduct can include, but is not limited to, the following:

1. Use of epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, sex, national origin, age, or disability.
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, sex, national origin, age, or disability and this is placed on walls, bulletin boards, or elsewhere on City premises, or circulated in the workplace.
3. Verbal or non-verbal innuendoes that relate to or reflect negatively upon someone because of their race, color, religion, gender, sex, national origin, age, or disability.

Sexual Harassment

Unwelcome sexual advances – either verbal or physical, – requests for sexual favors, and/or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

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

Examples of sexual harassing conduct can include, but is not limited to, the following:

1. Sexually suggestive or off-color comments or jokes.
2. Sexual slurs, derogatory remarks, or offensive gestures.
3. Sexual flirtation, innuendo, advances, propositions, or other sexual activities.
4. Unprofessional touching, such as massaging, embracing, or inappropriately putting an arm around another employee.
5. Repeated and unwelcome invitations for social interactions outside of the workplace.
6. Displaying or distributing sexually explicit or otherwise off-color materials, including books, magazines, articles, pictures, greeting cards, photographs, drawings, cartoons, and email messages.
7. Including or excluding any individual from workplace activities, assignments, or responsibilities based on their refusal to participate in or tolerate sexual or other forms of harassment or based on factors not related to job performance or legitimate business concerns.

This list is not intended to be exhaustive. Any particular conduct described above may also be inappropriate outside of the workplace if the conduct may adversely affect the work environment. Similarly, consensual relationships do not justify inappropriate displays of affection or other sexual statements or activities during working hours or at work-related functions. Any questions about whether particular conduct is prohibited under this policy should be discussed with Human Resources.

Reporting and Investigation

If you experience or witness sexual or other unlawful harassment, discrimination, or retaliation in the workplace, report it immediately to your manager. If your manager is unavailable or you believe it would be inappropriate to

contact that person, you should immediately contact any other member of management. You may also report violations of this policy directly to Human Resources.

All allegations of harassment will be quickly and discreetly investigated. Prompt and appropriate remedial action may be taken at the time the complaint is received, during the investigative process, and/or at the conclusion of the investigation. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected as practical without impeding the investigation process. Any manager who becomes aware of possible sexual or other unlawful harassment, discrimination, or retaliation must immediately advise Human Resources so that it can be investigated in a timely and confidential manner.

Upon completion of the investigation, if necessary, corrective measures will be taken. Anyone, regardless of position or title, found through investigation to have engaged in conduct in violation of City policies and expectations of conduct – including expectations within this policy – will be subject to discipline, up to and including termination of employment. The City prohibits any form of retaliation for reporting in good faith the incidents of harassment in violation of this policy, pursuing any such claim, or cooperation in the investigation of such reports. Any employee who knowingly makes a false report or is untruthful will be subject to disciplinary action up to and include termination of employment. The City will make follow up inquiries with employees to ensure any remedial action is effective and that no retaliatory conduct has occurred.

Retaliation

The City will not tolerate retaliation against any employee who complains of sexual or other unlawful harassment, discrimination, or retaliation or who provides information in connection with any such complaint. If an employee believes they have been retaliated against for bringing a complaint or providing information related to a complaint, the City expects the employee to use the reporting procedure described above.

Open Door Policy

If something regarding your job is bothering you, or you have a question, concern, idea, or problem related to your work, we encourage you to come forward and make your concerns known to the City. Employees are encouraged to speak to their direct manager, but if for any reason you do not feel comfortable doing so, please raise your issue to any member of the Senior Leadership Team or Human Resources that you do feel comfortable with.

All employees and managers shall be responsible to Common Council and the Mayor through the City Administrator. Employees shall refer matters requiring administrative attention to their manager, who shall refer matters to the next higher authority, when necessary, and through to the City Administrator who then, in the Administrator's sole authority and responsibility, shall advise the Mayor or Common Council.

Employee Communication with Common Council

The Common Council is the elected governmental body for the City. The Council is made up of the Mayor and seven Alderpersons. The Council is responsible for appointing the City Administrator, who serves as the Chief Administrative Officer for the City and oversees day-to-day operations.

Primary communication regarding the operations of the City should be held solely between the Council and the City Administrator. Members of the Senior Leadership Team may respond to general inquiries made by the Council but may not take any action or respond to directives unless expressly approved by the City Administrator. All other employees should route the inquiry to their Senior Leader. If contacted by a member of Council, employees are also required to inform the City Administrator. When not working, employees may engage in speech as private persons as permitted under the First Amendment, but such right is not absolute.

Whistleblower Policy

The City requires all employees, board, committee, and commission members, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. It is further required that all employees, board, committee, and commission members, and volunteers practice honesty and integrity when fulfilling their responsibilities and to comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all employees to comply with the City's policies and applicable laws and regulations and to report violations or suspected violations in accordance with this policy. In most cases, an employee should report suspected dishonest/fraudulent activity or suspected illegal activity to their manager. If your manager is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact any other member of management. You may also report violations directly to Human Resources.

All reported violations will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation. Reports must contain specific, verifiable facts capable of investigation, such as dates, times, names of persons involved, and a detailed description of the alleged wrongdoing. The identity of the whistleblower will be kept confidential to the extent practical.

The City prohibits any form of discipline or retaliation for reporting in good faith suspected violations of this policy or for fully cooperating in the investigation of such reports. Any employee who knowingly makes a false complaint or is untruthful will be subject to disciplinary action up to and include termination of employment.

Policy Administrator

The City has designated the Human Resources Director to administer the Whistleblower Policy. Any questions should be sent directly to the Human Resources Director at:

Robin Peña
100 W Grand Ave (262)284-5585
Port Washington, WI 53074 Rpena@portwashingtonwi.gov

Emergency Closing Procedures

When emergency conditions exist, including but not limited to inclement weather, every effort will be made to keep affected offices and buildings open and operating as normal. However, where extraordinary circumstances warrant, the City reserves the right to close.

Decision & Notification

The City Administrator, in conjunction with the Mayor and Senior Leadership Team, will determine whether to remain open during emergency conditions. If the decision to close is made, notification will be sent to all Senior Leadership Team members who will notify their department's scheduled employees via phone and/or email of the closure. Further, announcements will be made on the City website and social media channels.

Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit real or perceived conflicts of interest. A real or perceived conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or a member of their family as a result of the City's business dealings. If an employee has a pre-existing relationship or other interest with an outside company or vendor, they are required to disclose such relationship to their manager immediately so that proper safeguards can be established to protect all parties. Failing to disclose a real or perceived conflict of interest may lead to disciplinary action up to and including termination. Final interpretation and/or decision on what constitutes a real or perceived conflict of interest resides in the exclusive control of the Common Council and City Administrator.

Romantic Relationships

The City has no desire to interfere with the private lives of its employees or their lawful off-duty conduct. However, the City strictly prohibits managers from dating or engaging in romantic or sexual relationships with employees who report directly or indirectly to them. If such a relationship occurs, both employees have a responsibility to notify Human Resources. Human Resources will review the situation and will meet with the employees to determine a satisfactory resolution which may involve the transfer or removal of one or both employees.

The terms dating and romantic relationships include but are not necessarily limited to: casual dating, serious dating, casual sexual involvement even where the parties have no intention of carrying on a long-term relationship, cohabitation, and any other conduct or behavior normally associated with romantic or sexual relationships.

This policy applies regardless of the sexual orientation of the employees involved and equally to same-sex and opposite-sex relationships. Final interpretation and/or decision resides in the exclusive control of the City Administrator.

Nepotism and the Employment of Relatives

The City has no prohibition against employing relatives of current employees; however, we are committed to monitoring situations in which such relationships exist in the same area. The City does prohibit the supervision of one family member by another family member, whether directly or indirectly. For purposes of this policy, a family member is defined as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. Final interpretation and/or decision resides in the exclusive control of the City Administrator.

Gifts and Gratuities

The City prohibits employees from accepting any gift, gratuity, favor, loan, or anything else of real or perceived value from any individual, company, or vendor – either directly or indirectly – which could reasonably be expected to influence an employee's action or inaction or could reasonably be considered a reward for any official action or inaction on the part of the employee or City. Any gift or other item given to an employee must be reported to the employee's manager. The City Administrator will determine how to dispose of the gift or other item in a manner favoring the interests of the City.

Outside Employment and Business Activity

Employees of the City may hold jobs and engage in business activities outside the City as long as they continue to meet the performance standards of their job with the City. All employees will be judged by the same performance standards and will be subject to the City's scheduling demands, regardless of any existing outside work or business requirements. Outside employment or business that constitutes a real or perceived conflict of interest, is or could be perceived as having a negative reputational effect on the City or the individual's employment with the City, and/or is inconsistent with the interests of the City is prohibited.

Employees may not receive any income or material gain from individuals or companies outside the City for materials produced or services rendered while performing their jobs for the City. Additionally, employees may not perform work for outside employment or business activity while "on-the-clock" for or using resources of the City. If an employee holds a position with a company or vendor that is currently doing or may do business with the City, the employee must recuse themselves from any decision-making process to select the company or vendor and may not perform any work with the company or vendor for the City contract, if chosen.

If the City determines that an employee's outside employment or business activity violates this policy, the employee may be asked to terminate the outside employment or business activity if they wish to remain with the City and may also be subject to disciplinary action up to and including termination.

Political Activity

The City encourages employees to participate in lawful political activities. Participating in these activities must be conducted on the employee's own time and should in no way suggest the City supports or opposes the activity. Employees are prohibited from demonstrating, counting or recounting votes (except in official capacity), circulating petitions, soliciting votes or contributions, conducting or participating in polls, fundraising, or any other political activity while on-duty with the City. Political messages that are inappropriate are prohibited. Harassment of colleagues, citizens, or vendors regarding political preferences will not be tolerated.

Employees, and their immediate family members, are encouraged to refrain from publicly expressing opinions or preferences on and/or donating to the campaign of the Mayor and/or Common Council candidates for the City of Port Washington.

Civic Engagement Policy

The City encourages employees to participate in the civic process within their communities. However, employees are prohibited from leveraging their position as an employee of the City to put weight behind their opinion or make it seem as if the City or any employee or officer supports the employee's position on any particular issue. When engaging in the civic process as private citizens on personal time, employees are required to issue a disclaimer that their opinion is their own. Further, engaging in ridicule, mocking, scorn, or speech that is vulgar, obscene, threatening, abusive, demeaning, violent or that brings the employee or the City into disrepute or causes other harm to the City is strictly prohibited and may result in disciplinary action up to and including termination.

General Employment Policies and Procedures

The City Administrator is responsible for the implementation of the policies and procedures adopted by the Common Council. In instances where the provisions of this Handbook conflict with federal, state, and/or local laws, regulations, or ordinances, the Handbook – and any appendices – shall be superseded by such legal requirements to whatever extent is necessitated by the applicable law.

Driver Safety Policy

The purpose of this policy is to ensure the safety of employees who drive City vehicles in the course of their role and to provide guidance on the proper use of fleet vehicles. Motor vehicle records (MVR) will be obtained on all drivers upon employment and by the City's insurance company, as necessary and practical. A driving record that fails to meet the criteria required by City safety standards and insurance company requirements may result in the loss of driving privileges and/or termination of employment.

Employees must maintain a valid and current driver's license (and/or commercial driver's license) to operate a City vehicle or personal vehicle while on City business. Employees who utilize a personal vehicle while on City business must maintain appropriate insurance coverage. Personal auto insurance is the sole responsibility of the employee.

The City expects all employees to drive in a safe and courteous manner, following all motor vehicle laws and safety guidelines. While it is not possible to list all driving criteria that is considered unacceptable, the following list gives examples of infractions that may result in the loss of driving privileges and/or disciplinary action up to and including termination of employment:

- Three or more moving violations within a reportable period
- Three or more chargeable accidents within a reportable period
- Refusing to consent to an MVR
- Refusing to consent to a post-accident drug and alcohol screening
- Driving while under the influence of drugs or alcohol
- Driving while impaired by illness, fatigue, injury, or prescription medication

- Using a cell phone, including texting, while driving
- Failing to wear a seat belt
- Operating a vehicle in a reckless and/or unsafe manner
- Allowing unauthorized passengers or drivers in a City vehicle
- Any combination of violations of safety guidelines, motor vehicle laws, moving violations, or accidents as determined by the City Administrator and Human Resources.

Reporting Procedures

Any employee who has a driver's license revoked or suspended is required to notify their manager and Human Resources by 9:00 AM the next business day and immediately discontinue operation of City vehicles or a personal vehicle for City business. Further, employees must report all ticket violations received during the operation of a company vehicle to their manager or Human Resources the same day they receive the ticket. Major traffic offenses received on personal time, such as a DUI or speeding 20 MPH or more over the speed limit, must be reported by 9:00 AM the following business day.

Nursing Policy

The City is committed to maintaining a family-friendly work environment and supporting the health and well-being of our employees. For one year after the birth of an employee's child, the nursing individual will be provided with reasonable break times and a private room to express breast milk in compliance with the PUMP for Nursing Mothers Act (PUMP Act). See Human Resources for more information.

Open Records Policy

The City operates under open government laws designed to promote representative government by ensuring that the City conducts business with transparency. City employees are prohibited from altering, deleting, shredding, or otherwise interfering with any City records. Violations of this policy may result in disciplinary action up to and including termination. Any questions regarding open records procedures should be directed to the City Clerk.

Use of City Property Policy

The City provides supplies, uniforms, equipment, communication devices, vehicles, and other materials, as necessary, for employees to perform their job duties. These items are to be used solely for City related business purposes. The City expects that employees (and volunteers) will not:

1. Obtain, use, borrow, or divert City property, including records and resources, for personal use and/or personal benefit.
2. Alter or destroy City property or records without proper authorization.

Employees are expected to exercise care in the use of City property and use such property only for authorized purposes. Loss, damage, and/or theft of City property should be reported to a manager immediately. Violations of this policy may result in disciplinary action up to and including termination.

Technology Use Policy

The use of technology, including but not limited to computers, software, internet connectivity, WIFI, and telecommunications and devices, is limited solely to appropriate City related business use. Employees are required to obtain approval from their direct manager or the network administrator prior to installing any software on the system.

In order to protect the interests of the City, the City reserves its right to monitor all use by employees of City technology. No employee should expect privacy or secrecy in the use of City technology. Employee use constitutes acceptance of the City's monitoring and disclosure of the employee's use. Use of the City's technology and other property can be limited by the City at any time for any reason. The City may consent to the

disclosure of information from use of technology or any other property, and the City may consent or authorize a law enforcement agency to search or review the City's technology, and the City may use such information for its intentions and purposes.

The work of the City and the public always comes first. No written policy can list every conceivable circumstance that relates to proper use. The City's employees are professionals who are expected to exercise responsible professional judgment. The City has complete and sole discretion to determine whether any use or access is inappropriate, even if the use is not expressly prohibited or addressed in this policy. The City may ask employees to stop any use it believes is improper, and the City may block access to any content it believes is not appropriate. Violations of this policy may result in disciplinary action – which can include restriction of technology use – up to and including termination.

Cell Phone Policy

All aspects of the Technology Use Policy apply to the use of City-issued cell phones. This policy outlines the use of City-issued and personal cell phones at work and for work-related purposes. Employees are reminded that regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone, whether in a voice call, video call, text message, email, or other communicative means.

1. Dependent on business need, employees may be issued a cell phone by the City. Such devices are the property of the City and are intended primarily for business purposes only. Personal use should be kept to a minimum, and employees would be responsible for reimbursing the City for any costs related to excessive or unreasonable personal use of the device.
2. All information contained on a City-issued cell phone is the property of the City. All City records and information on a personal device are City property. Employees are prohibited from copying, downloading, or otherwise transferring City information from a cell phone or other electronic device for personal use or use after an employee's termination of employment. Cell phones are subject to open record laws and all communications, including call logs, text messages, emails, app usage, or other cached data may not be altered or deleted and must be provided to the City upon request.
3. The City permits certain employees, with the express approval of the City Administrator, to use their personally owned cell phone for business purposes instead of being issued a City device. When using a cell phone for both personal and business purposes, your personal information may commingle with City information. Any information that comes in contact with the City's information may be cached, stored, or subject to monitoring by the City. Accordingly, you should have no reasonable expectation of privacy regarding any information that passes through or comes into contact with the City's information. In short, the City reserves the right to view or access your private data on your device related to a search for City records and information.

Social Media Policy

Social media is an integral part of modern life, an individual's personal expression, and the City's communication plan. The City supports and encourages employees to use personal social media in positive ways.

If you could be identified as a City employee or use City resources for your personal use of social media, please consider the following pillars of engagement: Be Transparent, Leave a Positive Impact, and Use Your Best Judgment.

1. **Be Transparent:** We ask that you leave City communications to staff who are expressly authorized to comment. However, if you do decide to comment on City related business, especially in response to official City accounts, you are required to disclose your relationship to the City as an employee. Additionally, if you are not authorized to speak on behalf of the City, you must also include a disclaimer

that reads “This is my personal opinion, and it does not represent the opinion of the City of Port Washington, City Staff, or elected officials.”

2. Leave a Positive Impact: When choosing to comment on City accounts or regarding City related business, focus on the positive impact of the City. Engaging in ridicule, mocking, or scorn may violate the City’s core values.
3. Use Your Best Judgment: When posting, be professional about the information you share. Communications should never contain confidential information or claims that are not properly substantiated. If you are unsure whether to make a post or comment, do not. If you make a mistake, correct it as soon as you realize it, and inform the City Administrator and/or communications team.

As a reminder, everything you put on social media is public. Posts and comments on official City social media channels are considered public records. Please be cognizant of the impact of your words and actions on social media. Vulgar, obscene, threatening, abusive, demeaning, and/or violent speech in any form is expressly prohibited and may lead to disciplinary action up to and including termination of employment.

Remote Work Policy

From time to time, the City may allow some employees to work remotely (also called telecommuting or work-from-home). The City does not employ any full-time remote employees or permanent hybrid employees, and this policy in no way intends to create a remote work entitlement nor does it give any employee authorization to work remotely on an intermittent, part-time, or full-time basis. This policy is intended only to provide a baseline in the event a temporary remote work arrangement is requested and authorized.

Employees are eligible to request a temporary remote work arrangement if, within the sole discretion of the City Administrator, (1) the employee’s essential job function can be performed remotely and (2) the employee has a satisfactory performance record. Remote work is not a substitute or replacement for appropriate childcare or an opportunity to perform other activities other than City work during regular working hours

Travel Policy

At certain times, an employee may be required to travel in the course of their regular duties for the City. It is the City’s intent to reimburse employees for necessary and reasonable expenses incurred in the course of traveling for City business or City approved professional development opportunities. Itemized receipts are required for reimbursement of all travel related expenses. The following guidelines should be followed when traveling:

Transportation and Accommodation

1. Transportation: When traveling by personal car, mileage reimbursement will be provided at the current IRS approved rate. When traveling by rail or air, employees are required to book the most economical route, when considering both real cost and travel time. The City will reimburse the cost for an economy ticket only. Any upgrades or extras are the sole responsibility of the employee.
2. Accommodation: Generally, the City will reimburse the cost for a typical single room at reasonably priced hotel chains. Mini bar, video rentals, hotel spa or gym fees, or upgrades to suites or higher-class accommodations are the sole responsibility of the employee. Rooms that exceed the U.S. General Services Administration daily lodging rates for the location must be approved by the employee’s Senior Leader.
 - a. Employees may choose to book using short-term rental companies, like Airbnb, provided the cost does not exceed that of hotel accommodations described above.
3. Car Rental and/or Taxis: Car rentals should only be made if it can be demonstrated that it is the most cost-effective means of transport and must be approved by the employee’s Senior Leader. Taxi and ride-share services may be utilized to provide transportation to and from hotels, airports, and conference centers.

4. Parking: If an employee is required to leave their personal vehicle at an airport or rail lot while traveling, reasonable parking expenses will be reimbursed. Valet and premium parking upgrades will be the sole responsibility of the employee.

Meal Expenses

When traveling overnight, reasonable meal expenses will be reimbursed for an employee's breakfast, lunch, and dinner provided that meals are not otherwise already included in conference fees or hotel expenses. Reimbursement will follow the per diem schedule as determined by the U.S. General Services Administration. Alcoholic drinks and dessert courses will be the sole responsibility of the employee. See Human Resources for more information.

News Media and Public Contact Policy

The City seeks to inform its residents, businesses, and visitors by engaging in proactive communications and having a clear plan for reactive scenarios. This approach recognizes that one of the most effective and quickest ways to communicate City policies and activities to citizens is by working in partnership with the news media.

Media inquiries must be responded to in a way that is clear, concise, accurate and timely to help ensure the media reports accurate information and offers a balanced view of the issue. To ensure an accurate and timely message, statements to the media will be made only by designated members of the City or elected officials. Under no circumstance should an unauthorized employee talk to the media. All media inquiries should be coordinated with the City Administrator to determine the appropriate spokesperson for the issue.

In the event of a public safety incident or emergency, the City's Police Department and/or Fire Department, along with any other relevant department, will coordinate with the City Administrator to manage any media inquiries and public conversation and conduct an appropriate flow of information to the public and City Council.

Employee Conduct and Disciplinary Action

Employees have an obligation to ensure orderly operations and provide the best possible work environment for all employees. The City expects all employees, whether regular, temporary, seasonal, consultant, or others, to follow the rules of conduct while on City property, attending City functions, or otherwise performing work-related activities. An employee's behavior while not at work or representing the City is for each individual employee to regulate; however, when illegal and/or inappropriate behavior or activities are engaged in which relate to an employee's job duties and/or interfere with or raise doubts as to the employee's ability to carry out their duties, the behavior/activity will be reviewed and appropriate action including disciplinary action up to and including termination, may be taken.

Conduct and Work Rules

While it is not possible to list all the forms of behavior that are considered unacceptable, the following list gives examples of infractions of rules of conduct that may result in disciplinary action up to and including termination of employment:

- Untruthfulness, including supplying false or misleading information when applying for employment or during employment
- Insubordination
- Theft or inappropriate removal or possession of City property
- Falsification of timekeeping records
- Fighting – either physical or verbal – or threatening violence
- Personal use of City gas, credit cards, or funds
- Failure to submit or consent to a required alcohol or drug test
- Engaging in unethical or illegal conduct

- Violation of the conflict-of-interest policies
- Smoking or vaping on City property
- Violation of the City's harassment or non-discrimination policies
- Possession of dangerous or otherwise unauthorized materials, such as weapons, explosives, or firearms, on City property
- Unauthorized absence from the workstation during the workday or sleeping on the job
- Unauthorized use of telephones, mail system, computers, or other City-owned equipment
- Unauthorized disclosure of Confidential Information
- Making or publishing false or malicious statements regarding an employee, supplier, vendor or competitor
- Excessive absenteeism or tardiness or any absence without notice
- Violation of any personnel policy
- Unsatisfactory performance or conduct that does not meet the requirements of the position
- Any other circumstances in which disciplinary action becomes warranted

The City Administrator and Senior leadership Team reserves the right to determine what constitutes unacceptable behavior and to decide the appropriate level of disciplinary action, up to and including termination, based on the nature and severity of the conduct.

Disciplinary Procedures

The City Administrator and the Senior Leadership Team reserve the right to take any form for disciplinary action at any time. The City does not follow a progressive disciplinary system. Unacceptable behavior, unsatisfactory performance, and violations of policy are evaluated on a case-by-case basis. The City retains the right and absolute discretion to discipline employees based on the unique facts of each case. The type of disciplinary action that may be imposed can range from verbal coaching, retraining, a written review of expectations, a formal performance improvement plan, suspension, demotion, termination of employment, or other measure designed to protect the workforce and the public and to render the employee as an effective workplace participant if retained.

This policy in no way implies any kind of contract of employment or obligation to follow any particular disciplinary procedure and does not alter the employment at-will relationship.

Attendance and Punctuality Policy

At the City, all positions and departments require collaboration and teamwork. Consequently, when someone is not present, it can significantly impact the work of others. Every employee is expected to maintain prompt, predictable, and reliable attendance, and to report for work as scheduled, on time, and to remain at work until the end of the scheduled work period or until released by their manager or Senior Leader.

Employees who know they will be absent from work must notify the City as far in advance as possible, but no later than before their scheduled shift is to start. Employees should notify their immediate manager by phone call or email to their immediate manager's City provided email address. If the employee cannot get ahold of their immediate manager, they should contact their Senior Leader or Human Resources.

Employees who fail to show up for work for three (3) working days without notifying the City of their absence will be considered as having voluntarily abandoned their jobs and resigned. Similarly, an employee who leaves work early without first notifying their immediate manager (or Human Resources) will be considered as having voluntarily resigned their employment.

The City reserves the right to discipline employees, to include termination of employment, for poor attendance or punctuality.

Violence in the Workplace Policy

Employees who display intimidating, threatening, or violent behavior will be held accountable under City policy and work rules, as well as local, state, and federal law as applicable. An employee who intimidates, threatens, attempts to or inflicts bodily harm to co-workers, representatives of other agencies, or members of the general public is in violation of this policy. All City managers and employees are responsible for committing to and becoming involved in the prevention of workplace violence and promotion of a safe work environment.

Weapons Policy

The City prohibits employees from possessing, carrying (whether openly or concealed), using, or threatening the use of a weapon on City property, in a City provided vehicle, or when offsite at a City sponsored or supported event – unless required to carry a firearm or other weapon as a condition of employment (i.e. Police Officer). A weapon is defined as anything that is designed to injure or harm another person.

Reporting Responsibility

All City employees have a responsibility to notify a manager or Human Resources of any intimidating, threatening, or violent behavior that they witness, receive, or have been told that another person has witnessed or received. All suspicious individuals or activities should also be reported as soon as possible. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

The City will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as is practical. Anyone determined to be responsible for conduct that is in violation of these guidelines will be subject to disciplinary action up to and including termination of employment.

Drug and Alcohol Policy

The City is committed to providing a safe place for its employees to work and promotes a drug-free community. Employees are expected to report to work free from any substances that could inhibit their ability to perform their duties. The use of alcohol or other mind-altering substances or the unsafe or unlawful use, possession, distribution, dispensing, or manufacturing of a controlled substance while on duty, on or off City premises, or to be under the influence of alcohol, controlled substances, or other mind-altering substances while working is expressly prohibited.

Any employee who is convicted of any violation of a criminal drug statute occurring while on duty must notify the City of said conviction on or before the start of their next regularly scheduled shift, but no more than five (5) calendar days from the date of their conviction. Employees are likewise required to report any drug-related convictions occurring off-duty within the same timeframe. Failure to report a conviction covered by this policy may result in disciplinary action up to and including termination of employment.

Drug and Alcohol Testing

The City reserves the right to perform a drug or alcohol test of any employee in the following circumstances:

1. Pre-Employment: Candidates for employment with City may be required to submit to a pre-employment drug screening.
2. Reasonable Suspicion: If the City has reason to believe that an employee is under the influence of drugs or alcohol and that such influence affects their ability to perform their work safely or effectively, the employee may be required to submit to a drug and alcohol screening.
 - a. Reasonable suspicion will be based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, body odors of the employee, or other information suggesting an employee may be under the influence of a mind-altering substance. Reasonable

suspicion testing may be ordered by the City Administrator, Police Chief, or a designee identified by the City Administrator or Police Chief.

3. Random: Employees who are subject to the U.S. Department of Transportation Federal Highway Administration's controlled substances and alcohol testing rules or otherwise required by federal, state, or local statute may be entered in a random pool and required to submit to drug and/or alcohol testing quarterly.
4. Post-Accident: An employee who sustains an injury on the job that requires medical treatment or is involved in an accident which results in injury to themselves, another person, and/or causes damage to property in excess of \$1,000 may be required to submit to a drug and/or alcohol screening.

An employee's consent to submit to testing is required as a condition of employment. Refusal to submit to a test may result in disciplinary action up to and including termination.

Smoking and Tobacco Policy

The City prohibits smoking or the use of tobacco products, including e-cigarettes or smokeless tobacco, within 15 feet of all City buildings. Violations of this policy may result in disciplinary action up to and including termination.

Personal Appearance

All City employees are expected to present a professional image to citizens, visitors, vendors, suppliers, and the community at large. The City believes that your pride in both yourself and the City is reflected in your appearance and in the image you present. Our appearance and image are important to us. However, we respect individual preference and choice in professional dress and appearance. We are confident that employees will use their best judgment in following our professional dress and attire guidelines. We ask that employees make certain that their appearance is clean, neat, well-groomed, and have good personal hygiene habits. While it is impossible to create a list that encompasses every item that will be considered a violation of this policy, the following is generally deemed inappropriate:

- Flip flops, casual sandals, thigh high boots, or safety-inappropriate footwear
- Athletic clothing such as spandex, jogging suits, or sweat suits
- Leggings, except when worn under a skirt or dress
- Sexually provocative, revealing, or see-through clothing
- Any clothing displaying graphic, discriminatory, or offensive words or pictures
- Any clothing displaying political logos, social organization logos, or logos of businesses that create or can be perceived as creating a conflict-of-interest
- Clothing that is dirty, ripped, ragged, holey – whether or not the holes are intentional
- Tattoos that contain graphic, discriminatory, or offensive words or images
- Hoop or gauged earrings or otherwise large or potentially dangerous jewelry

Human Resources and the Senior Leadership Team have sole authority over what is or is not deemed professional attire under this policy. Employees who violate this policy will be sent home, unpaid, to change and may be subject to disciplinary action up to and including termination.

Public Works and Outdoor Employees

Employees who have been issued a uniform or other job-specific clothing are required to wear it at all times when working. Additionally, employees in certain positions must wear safety-oriented, closed-toe footwear at all times. City uniforms are not permitted to be worn when employees are off duty. If not provided a uniform, employees are expected to wear clothing that is appropriate for their role and the safety of themselves and those around them.

For employees required to purchase safety shoes, the City will reimburse up to \$100 for the cost of approved footwear every six months – when the employee is working for those six months – following the presentation of a receipt.

Administrative/Office Employees

Employees who primarily work in an office environment are to adhere to business casual or business smart attire. When meeting community members, potential developers, vendors, and other business and government officials outside of the office, business professional attire is required. Office employees may adhere to a smart casual dress code on Fridays. Smart casual includes all aspects of business casual with the addition of medium and dark wash jeans and team apparel.

Security Inspections

While on City premises, employees have no expectation of privacy in their belongings or in workplace areas which include but are not limited to offices, cubicles, work locations, City provided or designated parking areas, desks, computers, lockers, rest or eating areas, or vehicles engaged in City operations, or any personal belongings on or in any of the above. Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of the City. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the City for any lawful purpose at any time, either with or without prior notice.

Likewise, theft or unauthorized possession of the property of employees, the City, visitors, and citizens is prohibited. To facilitate enforcement of this policy, the City or its representatives may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings for any lawful purpose. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto the City's premises. The City assumes no risk for any loss or damage to personal property.

Employment Status, Recruitment, & Records

The City is committed to complying with all relevant provisions of the Fair Labor Standards Act of 1938 (FLSA), as amended, as well as any applicable state or local laws. Each employee is designated as either non-exempt or exempt, as defined by FLSA. Non-exempt employees are entitled to overtime pay under the specific provisions of federal and state law. Exempt employees are normally paid a guaranteed salary and are excluded from the specific provisions of federal and state wage and hour laws based on their job duties. Questions regarding the classification status on any employee should be directed to Human Resources.

Recruitment of New Employees

The City believes that hiring qualified individuals to fill positions is paramount to the overall success of the City. The recruitment process and compliance to all federal, state, and local laws and regulations relating to recruitment and the hiring of new employees is managed in full by Human Resources. All requisitions, job advertisements, and offers of employment must be approved by Human Resources prior to posting or advertising of a position.

All applications, resumes, interview notes, feedback forms, and related materials will be kept on file for a minimum of one (1) year following the filling of any position and may be referred back to if a similar role opens in the future. Open positions, excluding Senior Leadership Team positions, may be posted internally prior to being posted externally.

Pre-Employment Screening

Applicants for employment must satisfactorily complete a pre-employment criminal background check, occupational health screen, and/or a drug screen. Additional screenings may be required depending on the

nature of the role the individual is filling. Those screens may include a credit check, motor vehicle record (MVR), reference check, and/or verification of the individual's previous employment, education, and credentials.

Results of any pre-employment screens completed will be treated as confidential and will only be accessible to Human Resources or the City Administrator. If a decision not to hire or promote an individual is made based on the results of a pre-employment screen, the City will follow applicable requirements of the Fair Credit Reporting Act (FCRA).

Personnel Files

A personnel file is maintained for all employees and is retained in the custody of Human Resources under the authority of the City Administrator. As provided in Wisconsin Statute 103.13, employees have the right to inspect certain personnel records up to two (2) times per year upon seven (7) days written notice to Human Resources. Senior Leaders may access the personnel files of their respective employees upon notice to Human Resources. The City Administrator may access personnel files at any time. Personnel files are considered confidential to the extent required by law.

Employees are required to promptly notify Human Resources of any changes in name, address, telephone number, marital status, number of dependents, beneficiaries, tax withholding information, and emergency contact information. Likewise, employees may update their personal information themselves in the self-service payroll portal.

Employee Benefits

The City is committed to providing you with a benefits program that is comprehensive, competitive, and meets the needs of a diverse workforce. We know that reliable benefits are important for you and your family and helping you understand the protections and support of our benefits program is important to us.

Eligibility

All full-time employees regularly scheduled to work at least 30 hours per week are eligible to participate in our benefits program. Benefits offered to part-time employees are defined by benefit. Part-time and paid-on-call fire department personnel are not eligible for benefits.

Continuation of Coverage upon Termination

In compliance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) eligible employees and their family members may continue participation in the City's group health insurance plan, HRA, dental, voluntary vision, and/or flexible spending medical reimbursement account following termination, resignation, reduction in hours, divorce, legal separation, death, Medicare entitlement, and other certain events. Employees and/or their family members are responsible for the full monthly premiums, with no subsidy provided by the City, plus a two (2) percent administrative fee.

Time Off and Leave

The City believes that time-off is important to the health and well-being of our employees and encourages all employees to utilize their paid time-off. We simply ask that you plan for absences as best you can so as not to shift the burden of your workload to another employee. Scheduled use of time off allows us to balance the workload to other staff, especially in the case of high priority tasks or deadlines.

Vacation Time

Employees, both full and part-time who work a minimum of 20 hours per week, become eligible for and begin to accrue annual vacation time immediately upon employment with the City. Part-time less than 20 hours per week, temporary, intern, volunteer/paid on-call, and seasonal employees are not eligible for vacation time. Vacation

will accrue at a rate determined by each employee's length of service with the City. The accrual rate will update upon the individual employee's anniversary date.

Even though time is accrued, the use of vacation is subject to manager approval. Whenever possible, vacation must be requested at least two weeks in advance. The City will make every effort to accommodate vacation requests but reserves the right to prioritize requests based on business needs, the tenure of the employee requesting time off, and the amount of advanced notice given.

Vacation may be requested in one (1) hour increments for salaried employees, hourly employees may request in (15) fifteen-minute increments, with no more than the employee's regularly scheduled hours requested per day. To accommodate time off taken by an employee throughout the year, employees are allowed to 'borrow' against the vacation hours they expect to accrue over the course of the calendar year, not to exceed 40 hours – 48 hours for Fire Fighters. However, if an employee's employment with the City is voluntarily or involuntarily terminated, the employee will be responsible for reimbursing the City for the amount of borrowed vacation hours that were used but had not yet accrued.

In order to facilitate a healthy work/life balance, the City strongly encourages employees to utilize all their available vacation time each year; however, in the case that time remains at the end of the year, the City permits a carry-over of 40 hours per calendar year – 48 hours for Fire Fighters (Senior Leadership Team employees may carryover 60 hours). Any unused amounts exceeding 40 hours will be forfeited. The City Administrator may, in their sole discretion, allow an employee to rollover an additional 40 hours in extraordinary circumstances. Accrued, but unused vacation will be paid out at termination, provided the employee has worked for the City for at least one (1) year.

Regular part-time employees working at least 20 hours per week are eligible to accrue on a pro-rata basis based on the number of hours they are regularly scheduled to work. Accrual rates for full-time employees are as follows.

FULL-TIME ACCRUAL

Length of Service	Accrual Hours per Paycheck	Yearly Hour Max Accrual	Days
< 1 Year	3.0769	80	10
After 1 Year	3.6923	96	12
After 5 Years	4.6154	120	15
After 10 Years	6.1538	160	20
After 15 Years	7.6923	200	25
After 25 Years	9.2307	240	30

PART-TIME ACCRUAL

Length of Service	Accrual Hours per Paycheck	Yearly Hour Max Accrual	Days
< 1 Year	1.53845	40	5
After 1 Year	1.84615	48	6
After 5 Years	2.3077	60	7.5
After 10 Years	3.0769	80	10
After 15 Years	3.84615	100	12.5
After 25 Years	4.61535	120	15

FIREFIGHTER/PARAMEDICS

Length of Service	Accrual Hours per Paycheck	Yearly Max Accrual Days	Days
<1 Year	4.6154	120	5
After 1 Year	5.5385	144	6
After 5 Years	6.4615	168	7
After 10 Years	7.3846	192	8
After 15 Years	8.3077	216	9
After 25 Years	9.2308	240	10

Sick Leave

Regular full-time employees begin to accrue sick leave immediately upon employment. Part-time, temporary, intern, volunteer/paid on-call, and seasonal employees are not eligible for sick leave. Sick leave accrues at the same rate for all full-time employees regardless of length of service with the City.

Employees are eligible to use sick leave for illness, injury, or medical appointments – for either physical or mental conditions – and for either the employee themselves or a member of their immediate family. Additionally, sick leave may be used following the birth or adoption of the employee’s child. Sick leave can be used in increments of one (1) hour for salaried, exempt employees or 15-minutes for hourly, non-exempt employees, with no more than the employee’s regularly scheduled hours per day requested. Employees are never permitted to utilize sick leave that they have not yet accrued.

When the need for sick leave is foreseeable, employees should request leave from their direct manager at least two weeks in advance. When the need for sick leave is unexpected, employees must notify their direct manager as soon as it is feasible to do so, but no later than before the start of their regularly scheduled shift. If an employee’s use of sick leave exceeds three (3) consecutive workdays, the City may require the employee to provide a doctor’s note or other evidence of illness/return-to-work status prior to allowing the employee to return.

Sick leave, or any form compensated leave, cannot be used for absences due to a work-related injury for which compensation is provided under the Worker's Compensation Act.

The City permits employees to carry over all accrued sick leave each year, up to a maximum of 480 hours. Once an employee reaches 480 hours of accrued sick leave, no additional time will accrue until the balance drops back below 480. Sick leave hours are never vested for purposes of payout upon termination, and all hours remaining when an employee ends their employment with the City – whether voluntarily or involuntarily – are forfeited.

EE Status	Accrual per Paycheck	Yearly Max Accrual
FTE 1.0	4.6154 HRs	120 HRs

Regular Full and Part-Time Employees Hired Prior to April 1, 2023 & Protected Employees Promoted to Any Bargaining Unit Position Above the Rank of Patrol Officer

Regular full and part-time employees hired prior to April 1, 2023, and protected employees promoted to any bargaining unit position above the rank of patrol officer are eligible to carry over all accrued sick leave each year, up to a maximum of 1200 hours. Once an employee reaches 1200 hours of accrued sick leave, no additional time will accrue until the balance drops back below 1200.

Further, while sick leave is never vested for purposes of payout upon termination, employees hired prior to April 1, 2023, who retire (following WRS normal retirement age guidelines) or whose employment ends due to disability or death are eligible for partial payment of their accrued sick leave balance pursuant to the following conditions:

1. Employees may receive a percentage of their accrued accumulated sick leave converted into a tax-advantaged Health Reimbursement Account (HRA) with North Shore Bank, dependent on their tenure at retirement as follows:
 - a. Employees who retire or whose employment ends due to disability or death with a minimum of 10 years but less than 20 years of consecutive service to City will be eligible to receive 50% of their accrued sick leave balance converted.
 - b. Employees who retire or whose employment ends due to disability or death after 20 years of consecutive service to the City will be eligible to receive 75% of their accrued sick leave balance converted.
2. The rate at which employees may receive a partial payout will be equal to their rate of pay on their date of retirement or separation due to disability or death. Payment will be sent to North Shore Bank within 30 days of the employee's official retirement date as determined by WRS rules.
3. To receive this partial payment, employees must be of WRS normal retirement age or have their employment ended due to disability or death.
 - a. In the event of an employee's death while employed, the City will pay out accumulated sick leave per the above specifications based on tenure to the employee's estate.
4. To receive the benefits described herein, employees are required to provide a minimum of 30 days' notice of retirement. Employees who do not provide the required minimum notice of retirement will have benefit payouts (if any) reduced or eliminated unless a waiver is granted by the City Administrator. Paid time off, such as vacation or compensatory time, cannot be used to meet the 30-day requirement.

Volunteer Time Off

The City encourages employees to become involved in their communities. In support of this, the City offers each full-time employee 16 hours of paid volunteer time off (VTO) each year to serve as a volunteer in a 501(c)(3) program. Temporary, intern, and seasonal employees are not eligible for VTO. VTO hours are not considered an accrued entitlement and are never vested for purposes of payout upon termination. Any unused VTO hours at the end of the calendar year or at the time of an employee's termination – whether voluntarily or involuntarily – will be forfeited. VTO may only be taken during an employee's regularly scheduled workday and cannot be banked for use at a later date.

Holiday Pay

Regular full-time employees are eligible for holiday pay. The City observes 12 holidays, and each employee is awarded one (1) floating holiday per year, 24 hours for firefighters. During your first year of employment, new hires, hired January 1 – June 30 will receive (1) floating holiday, new hires hired July 1 – December 31 will be awarded 4 hours of holiday, 12 hours for firefighters, pay during their first year of employment. Holiday pay is granted based on the employee's straight-time hourly pay rate. Employees who are required to work on an observed Holiday will receive Holiday pay plus their hours worked at their normal base hourly rate or be allowed

to bank an additional eight (8) hours of floating holiday time. Floating holiday hours are not considered an accrued entitlement and are never vested for purposes of payout upon termination. Any unused floating holiday hours at the end of the calendar year or at the time of an employee's termination – whether voluntarily or involuntarily – will be forfeited.

Human Resources will release a calendar each year indicating the date each holiday will be observed. Typically, if a holiday falls on a Saturday, it will be observed the preceding Friday. If a holiday falls on a Sunday, it will typically be observed the following Monday.

The City observes the following Holidays:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Thanksgiving Day
Good Friday	Friday After Thanksgiving
Memorial Day	Christmas Eve
Juneteenth	Christmas Day
Independence Day	New Year's Eve

FIREFIGHTER/PARAMEDICS Holidays:

New Year's Day	Labor Day
Easter	Thanksgiving
Memorial Day	Christmas
July 4 th	

Bereavement Leave

The City understands the deep impact that a death can have on an individual and their family. Employees needing time off following the death of an immediate family member may take up to 3 (8) hour days leave. One to two (8) hour days leave will be granted upon the death of other close relatives. Payment will not be made for non-scheduled workdays, holidays, or vacations. Proof of attendance may be requested. Paid time off is as follows:

Three Days:

- Spouse
- Child
- Parent
- Sibling
- Stepchild
- Stepparent
- Stepsibling
- Foster Child

Two Days:

- Grandchild
- Grandparent
- Father/Mother-in-law
- Son/Daughter-in-law
- Step-Grandchild

- Step-Grandparent
- Stepfather/Mother-in-law
- Stepson/Daughter

One Day:

- Uncle/Aunt
- Nephew/Niece
- Sibling-in-law
- Grandparent-in-law
- Great Grandparent
- Step-Uncle/Aunt
- Step-Sibling-in-law
- Step-Grandparent-in-law

Jury Duty

An employee ordered to appear as a juror by local, state, or federal court will be granted paid, excused time off for work time missed while serving as a juror. Pay will be equivalent to the employee's base rate. The employee must provide Human Resources with a copy of the court summons and a voucher from the Clerk of Courts indicating the dates and times served.

Witness Subpoena

An employee who is subpoenaed to appear for a civil or criminal matter will be granted paid, excused time off work for the days in which the employee is needed at the trial, up to five (5) days. If additional time is required, employees may utilize any available vacation or may take unpaid leave. The employee must provide Human Resources with a copy of the summons.

Voting Time Off

The City permits employees up to three (3) hours of unpaid, excused time off to participate in local, state, and federal elections. Employees must notify their supervisor at least 24 hours in advance of their need for voting time off.

Family and Medical Leave Act (FMLA)

The City is committed to complying with the federal Family and Medical Leave Act and the Wisconsin Family and Medical Leave Act (WFMLA). When leave qualifies under both state and federal law, the provisions most generous to the employee will apply, and leave entitlements will run concurrently. Generally, eligible employees will be granted up to 12 weeks of unpaid, job-protected leave during a 12-month period, measured on a rolling basis.

To be eligible under federal FMLA, employees must have the following qualifications:

- Employed by the City for at least 12 months; and
- Worked at least 1250 hours in the 12 months preceding the request for leave.

To be eligible under WFMLA, employees must have the following qualifications:

- Employed by the City for at least 52 consecutive weeks; and
- Worked at least 1000 hours in the 52 weeks preceding the request for leave.

Eligible employees are entitled to 12 weeks of leave under federal FMLA for:

- The birth of a child and to care for the newborn child within one (1) year of birth.

- The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one (1) year of placement.
- To care for the employee's spouse, child, or parents who has a serious health condition.
- A serious health condition that makes the employee unable to perform the essential functions of their job.
- Any qualifying exigency arising out of the fact that the employee's spouse, child, or parents is a covered military member on "covered active duty."

Eligible employees are entitled to two (2) weeks of leave under WFMLA for:

- An employee's serious health condition, defined as a disabling physical or mental illness, injury, impairment, or condition involving inpatient or outpatient care that requires continuing treatment or supervision by a health care provider.
- A serious health condition of a parent, child, or spouse.

Eligible employees are entitled to six (6) weeks of leave under WFMLA for:

- The birth or adoption of a child.

Eligible employees are entitled to 26 weeks of leave under federal FMLA for:

- To care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, child, parent, or next of kin.

Employees must notify Human Resources at least 30 days in advance of the need for leave when the need for leave is foreseeable and it is possible and practical to do so. When the need for leave is unexpected, employees must notify Human Resources as soon as it is feasible to do so. Failure to properly notify Human Resources as described in this policy may result in the delay or denial of FMLA leave.

When out on FMLA, employees must adhere to the following provisions:

1. Insurance benefits will be continued during FMLA, provided that the employee continues to pay for their portion of the insurance premium for all enrolled coverages.
2. Vacation and sick leave will not accrue during unpaid FMLA leave and any holidays that fall during a period of FMLA will not be paid.
3. Employees may choose to use available accrued leave to receive pay during approved FMLA or WFMLA. Use of paid leave will run concurrently with FMLA and/or WFMLA and does not extend the amount of protected leave available.

Personal Leave of Absence

Employees may request an unpaid, personal leave of absence, unrelated to or following the exhaustion of FMLA leave, by notifying Human Resources of the need for leave. Employees will be required to complete an leave of absence request form and certification, as applicable. Personal leaves of absence will be evaluated on a case-by-case basis by Human Resources and the City Administrator.

When requesting and/or using a leave of absence, employees must adhere to the following provisions:

- A leave of absence may only be requested after all other appropriate leave balances have been exhausted.
- Leave of absence may be taken in one block of leave for a maximum of six (6) weeks. Leave of absences will not be approved for intermittent use.
- Insurance benefits will be continued during a leave of absence, provided that the employee continues to pay for their portion of the insurance premium for all enrolled coverages.
- Vacation and sick leave will not accrue during a leave of absence and any holidays that fall during a leave of absence will not be paid.

Military/Uniformed Service Leave

The City is committed to complying with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) or related state laws with respect to leaves of absence, continuation of health coverage, reemployment, disabilities incurred or aggravated during uniformed service, non-discrimination and non-retaliation, and other covered matters. Specifically, the City will not deny employment, reemployment, retention in employment, promotion, or any benefit of employment to an individual due to uniformed service and will not tolerate discrimination or retaliation due to uniformed service.

Employees should notify Human Resources of any need for leave to perform service in the uniformed services as far in advance as possible, but at least thirty (30) days in advance, when feasible. Employees may be asked to provide a copy of applicable orders, training calendars, and/or similar documentation. Employees will be granted unpaid leaves of absences for qualifying periods of uniformed service; however, employees are eligible to and may elect to use any accrued but unused paid balances of vacation and/or sick leave during such absences.

Barring any exception outlined in USERRA, employees will be eligible for reinstatement within the following timeframes:

- For service of less than 31 days, at the beginning of the next regularly scheduled work period after release and subject to an eight (8) hour rest period.
- For service of more than 30 days but less than 181 days, within 14 days of release; or
- For service of more than 180 days, within 90 days of release.

To retain reinstatement rights, employees must not have been separated from uniformed service with a disqualifying discharge or under other than honorable conditions. Reinstatement rights are not guaranteed for any absence beyond five years unless an exception stated in USERRA applies. If an employee meets these requirements, and depending on length of service, an employee will be reemployed in the position they would have otherwise had if continuously employed (i.e., the “escalator position”), the job they had upon commencement of uniformed service, a position comparable to the escalator or pre-service position, or the nearest approximation to the escalator position. Consistent with USERRA’s escalator principle, employees will be compensated upon reinstatement at the rate of pay they would have otherwise obtained if such employment had not been interrupted due to uniformed service.

Paying Benefit Premiums While on Unpaid Leave

When employees are on unpaid leave, regular paycheck deductions stop — which means benefit premiums (i.e. health, dental, or vision insurance) are not automatically paid.

Employees are responsible for paying their share of these premiums if they want to keep coverage active during their unpaid leave.

Process:

- Before your leave starts, you’ll need to work with HR to coordinate how you’ll pay your premium portion.
 - You can make monthly payments directly to the City.
 - Or, if approved, you can substitute accrued time off (vacation or sick) to cover your monthly premiums.
- If payments aren’t made on time, your coverage may pause or end, depending on the insurance plan’s rules. HR will let you know before that happens.
- When you return to work, premium deductions will resume automatically.

Accruals While on Unpaid Time Off

Employees on unpaid leave will not earn or accrue any paid time off, including vacation and sick leave, for the duration of the leave. Accruals will resume when the employee returns to paid status.

Workers' Compensation

Workers' Compensation Insurance provides medical expenses, lost wages, and rehabilitation costs to employees who are injured or become ill in the course and scope of their job.

Reporting an Injury

Any employee or volunteer who sustains a bodily injury or illness in the course and scope of their position at the City of Port Washington is to report it to their immediate supervisor and through their supervisor to Human Resources as soon as possible.

Your health and safety are always paramount – in emergency situations, please do the following:

1. Seek medical treatment first.
 - a. Determine the extent and nature of the injury or illness.
 - b. See that proper first aid is administered.
 - c. Activate EMS (911), if necessary.
2. Report the Incident:
 - a. The employee will be responsible to report the incident, injury, or illness by calling the Nurse Triage line (844) 870-2910.
 - b. If medical attention is needed, the employee should have a Return-to-Work Form completed by the attending physician.

For minor injuries requiring no medical treatment or only basic first aid, the employee should make an entry in the First Aid Log, which supervisors will have on file.

Failure to report an injury or illness to HR, by either the injured employee or their supervisor, may result in disciplinary action up to and including termination.

Managing Time and Getting Paid

The City expects employees to consistently review their time and paychecks to ensure accuracy. Any discrepancies found, either in the employee's favor or the City's favor, should be reported to Human Resources as soon as possible.

Time and Attendance

Employee time records represent legal documentation that is used to accurately record working time and to compensate employees properly. Employees are required to record all working time fully and accurately on the time records that are submitted each pay period. Falsification of time records can result in disciplinary action up to and including termination.

Breaks

Full-time employees are entitled to two (2) ten-minute breaks per shift. Breaks should be scheduled in a manner that ensures adequate coverage and maintains departmental operations. Break time cannot be combined, used to arrive late or leave early, or saved for later shift.

Overtime

Sometimes business needs will require employees to put in additional hours beyond a 40-hour work week. Hourly, non-exempt employees who are required or permitted to work more than 40 hours in a work week (or the hours worked threshold under the 207(k) FLSA exemption by eligible police and fire* employees during the

applicable work period) will receive overtime pay in accordance with the requirements of the Fair Labor Standards Act, state law, and City compensation policies as follows:

1. All overtime must be approved in advance by the employee's manager.
2. Hourly, non-exempt employees shall be paid one and a half (1.5) times their regular rate for all hours worked in excess of 40 hours in the work week.
 - a. For the purposes of this policy, worked hours include sick leave, vacation, holiday, compensatory time, jury duty, and bereavement.
 - i. Employees are not permitted to utilize paid time off to create an overtime entitlement on a shift that they would otherwise not be scheduled to work.

*Firefighters earn overtime after 106 hours in a 2-week payroll period.

Compensatory Time

In accordance with the Fair Labor Standards Act (FLSA), the City grants non-exempt employees the ability to earn compensatory time (comp time) off in lieu of payment for time worked more than 40 hours in the work week (or the hours worked during the applicable work period for police and fire employees) at a rate of one and a half (1 ½) hours for one (1) hour worked. The choice of overtime pay, or comp time accrual must be made when the overtime is worked. Eligible employees will be allowed to convert up to 54 hours annually of overtime worked to comp time banked per year which is equivalent to 81 hours of comp time banked. Any unused accrued balances of comp time as of the last pay period in November will be paid out on the first paycheck in December each year.

Supplemental Wages

Employees in Public Works may be eligible for additional pay when working alternate positions or shifts. This additional pay is applicable in the following circumstances and only applies to employees in the Public Works Department:

Shift Differential

Employees who work either 2nd or 3rd shift in the Water Treatment Plant will be paid \$1.00 per hour in addition to their base hourly rate while working these shifts.

Call In Pay

If an employee is called into work during non-scheduled hours, they will receive a minimum of two hours of pay or time worked if they are required to work more than two hours after being called in. The hourly pay will be equivalent to the employees' overtime rate. Employees scheduled to begin their shift less than two hours from the time of call in or whose work day is extended beyond the end of their normal shift will not be eligible for call in pay and will be paid their total hours worked.

Standby Pay

From time to time, department managers will designate an employee to assume responsibility for emergency operations outside of their regularly scheduled working hours when the department manager will not be available. When chosen for this extra duty, the employee will receive two (2) additional hours of pay for each day they perform this duty. Standby pay is paid at the employee's base rate and is not included in the calculation for overtime.

Working Foreman

Employees temporarily assigned as working foreman will be paid \$1.00 per hour in addition to their base hourly rate while working in this capacity.

Pay Periods

The City pays employees on a bi-weekly schedule on Fridays, and we require employees to use the direct deposit method to receive their pay. Each paycheck covers work performed through the completion of the previous pay period.

Deductions

The City is required by law to make certain deductions from each employee's wages. These deductions include federal income taxes, state and/or local income taxes, social security taxes (FICA), and Medicare taxes where applicable.

Upon hire, employees fill out a Withholding Exemption Certificate known as the W-4. This information determines the amount of income taxes withheld. Employees may change their withholding at any time. A statement of earnings and taxes withheld is provided each year summarized on the Form W-2.

Additionally, if we receive a wage garnishment or other court-ordered wage withholding, the City is bound by law to make the necessary deductions from your paycheck. Other deductions, such as insurance and employee purchases which are above and beyond City paid benefits are optional, and those deductions will be taken only if you have a signed authorization form.

Payroll Mistakes

The City makes every attempt to pay accurately. If an error in earnings, either over or underpayment, or deductions has occurred, please immediately report the error to your manager. Any necessary adjustments will be made as quickly as possible. If it is an overpayment, a fair plan to pay back the overpaid amount will be worked out with you.

Unemployment Insurance

The Federal-State Unemployment Insurance program provides unemployment benefits to eligible workers who are unemployed through no fault of their own (as determined under State law) and meet other eligibility requirements of State law. Unemployment Insurance payments are intended to provide temporary financial assistance to unemployed workers who meet the requirements of State law.

Eligibility for insurance, benefit amounts, and the length of time benefits are available are determined by State law. Please contact the Wisconsin State Unemployment Insurance office for more information.

Social Security Taxes and Benefits

Social Security is a public, government fund that provides a degree of economic security to retired workers, families of deceased workers, and disabled workers. Social Security is funded by both Employee and Employer taxes. These taxes are taken out of the employee's paycheck and matched by the City. Social Security (as well as Medicare) taxes are required, and an exemption cannot be claimed. For information on Social Security eligibility and potential benefits, please visit www.ssa.gov.

Expense Reports

Expense reports must be approved by the employees' direct supervisor or the designated approving authority. Approval ensures that expenses are necessary and align with the City policy.

Definitions

For the purposes of this Handbook, please refer to the following definitions.

Employment Type

Employment type refers to the designation of an employee's work status with the City. Employees may fall under the following categories: Regular Full-Time, Regular Part-Time, Temporary Full-Time, Temporary Part-Time, Seasonal, Volunteer/On Call, and Officials.

Regular Full-Time or Part-Time

A regular full-time employee is an employee who is regularly scheduled to work 30 or more hours per week on a year-round basis. Example: City Clerk

A regular part-time employee is an employee who is scheduled to work 29 hours or less per week on a year-round basis. Regular part-time employees may occasionally work more than 29 hours, but this does not change their employment type status. Example: Library Assistant

Temporary Full-Time or Part-Time

A temporary full-time employee is an employee who is scheduled to work 30 or more hours per week on a temporary and typically time-defined basis. Example: Intern

A temporary part-time employee is an employee who is scheduled to work 29 hours or less per week on a temporary and typically time-defined basis. Example: Crossing Guard

Seasonal

A seasonal employee is an employee who is hired to work during a specific, defined time period that typically falls over the summer months. Example: Lifeguard

Volunteer/On Call

A volunteer/on call employee is an employee who either volunteers their time to the City without pay or is otherwise paid on a varied, unpredictable schedule that is dictated by community needs. Example: EMT

Officials

Officials are individuals who have been elected or appointed to a role on the City's Common Council or other Board, Committee, or Commission. Example: Alderperson

Significant Other

A significant other is defined as an individual with whom the employee has a romantic relationship where neither individual is married and with whom the employee intends to remain with indefinitely where joint responsibility exists for each other's common welfare/financial obligations and with whom the employee shares a primary residence.

Normal Retirement Age

Normal retirement age refers to the age at which WRS defines employees can receive a vested retirement benefit with no reduction for early retirement. Please note, this is subject to change per action by the State of Wisconsin.

General

As defined by WRS, a general employee is an employee who is not specifically designated under any other WRS employment category by relevant state statute. Most City of Port Washington employees fall under this category.

Protective

As defined by WRS, a protective employee is an employee whose principal duties 1. Involve active law enforcement or active fire suppression or prevention, 2. Include frequent exposure to a high degree of peril, and 3. Require a high degree of physical conditioning, as defined by *Wis. Stat. §40.02 (48)(a)*.

Represented

A represented employee is an employee whose employment is subject to a collective bargaining agreement.

Handbook Updates

Time Off and Leave

- Updated Firefighter vacation time rollover to 48 hours
- Updated Firefighter vacation schedule
- Removed language that expired December 31, 2025. *Employees Who Received a Lump Sum Bucket on January 1, 2023*
- Removed having to wait 90 days to use sick time
- Clarified holidays for Firefighters

Managing Time and Getting Paid

- Added break time language
- Added Fire overtime after 106 hours in a 2 week period
- Compensatory Time language clarified: 54 hours annually of overtime worked to comp time banked per year which is equivalent to 81 hours of comp time banked
- Add language: paying benefit premiums while on unpaid leave
- Added language: time off accruals while on unpaid leave
- Updated reporting a worker's compensation injury to include the Nurse Triage information
- Expense Report process added