

# TOWN OF WAUSAU

## **PERSONNEL POLICY AND PROCEDURES MANUAL**

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## Chapter 1: Introduction

Section 1: Effective Date: This Employee Handbook shall become effective January 1, 2016. The provisions of this Handbook supersede all existing policies, resolutions, collective bargaining agreements that have expired, and past practices whether verbal or written and may not be amended or added to without the express written approval of the Town of Wausau Board.

Section 2: Policy Changes: No Employee Handbook can anticipate every circumstance or question about policy. The Town of Wausau Board reserves the right to revise, supplement, or rescind any policies or portion of this Handbook at any time with or without notice as it deems appropriate in its sole discretion. Town employees will be notified of such changes to the Handbook as they occur.

Section 3: Contractual Obligations: Policies set forth in this Handbook do not create an employment contract nor are they to be construed to constitute contractual obligations of any kind between the Town of Wausau and any Town employee. No oral statements by Direct Supervisors or elected officials can alter this disclaimer, create a contract, or modify the at will status of the employee.

Section 4: Employee Conduct: The Town of Wausau Board expects all employees to demonstrate professional, competent and reasonable behavior, and to continually serve, both on-duty and off-duty, as positive examples of quality personnel, meeting the high expectations of the public.

Section 5: Violation of this Policy: The Town treats all violations of policy, the rules, and general expectations of conduct very seriously. Violations of these policies, rules, and general expectations of conduct can subject an employee to discipline, up to and including discharge.

Section 6: Employees Covered: This manual shall govern personnel administration of all employees of the Town except the Town of Wausau Board and Town of Wausau Fire Department unless otherwise noted.

Section 7: Employer Rights and Responsibilities: The employer shall have the following rights:

- A. To direct all governmental operations and determine methods, means, and personnel by which such operations conducted;
- B. To hire, promote, transfer, assign, retain and terminate employees;
- C. To establish and enforce work rules and to determine work schedules;
- D. To suspend, demote, discharge and take other disciplinary action against employees;
- E. To relieve employees from their duties because of lack of work or for other reasons;
- F. To maintain the efficiency of government operations;
- G. To introduce new, change, or improve methods or facilities;;
- H. To contract out for goods or services;
- I. To take whatever action must be necessary to carry out the functions of government in situations of emergency and;
- J. To take whatever action is necessary to comply with state or federal law.

Section 8: At-Will Status of Department Heads/Employees: Employment with the Town of Wausau is governed by the common law doctrine of "at will" employment. An employee may be dismissed at any time at the option of the Town Board. Nothing in this policy should be construed or applied to affect employees' rights to alter their "at-will" status through a collective bargaining agreement.

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## Chapter 2: Recruitment and Selection

- Section 1 Policy Statement/Equal Opportunity Employment: Recruitment and selection shall be conducted in an affirmative manner to insure open competition, provide equal employment opportunity and prohibit discrimination because of race, creed, pregnancy, color, national origin, ancestry, disability, military status, sexual preference, sex, age (except where sex or age is a bona fide occupational qualification), or other legally protected class.
- Section 2 Recruitment Process: Recruitment shall be tailored to the position to be filled.
- A. Job Announcements: Job announcements shall include the following:
1. Class title.
  2. Salary range.
  3. Statement relative to the duties and responsibilities of the classification.
  4. Place and last date to file application.
  5. Minimum qualifications for the position.
  6. Screening and evaluation procedures.
  7. Other information concerning recruiting, evaluation, and placement.
- B. Application Form: All applications for employment shall be made through the Town of Wausau Clerk.
- C. Disqualification of Applicants: The Town of Wausau Board may disqualify any application if the applicant:
1. Has knowingly falsified the application.
  2. Has been convicted of a crime which is substantially related to the duties or responsibilities of the position.
  3. Is not within legal age limits prescribed for the position or for Town employment.
  4. Has an unsatisfactory employment record or has engaged in personal conduct which indicates unsuitability for the position or employment with the Town.
  5. Does not meet the minimum qualifications established for the position.
  6. Is physically or mentally unable to perform the essential functions of the position with or without reasonable accommodations.
  7. Has failed to adequately complete the required application materials.
- Section 3 Selection: The selection process shall assess attributes necessary for successful job performance at the full performance level of the position.
- A. Selection Devices: The Town of Wausau Board or its designee is responsible for determining methods to be used to screen applicants for job vacancies. Such methods or devices may include, but need not be limited to, one or more of the following:
1. Review of education, training and experience as shown on the application and other supplemental materials.
  2. Job related written or oral tests, work samples or performance tests.

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3. Physical tests of strength, stamina or dexterity necessary for the job.
4. Drug and alcohol testing [see Section 4(D) of this Chapter].
5. Background and reference inquiries.

B. Notification of Applicants: Each person submitting an application will be notified of their status.

C. Notification of Final Interviewed Applicants: Each of the final applicants who are interviewed and not hired shall be notified by the Town of Wausau Clerk.

### Section 4 Hiring:

A. Screening: The Town of Wausau Board or its designee shall screen employment applications in relation to the qualifications for the position.

B. Interview: The Town of Wausau Board shall interview the candidates and shall make the final selection and appointment to fill the vacant position.

C. Offer of Employment: The Town of Wausau Clerk shall issue the selected candidate a written offer of employment. When a post-offer medical and/or drug and alcohol screen is required, the offer of employment shall be conditional upon successful completion of the exam/screen.

D. Drug and Alcohol Testing: Applicants for the Road Crew may be required to submit to a drug screen and alcohol screen after a conditional offer of employment has been made. A positive drug and/or alcohol screen may form the basis for disqualification of the applicant.

E. New Hire Starting Pay: The Town Board will determine the starting wage of any employee based on the candidate's skills, qualifications, experience, and educational background.

Section 5 Probationary Period: New employees shall serve a six month probationary period. Completion of the probationary period does not guarantee continued employment of any specified period, nor does it modify or change the employee's at will status.

### Section 6 Nepotism

A. It is the policy of the Town of Wausau Board not to discriminate in its employment and personnel actions with respect to its employees and applicants on the basis of marital or familial status. It is further the policy of the Town of Wausau to establish a policy for employment of immediate relatives in order to assure the reality and appearance of fairness in the best interest of the Town. Therefore, the Town retains the right to refuse to appoint a person to a position in the same department wherein his/her relationship to another employee has the potential for creating adverse impact on supervision, safety, security, morale, auditing, or involves a potential conflict of interest.

B. Immediate relative includes individuals who are related by blood, marriage, or adoption including the following relationships: spouse, parents, children, siblings,

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uncle, aunt, nephew, niece, grandparents, grandchildren, father-in-law, mother-in-law, stepchildren, stepparents, and any person sharing the employee's residence.

### Section 7

#### Background Checks for Positions Which Require a Commercial Drivers License:

- A. The selection process to fill a position which requires a Commercial Drivers License (CDL) may include a background check to obtain information regarding any positive drug/alcohol test results (including refusals) from prior and current employers within the preceding two (2) years.
- B. The job bulletin (including internal promotional bulletins) shall provide job candidates with notice of the mandatory background check and their obligation to sign a consent form authorizing the release of information.
- C. The mandatory background check shall be completed by the Town of Wausau Board or its designee responsible for the recruitment before an offer of employment is extended.
- D. A final decision on the status of a job candidate who either tested positive or refused an alcohol/drug test shall be made by the Town of Wausau Board.

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## Chapter 3: Performance Appraisal Process

### Section 1

#### Performance Appraisal Process:

- A. Purpose: The performance appraisal process is designed to summarize and evaluate an employee's overall performance for the past year and to set work goals and professional development goals for the next year.
- B. Time Period: A written performance appraisal should be completed annually for all employees.
- C. New Employees: New employees will be subject to a six month probationary period and will receive periodic performance appraisals to determine if the employee is making satisfactory progress to complete his/her probationary period.
- D. Results: The results of the performance appraisal will be shared in a face-to-face interview with the employee. In that way, the person who has been evaluated knows exactly what his/her rating is and on what basis the judgments were made. The results must be reviewed by the Town of Wausau Board and will be placed in the employee's personnel file.
- E. Delaying Pay Increases: Pay increases may be delayed or not granted at the discretion of the Town Board when the employee is not performing at a fully satisfactory level or due to budgetary reasons.



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## Chapter 4: Compensation and Work Schedule

- Section 1 Compensation: The wages of Town of Wausau employees will be determined by the Town of Wausau Board based on the employee's skills, qualifications, education, and experience.
- Section 2 Work Schedules:
- A. The work week shall begin at 12:00 a.m. on Sunday and run through 11:59 p.m. on the following Saturday. A normal work day will begin at 7 a.m. and conclude at 3 p.m. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and/or week.
  - B. Breaks: Two fifteen minute paid breaks will be granted during an eight hour work day. If an employee chooses to take two 15 minute paid breaks and an unpaid ½ hour lunch period, the work day will be extended at the end of the work day by ½ hour (30 minutes).
  - C. Regular attendance is expected of every employee. Employees are expected to arrive at work on time, return from scheduled rest breaks and lunch breaks on time and to work until the job is completed, work day ends, or the employee is relieved from duty.
  - D. An employee who anticipates being absent or tardy must call in to his/her supervisor or the Town Chair at least 15 minutes before the start of the work day unless of an emergency.
  - E. Excessive absenteeism, tardiness, or unexcused absences will lead to discipline, including discharge and will also be taken into consideration when the Town reviews each employee for wage changes or promotion. Two or more unexcused absences or tardiness will be considered excessive.
  - F. Hourly paid employees are required to use the time clock to record his/her work time and will be held accountable for failing to completely and accurately record their time.
    - 1. Each employee must record their time using the time clock.
    - 2. Each employee is responsible for accurately reporting their hours of work or use of paid time off unless unique circumstances prevent it.
    - 3. Errors must be immediately reported by the employee.
    - 4. Employees should never assume the Town of Wausau Clerk would notice or edit any time discrepancy, as this is the employee's responsibility.
    - 5. Hourly employees must not report in more than (5) five minutes before the start or end of their shift unless such time has been previously authorized by the Town Board.
- Section 3 Overtime: All employees must receive prior approval to work beyond their normal work day. Approval will be granted by the employee's supervisor or the Town Chair.

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- A. Staff will be eligible for overtime payment (time and one-half) according to the Fair Labor Standards Act requirements (after 40 hours worked in a week).
- B. Work performed on Sundays and holidays shall be compensated at the rate of time and one-half (1 1/2) the employee's regular base rate of pay.

Section 4 Call-In Pay: Due to the nature of full time employees' responsibilities, it will be necessary for employees to work outside of their normal work schedule. When this occurs, employees are encouraged to work a 40 hour work week by flexing their time during the week. If an employee is required to work beyond a 40 hour work week, overtime will be paid at time and a half (amended 3/6/2017).

Section 5 Severe Weather:

- A. Employees are expected to report to work at their regularly scheduled time regardless of prevailing weather conditions. Any employee experiencing difficulty in complying with this directive shall immediately call and advise his/her supervisor or the Town Board Chairman of the problem. If the employee is unable to contact the Chairman or his/her supervisor, the employee shall leave the message with whomever else the employee is able to contact in the department.
- B. Employees not reporting to work or employees who are permitted to leave early due to an inclement weather situation may use vacation or may take leave without pay with Town Board Chairman approval. Employees must obtain approval before leaving the work site.

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## Chapter 5: Employee Benefits

- Section 1 Benefits for Full Time Employees: Full time employees are employed at least 40 hours per week who have completed their probationary period are entitled to minimum benefits.
- Section 2: Pro-rating Benefits: Benefits will be prorated during the calendar year that the employee is hired.
- Section 3 Pension:
- A. Eligibility: The Town of Wausau will provide a pension plan to all full time employees.
  - B. Contributions: The Town will make an annual contribution of \$2,000 to a pension plan or \$500 per quarter.
  - C. Change of Carrier: The Employer will determine which pension program it will contribute.
- Section 4 Health Insurance:The Town will not offer health insurance to employees.
- Section 5: Supplemental Income:
- A. Eligibility: The Town will provide \$700 a month in supplemental income to all full time employees.
  - B. Effective Date: New employees are entitled to supplemental income 30 days after time of hire.
- Section 6 Life and Disability Insurance: No life and/or disability insurance will be provided to Town of Wausau employees covered under this personnel handbook unless otherwise noted.
- Section 6 Travel:The Town of Wausau will reimburse employees for reasonable business travel expenses when travel is approved in advance by the employee's supervisor or the Town Board.
- 1. Employees are expected to limit expenses to reasonable amounts.
  - 2. Expenditures for alcoholic beverages, or any spouse or guest, are not reimbursable.
  - 3. Meals included in the cost of registration are not reimbursable.
  - 3. In order to request meal reimbursement, the meal receipt should be attached to the employee's time sheet during the time period of the expense.
  - 4. A Town vehicle should be used for transportation.
  - 5. If hotel accommodations are required, the government rate should be requested.

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## Chapter 6: Leave for Full Time Employees

- Section 1 New Employees: A newly hired full time employee must complete their probationary period before any vacation, floating holiday, or sick leave may be taken.
- Section 2 Holidays:
- A. Holidays: Full time employees are entitled to their regular rate of pay on the following holidays: New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving, and Christmas day.
  - B. Weekend Holidays: If any of these holidays fall on a Saturday or Sunday, the preceding Friday or following Monday or any other day as determined by the Town of Wausau Board shall be considered a holiday for observed holiday pay purposes.
  - C. Working on a Holiday: Employees required to work on a holiday shall receive time and one half for hours worked. Employees will be allowed to take another day off during the pay period and receive observed holiday pay.
- Section 3 Personal Time: Full time employees are entitled to 24 hours of personal time:
- A. Personal time not used during the calendar year earned will be forfeited.
  - B. Employees are not eligible to receive cash payment for any remaining personal time upon termination.
  - C. Personal time must be requested in advance and approved.
  - D. Personal time must be used in at least 4 hour increments.
  - E. Personal time is paid at the regular rate of pay.
  - F. Employees who are called in to work when approved personal time off was granted shall be paid time and a half for the number of approved hours worked.
- Section 4. Vacation:
- A. Eligibility: Vacation eligibility shall be determined as of January 1 of each year.
  - B. Requesting Vacation: Whenever possible, vacation requests of one or more weeks should be submitted to the employee's supervisor or the Town Board at least two weeks in advance.
  - C. Unused Vacation: Any remaining unused vacation (not to exceed 40 hours) at the end of the year shall be paid to the employee at their regular rate of pay.
  - D. Vacation Schedule:

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<u>Years of Continuous Service</u>	<u>Hours</u>	<u>Days</u>
0 thru 5 years	80	10
6 thru 12 years	120	15
13 thru 19 years	160	20
20+ years	200	25

Section 5 Sick Leave: Full time employees are entitled to three sick days per year. Any unused sick hours accumulated at the end of year, shall be paid to the employee at their regular rate of pay.

Section 6 Scheduled Absences: Employees shall be allowed to use vacation or sick leave as requested with prior approval from the Town Board or his/her supervisor. Employees shall make every effort to schedule routine medical appointments outside of regular work hours. If this is not possible it should be scheduled in such a way that causes least disruption to the department operations.

Section 7 Minimum Usage: Paid time off may be used in no less than 4 hour increments.

Section 8 Funeral Leave: In the event of a death in the current immediate family of a regular full-time employee, the employee may request funeral leave and upon such request be granted up to three (3) working days with pay. Immediate family for the purposes of this Section shall mean the employee's: spouse, children, daughter-in-law, son-in-law, grandchild, parents, brother, sister, mother-in-law, father-in-law or any person who has resided with the employee immediately preceding the person's death.

Section 9 Jury Duty: An employee is called to serve on jury duty shall receive the regular rate of pay for such time actually required to be in Court based upon the employee's standard (scheduled) work day. The employee must return any compensation, less mileage payment, received through Jury Pay to the Town. If an employee is excused from jury duty on a particular day, he/she shall return to work, if there are two (2) or more hours remaining in the work day.

Section 10 Military Leave:

A. Reserve Training: Employees who are members of a reserve component of the military forces of the United States or State of Wisconsin shall promptly notify the Town Board and be granted a leave of absence if required to participate in annual training duties.

B. Active Duty: In the event of a national or state emergency, employees may take an extended military leave of absence without pay if ordered to active duty.

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## Chapter 7: Employee Separation/Retirement

- Section 1 Separation/Retirement Procedures: Employees shall provide a minimum of fourteen (14) calendar day written notice to the Town Clerk.
- Section 2 Leave Payouts:
- A Voluntary Separation (Excluding Retirement) & Layoff: Employees that leave the employment of the Town in good standing and give required notice shall receive cash payment for all remaining accrued vacation and sick leave.
  - B. Dismissal: Employees dismissed for unsatisfactory performance may not receive payment for unused vacation and sick leave.
  - C. Death: The Town shall pay out the remaining accrued vacation and sick leave to the employee's beneficiary.
- Section 3 Notice Requirement: Employees who do not provide the required written notice prior to termination of employment may forfeit the prorated earned vacation and sick leave.
- Section 4 Last Day Worked: The employee's last day of work will be the last day on the payroll. Employees will not be permitted to utilize vacation and/or sick leave and stay on the payroll after the last day at work.
- Section 5 Reduction in Workforce: In the event of a reduction in the work force caused by budget limitations or program changes, layoffs will be determined by the Town of Wausau Board on the basis of ability, skill, job performance, and experience.

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## Chapter 8: Seasonal Employees

- Section 1 Definition of a Seasonal Employee: An employee hired for an abbreviated time span to meet seasonal program needs. Seasonal employment terminates at the end of the season or when the need no longer exists.
- Section 2 Compensation: Seasonal employee wage rates will be determined by the position and individual's qualifications.
- Section 3 Benefits: Seasonal employees are not eligible for fringe benefits.
- Section 4 Status Change: Employment in a seasonal job provides no guarantees of eligibility for Town employment. Seasonal employees are invited to apply for job openings in which they are interested and qualified.

In the event that a seasonal employee is hired for a regular allocated position, the effective date of hire for determining benefits will be the date of employment into the regular position eligible for benefits.

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## Chapter 9: Employee Conduct

### Section 1

#### Ethics Policy:

- A. Current Ethics Policy: The Town of Wausau ethics policy is defined in the Town of Wausau Ordinances. The Town of Wausau ethics policy applies to Town officials, employees, officers, Fire Department volunteers, and all elected officials without exception.

Employees, volunteers, and public officials are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between their personal interests and those of Town. It is not possible to develop a comprehensive, detailed set of rules to cover every business situation. Whenever employees are in doubt, they should consult with the Town of Wausau Board.

- B. Conflict of Interest: A conflict of interest is a situation in which an employee's private interest, usually of a financial or economic nature, conflicts with or raises a reasonable question of conflict with the employee's public responsibilities and duties or may reflect unfavorably on the reputation of the Town of Wausau.

C. Definitions:

1. Immediate family means for the purposes of this Section shall mean the employee's: spouse, children, daughter-in-law, son-in-law, grandchild, parents, brother, sister, mother-in-law, father-in-law or any person who has resided with the employee immediately preceding the person's death.
2. Organization means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, trust or other legal entity other than an individual or body politic.

- D. Substantial Value means anything of more than token or inconsequential value, but is not limited to money, property, personal favors, or hospitality including meals, sports outings, or similar entertainment. Source: 2008 GAB 03. The Wisconsin Government Accountability Board has held that the cost of a meal provided to a local official, even if it does not exceed \$15, is of more than token or inconsequential value.

- E. Prohibition Against the Solicitation or Acceptance of Gifts: Employees, volunteers, and all officials are prohibited from soliciting and/or accepting anything of substantial value for the private benefit of themselves, a member of their immediate family, or an organization; with which he/she is associated from a person or organization who:

1. Has or is seeking a contractual, business, or financial relationship with the Town.
2. Conducts operations or activities regulated by the Town.
3. Has interests which may be affected by the Town.

- F. Political Contributions and Endorsements: Town employees and officials enjoy



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a very public image when involved in political activities, including endorsements or contributing to candidates. Employees and officials should take all necessary precautions to ensure that such political activities are engaged in during off work time and do not create a perception that such political activities are engaged in on behalf of the Town or are perceived to be connected to or representative of the Town of Wausau. Employees are prohibited from displaying political materials in the workplace

- G. Violations: Violation of this Policy will be considered a very serious act of misconduct, which could result in the termination of the offending employee's employment. Additionally, depending on the type and severity of the offense, there is potential for the imposition for criminal and civil penalties.
- H. Reporting Ethics Violations: Any employee, who becomes aware of any existing or potential violations of laws, rules, regulations, or this policy, is required to notify the Town Board. Failure to do so is a violation of this policy. To encourage employees to report any violations, the Town will not tolerate retaliation for reports made in good faith. Retaliation for reports made in good faith will be cause for employee discipline or termination. The Town Board will review and investigate all credible disclosures of suspected wrongful activity to ensure an appropriate response. Individuals engaged in misconduct and those responsible for the failure to report, prevent, or detect the wrongful conduct may face disciplinary action up to and including termination of employment.

### Section 2 Communications and Confidentiality:

- A. Requests for Information: Communication is a joint responsibility shared by the Town and all employees. If requests for information are received by employees, whether on or off duty, from any person, then the employee is required to politely decline to provide such information and to direct that individual to the Town Clerk for a response to that inquiry.
- B. Protecting Confidential Information: Because of an employee's duties or responsibilities, an employee may have access to confidential medical, social, resident, personnel or other sensitive information. All employees are responsible for protecting the confidentiality of this information.
- C. Custodian of Records: The Town Clerk is the custodian of records and is responsible for the disclosure of records pursuant to request for records under Wisconsin's Public Records Law. Unless directed by the Town Clerk, employees shall not act as the Town's custodian of records or disseminate information.
- D. Expression of Opinion: The Town acknowledges the right of its employees, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the Town, however, the employee's expression must be balanced against the interests of the Town. In situations in which the employee is not engaged in the performance of professional duties, the employee should state clearly that his or her expression represents personal views and not necessarily those of the Town.

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- Section 3 Chain of Command: Operation of any government agency depends on an effective chain of command. The ultimate decision concerning policy in the Town resides by law with the Town of Wausau Board.
- Section 4 Work Rules: Written work rules are necessary so that employees can be informed of required behavior and expectations. The following are work rule violations:
- A. Theft from the Town, other employees, or visitors.
  - B. Fighting or involvement that leads to violence.
  - C. Falsifying reports, records, or information.
  - D. Unauthorized possession of a weapon on the job.
  - E. Insubordination.
  - F. Gambling or playing cards on the job.
  - G. Inefficiency, such as failing to do the amount or quality of work that is expected.
  - H. Consuming, possessing, or being under the influence of alcoholic beverages or illegal drugs on Town property or while on duty.
  - I. Sleeping on duty.
  - J. Conviction of a criminal offense related to job duties.
  - K. Divulging confidential information.
  - L. Failing to report an injury or incident concerning an employee, visitor, or any other person on Town property.
  - M. Tardiness or absenteeism; leaving early without permission.
  - N. Violating safety regulations.
  - O. Failing to notify the Town Board or its designee of absence from work.
  - P. Damaging Town property.
  - Q. Horseplay and practical joking.
  - R. Smoking on paid time or in prohibited areas.
  - S. Using abusive or profane language.
  - T. Harassing behavior.
  - U. Policy violations.
  - V. Excessive visiting or socializing while on the job.
- Section 5 Personal or Improper Use of Town Vehicles, Equipment, Tools, or Materials: In using the Town vehicles or equipment, employees must keep in mind the fact that they are representatives of the Town. Also, an employee's conduct in adhering to the rules of safety and courtesy on the road is a reflection, for good or bad, on the Town. Therefore, it is imperative that employees abide by these rules and policies.
- A. Use of Town Vehicles or Equipment: Unauthorized or improper use of town property or equipment, including but not limited to vehicles, tools, telephone or computer is prohibited.
  - B. Operating Town Vehicles or Equipment: No one other than Town employees, Town Board members or their designees is allowed to operate a Town vehicle or equipment.
  - C. Transporting Others: Only Town employees and those associated with Town work are to be transported in a Town vehicle except in emergency situations.

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- D. Personal Use of Town of Equipment or Materials: Personal use of Town equipment or materials is prohibited including gravel, fill, or road base.
- E. Maintenance: All vehicles, equipment, and tools shall be checked by the employee before use. All accidents, dents, lost or broken equipment and/or tools shall be reported to the supervisor immediately and the particular item not used until the repair can be completed.
- F. Proper Care: Employees shall be responsible for the proper care and use of equipment, supplies, tools, and uniforms and shall maintain them in a safe, clean, and good working order. Proper care includes, but is not limited to, vehicles shall be kept in general good condition, vehicles shall be kept free of debris and washed regularly to prevent decay, hand tools and equipment shall be cleaned, refueled/recharged (if appropriate) after use and returned to the proper storage location(s) after use each day; uniforms (if provided) shall be kept in a presentable manner, and unused supplies shall be organized, resealed, and returned to the correct storage location after each use.

Section 6

Proper Use of Town Property: It is the Town’s intent to provide its employees, during the course of their employment, with access to and the use of various properties for the purpose of conducting business for the Town. Town property includes any building or structure owned or leased by the Town of Wausau as well as any real property or grounds owned or leased by the Town of Wausau which includes the Rib Mountain Gravel Pit.

- A. Privacy: Employees should have no reasonable expectation of privacy in the use of the Town’s and the public’s property. Town property is to be used judiciously by employees at all times and only in the manner for which the Town and public intends the property to be used.
- B. Maintenance: Employees must keep their work spaces clean and orderly as well as the Town of Wausau property which includes shoveling the walkways and door entrances, mowing the lawn, and keeping the property looking in good repair.
- C. Abuse of Property: Employees must report any suspected misuse or abuse of the Town’s property.
- D. Personal Property: Employees are encouraged to exercise care and attention in safeguarding personal property brought to the work place. The Town does not assume liability for the loss, theft or damage of personal property brought to the workplace.
- E. Temperature Settings: Temperature setting points are to be maintained at:

<b>Cooling Season Set Points</b>	<b>75-78 degrees F</b>
<b>Heating Season Set Points</b>	<b>68-72 degrees F</b>

There will be no exception to the heating and cooling set points without authorization from the Town Board.

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- F. Windows: Any operable windows are to be kept closed when the heating or cooling systems are in use.
- G. Heating Temperature: The heating temperatures shall be set to 60 degrees for all buildings for periods when buildings are not normally occupied.
- H. Air Conditioning Temperature: The air conditioning temperatures shall be set to 80 degrees when buildings are not occupied.
- I. Lights: All town employees shall ensure that lighting fixtures are operating, replaced and turned off when not in use.
- J. Security: All town employees are to make sure all the buildings and equipment is locked and/or secured at the end of the work day or when they leave the premises.
- K. Personal Appliances: Personal appliances, such as space heaters, refrigerators, microwaves, and coffee makers will not be permitted without prior approval of the Town Board.

Section 7 Off-duty conduct: In most instances, the Town will not be involved in an employee's off duty conduct. The Town will take appropriate action if the targeted off-duty conduct interferes with an employee's ability to perform on the job.

### Section 8 Telephone Use:

- A. Customer Service: People form opinions of an organization based on the treatment they receive when they call. When answering the telephone, Town employees are the Town to the person calling. It is important to be friendly, courteous, and helpful.
- B. Personal Calls: Personal calls should be kept to a minimum in both number and duration. Personal calls should be made during breaks/lunch periods.
- C. Cell Phones: Employees are prohibited from using a personal cellular phone or other electronic device (including answering, talking, dialing, texting, or data entry) while driving a Town-owned vehicle or a personal vehicle on Town business due to safety concerns (unless responding to a life threatening/emergency situation or contacting law enforcement).

### Section 9 Sexual Harassment or Other Types of Harassment:

- A. Purpose: Employees shall be provided a work environment free of any forms of sexual and other harassment. Town employees have the right to work in an environment free from harassment. Any employee who harasses another employee on the basis of their race, creed, marital status, pregnancy, color, national origin, ancestry, disability, sex, age, or sexual preference (except where sex or age is a bona fide occupational qualification), or other legally protected class will be subject to disciplinary action up to and including termination.

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Any person found to be in violation of this policy shall be dealt with through the disciplinary process or other appropriate means. This policy also applies to work-related social activities.

- B. Types of Conduct Covered by this Policy:
1. The policy prohibits any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the employee's employment.
  2. The policy prohibits subtle pressure for sexual favors, including implying or threatening that an applicant's or employee's cooperation of a sexual nature (or refusal thereof) will have any impact on the person's employment, job assignment, wages, promotion, or on any other conditions of employment or future job opportunities.
  3. The policy prohibits other behaviors that are not welcomed by employees and are personally offensive, including but not limited to: Sexual flirtations or propositions, sexually-related comments, display or possession of sexually suggestive objects or pictures on Town property or in Town vehicles, any uninvited physical contact, or any conduct that would create a hostile environment for the employee including e-mails, text messages, or other communication methods.
- C. Responding to Harassment: If an employee experiences harassment or sees others being harassed, it is suggested employees discuss the inappropriate behavior with the harasser. If employees are uncomfortable, feel threatened, or unsuccessful in their discussion with the harasser, employees should begin the Complaint Procedure.
- D. Complaint and Investigation Procedures:
1. An employee should initiate action on a complaint of sexual harassment by notifying the Town Board or its designee.
    - a. It is preferred that the employee submit a written summary of their complaint.
  2. All complaints will be recorded by the date and time the complaint was received and a summary kept of the alleged misconduct and people involved.
  3. All complaints shall be thoroughly investigated. Employees are expected to cooperate with the investigation and provide truthful information. A formal report which summarizes findings may be prepared. A copy of the investigation report may be provided to the complainant and a copy shall be kept on file in the Town Clerk's office.
  4. Confidentiality shall be maintained during the investigation to the fullest extent possible.
  5. An employee found in violation of this policy shall be subject to disciplinary action up to and including termination.
  6. An employee who is found to have knowingly made a false accusation of sexual harassment will be subject to disciplinary action up to and including termination.

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- E. Retaliation and/or Reprisal: An employee who engages in or assists in retaliation and/or reprisal against an employee who files a complaint or against anyone assisting in the investigation will be subject to disciplinary action up to and including termination.
- F. Education and Questions: All employees shall have the opportunity to attend an educational program on sexual harassment and this policy.

### Section 10 Workplace Bullying Policy:

- A. Bullying: Workplace bullying is unacceptable and will not be tolerated.
- B. Definition: Bullying is malicious repeated behavior that a reasonable person would consider to be offensive, degrading, humiliating, or threatening. Bullying may be directed toward one employee, a group of employees, or customers. Some examples include but are not limited to: screaming at someone, condescending and belittling comments, name calling or ridiculing, derogatory remarks or insults, undermining or impeding others' work, or unwarranted harsh and persistent criticism of work. This includes cyber bullying which is bullying using social media, website materials, e-mails, texting, and cell phones.
- C. When Bullying Occurs: The Town of Wausau expects all employees who experience bullying or who see others being bullied to report it as soon as possible to the Town Board or its designee. When notified, the Town Board will take immediate action to stop workplace bullying.
- D. Investigation: Any reports of workplace bullying will be treated seriously and investigated promptly. Employees are expected to cooperate with an investigation and provide truthful information. The complainant will be updated on the outcome of the investigation. Confidentiality will be maintained during the investigation to the fullest extent possible.
- E. Discipline: Employees who participate in workplace bullying, retaliate against an employee who reports bullying, or make a false accusation of bullying will be subject to disciplinary or other appropriate action up to and including termination.

### Section 11 Zero Tolerance Workplace Violence:

- A. General Background: The Town of Wausau recognizes that workplace violence is a growing concern nationally that needs to be addressed by all employers. Employees of the Town of Wausau should be provided with a work environment which is reasonably safe from harm. However, due to the need to allow public access to Town facilities and services and the nature of certain employees work, the Town cannot guarantee the protection of employees or customers against acts of violence. The Town may, however, regulate and direct the conduct of its employees and customers when possible in an effort to minimize the frequency and severity of violent incidents.

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### B. Reporting Procedures:

1. Non-Emergency: If the individual is not violent and no immediate threat is present, but the individual is acting in a suspicious or hostile aggressive manner, then employees should:
  - ▶ Notify the Town Chairman or his/her supervisor.
  - ▶ Keep distance between themselves and the individual.
  - ▶ Become aware of escape routes.
  - ▶ Be ready to summon the Sheriff's Department if the situation escalates to an emergency situation.
  - ▶ Call the Sheriff's Department at 261-1200 to report non-emergency events which are not life threatening involving suspicious activity.
2. Emergency: If it is reasonable to believe that an individual is acting in a manner that is of immediate threat to you or others, employees should:
  - ▶ Seek safety by leaving area if possible.
  - ▶ Summon the Sheriff's Department by phone (911).
  - ▶ When reporting an emergency event to the Sheriff's Department, provide the dispatcher with your name and location, report the specifics of the event in a clear and concise manner and be prepared to stay on the line and answer questions the dispatcher may have.
  - ▶ Do not attempt to control a violent individual.
  - ▶ Notify the Town Chairman or his/her supervisor.

Section 12 Supplementary Employment: Employees are allowed to hold a supplementary job as long as it does not interfere with their job responsibilities in their Town employment. Employees shall notify the Town Board in writing prior to engaging in full or part-time employment with another employer or a personal business enterprise.

Section 13 Reasonable Accommodation of an Employee with a Disability: When it is determined that an employee cannot perform the essential functions of his/her position due to a physical limitation or medical condition, reasonable efforts will be made to accommodate the employee. A request for accommodation shall be handled on a "case-by-case" basis considering the individual set of facts and circumstances.

Section 14 Tobacco Free Town Buildings, Property/Grounds, Equipment, and Vehicles:

- A. Purpose: The Town of Wausau is committed to providing healthy, clean and productive public workplaces for our residents, employees and visitors. All Town buildings and structures, on designated Town property/grounds and in all Town vehicles and equipment, will be tobacco free.
- B. Definition: In this chapter the following terms have the following meanings:
  1. Town Building: Any building or structure owned or leased by the Town of Wausau.
  2. Town Property/Grounds: Any real property or grounds owned or leased by the Town of Wausau which includes the Rib Mountain Gravel Pit.
  3. Designated Property/Grounds: Town owned or leased property, or grounds that are identified as tobacco free by signs, placards, etc.

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4. Town Vehicle/Equipment: Any vehicle or equipment owned, rented or leased by the Town.
5. Tobacco products: Tobacco products include cigarettes, cigars, pipes, chewing tobacco, tobacco free snuff and electronic cigarettes.

- C. Prohibited Activity: It is prohibited for anyone to use tobacco products in/on Town buildings, structures, property/grounds, in or while operating Town vehicles or equipment. Town employees are prohibited to use tobacco products during paid work time but will be allowed to use tobacco products in designated areas during paid breaks and during his/her lunch period.
- D. Violation-Penalty-Enforcement: Any employee violating any provisions of this policy may be subject to progressive disciplinary action, up to, and including termination of employment.

Section 15 Driver's License Suspension: Employees who occupy positions that require a valid driver's license must immediately report any loss or suspensions of their driver's license to the Town Board.



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## Chapter 10: Employee Discipline

Section 1 Purpose: The purpose of this chapter is to provide guidance to correct poor job performance and inappropriate employee conduct. All employees are considered at will. An employee may be dismissed at any time at the option of the Town. An employee may quit employment with the Town of Wausau at any time.

Section 2 Disciplinary Actions:

- A. Discipline Process: Disciplinary action will occur when an employee's behavior, job performance, or conduct fails to meet the expectation of the Town Board, or actions taken by an employee can be reasonably deemed to be careless and result in damage to equipment and/or injury to another person.
- B. Compliance: Employees shall comply with rules outlined in this Handbook.
- C. Progressive: Disciplinary action is designed to be progressive and will be applied in fair, timely, and consistent manner. Progressively more serious levels of discipline will be used until either the employee's conduct or performance reaches the desired improvement or all levels have been exhausted.
- D. Termination: Any termination shall be determined by the Town Board. An employee's supervisor may determine if an employee is to be disciplined and the type of discipline up to and including suspension without pay.

### SAMPLE OF DISCIPLINARY LETTER

TO: Dora Disagreeable  
FROM: Sandy Supervisor  
RE: February 4, 200-

As you know, I have talked to you several times (list dates) about the importance of getting along with your co-workers. I am writing this written reprimand now because you were involved in another disagreement with one of your co-workers yesterday.

Yesterday, you had a disagreement with Bonnie Bystander after she told you that you needed to obtain the department head's signature on expense forms. You reacted angrily (slammed drawer, kicked chair), became upset (yelled) with Bonnie (although her comment was correct), and then came into my office and asked for the rest of the day off. When I asked you what was wrong, you explained what had happened. You also said:

- ▶ You don't have respect for anyone here;
- ▶ You don't want to ever speak to "that woman" (Bonnie) again;
- ▶ You won't accept anything "that woman" says, even if it's correct; and
- ▶ You want and will take direction only from your supervisor.

These comments and your interaction with Bonnie are unacceptable. This is a small office, with only two office support staff assisting 10 other employees. It is imperative that everyone in the office maintain a professional and cooperative working relationship. This includes accepting constructive suggestions and comments from co-workers, communicating with co-workers, and treating co-workers professionally and respectfully. Continued problems in this area, or any other performance or discipline issues, will result in further discipline, up to and including termination.

Cc: Personnel file

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## Chapter 11: Employee Safety

- Section 1 Purpose: While no job can be made completely free from hazards, it is necessary to reduce to a minimum the occupational dangers and threats to safety present in the workplace. To be successful, this effort requires the ongoing cooperation of all employees.
- Section 2 Reporting On-the-Job Injuries/Illnesses: Employees are expected to report injuries/illnesses/near misses immediately to the Town Board or to his/her supervisor if they were hurt or are ill as a result of their job, even if they feel the injury/illness is minor and will heal or improve without medical attention.
- Section 3 Worker's Compensation: Employees eligible for worker's compensation benefits shall be allowed to exercise one of the following options:
- A. Receive the worker's compensation benefit with no deduction from accumulated paid leave account;
  - B. The employee shall contact the Town Clerk when information is received that the employee will not be able to return to his/her regular job for an extended period of time (a month or more).
- Section 4 Drug and Alcohol Testing Program of Commercial Drivers License (CDL) Drivers:
- A. Policy: The Town will comply with the Omnibus Transportation Testing Act of 1991 and relevant Department of Transportation (DOT) regulations which require drug and alcohol testing of employees who are required to possess a Commercial Drivers License (CDL). The Town believes that the misuse of alcohol and controlled substances can have a negative effect on an individual's health, work and personal life and that a program of regular testing can help to protect our employees and the public from those negative consequences.
  - B. CDL: Employees who are required to possess a CDL as a condition of their employment will be subject to drug and alcohol testing under the following conditions:
    - ▶ Pre-employment (Drug Only)
    - ▶ Reasonable Suspicion
    - ▶ Post Accident
    - ▶ Random
    - ▶ Return to Duty
  - C. Refusal: Refusing the drug or alcohol test shall be considered a very serious act of misconduct which could lead to the employee's termination of employment. An employee will be deemed to have refused an alcohol or drug test if s/he does any of the following without a valid medical explanation:
    - ▶ Fails to provide adequate breath for the alcohol breath test.
    - ▶ Fails to provide adequate urine for testing.
    - ▶ Engages in conduct that obstructs the testing process.

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- D. Altered/Substituted Specimens: An employee whose test for controlled refused to test. This conduct shall be subject to disciplinary action which could lead to the termination of the employee.
- E. Diluted Specimens: An employee whose test for controlled substances reports as diluted may immediately be required to submit to another test.
- F. Safety Sensitive Functions: "Safety sensitive function" means any of the following work activities involving a commercial motor vehicle which require a CDL to operate:
- ▶ Waiting to be dispatched
  - ▶ Inspecting equipment
  - ▶ Driving
  - ▶ Time in a motor vehicle
  - ▶ Loading or unloading
  - ▶ Attending an accident scene or a disabled vehicle.
- G. Prohibited Conduct: Employees who perform safety sensitive functions may not perform such functions:
- ▶ While using alcohol.
  - ▶ Within 4 hours of having used alcohol.
  - ▶ While having an alcohol concentration of .04 or greater.
  - ▶ After a positive drug test result.
  - ▶ After refusing to submit to a alcohol or drug test required in accordance with this policy.
- H. Engaging in Prohibited Conduct: Engaging in prohibited conduct will result in immediate removal from all safety sensitive functions and can lead to disciplinary action being taken against the employee up to and including termination.
- I. Controlled Substance:
1. A driver is prohibited from reporting for duty or remaining on duty when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safety operate a commercial motor vehicle or perform duties covered by DOT regulations.
  2. A driver is prohibited from reporting for duty, remaining on duty, or performing a safety-sensitive function if the driver tests positive for controlled substances.
  3. A driver is prohibited from refusing to submit to a post-accident, random, reasonable suspicion, or follow-up tests for controlled substances. A driver is prohibited from refusing to submit to pre-employment or return-to-duty controlled substance test if required to do so by the Town.
- J. Prescription Drugs:
1. An employee who is taking prescribed medication is required to ask the physician whether the medication will affect his/her ability to operate a

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commercial motor vehicle or perform duties covered by DOT regulations. If the medication will affect the ability to operate a commercial motor vehicle or perform duties covered by DOT regulations, the employee is required to notify his/her supervisor of such by providing a statement from the physician stating that the medication will adversely affect the employee's ability to perform safety sensitive functions, and stating how long the employee will be taking the medication. The Town will try to make a reasonable accommodation for employees who are prevented from performing safety sensitive functions while taking prescribed medications that affect the employee's ability to perform safety sensitive functions. If this is not possible, the employee will be required to take paid or unpaid leave until the employee has completed his or her course of medication. If this leave is for 30 or more days, the employee may be required to pass pre-employment tests upon returning to duty.

2. Inappropriate use of prescription drugs is considered a violation of this policy and will result in disciplinary action up to and including discharge.

K. Citation: Any employee who receives a citation for any offense that has a potential penalty of the suspension, revocation, or disqualification of their commercial driver's license (CDL) shall notify their department head or his/her immediate supervisor, by the next business day unless circumstances make it impossible, then as soon as possible. Failure to notify will result in disciplinary action up to and including discharge.

L. Alcohol Screening Test:

1. The Town shall contract with a qualified third party to conduct the alcohol tests and shall pay the cost of the tests.
2. A Breath Alcohol Technician will administer the alcohol test using an evidential breath testing device (EBT) which complies with the DOT requirements for workplace testing.
3. The employee/driver shall blow forcefully into the mouthpiece for at least 6 seconds, or until an adequate amount of breath has been obtained.
4. An employee/driver with an alcohol concentration of .02 or greater shall be given a second confirmatory test. Confirmation testing will be conducted at least 15 minutes, but no more than 20 minutes after the initial test.
5. An employee/driver with an alcohol concentration of .02 or greater, but less than .04 shall not be permitted to perform any safety sensitive functions until:
  - a. The next scheduled duty period, if at least 24 hours have elapsed; and
  - b. A retest shows the alcohol concentration has fallen below .02.

M. Drug Screening Tests:

1. Drug screens shall be conducted to determine the presence of the following drugs or metabolites:
  - ▶ Marijuana, Cocaine, Opiates, Amphetamines, or Phencyclidine (PCB)
2. Whenever possible, the collection of urine specimen shall be done at a Town facility. The employee shall provide identification documents before completing the collection process. The collection shall be done in a split sample form in order to provide for a confirmatory test, if the employee

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requests a confirmatory test.

3. Drug tests shall be conducted by a qualified laboratory in accordance with National Institute on Drug Abuse (NIDA) standards.
4. The laboratory shall report all findings to the Town of Wausau Chairman.

N. Reasonable Suspicion: When in the judgment of one or more Town Board members or their designee observes physical or behavioral symptoms or reactions commonly attributed to the use of alcohol or a controlled substance, the employee/driver shall be relieved of all safety-sensitive functions and shall be required to take a drug and/or alcohol test.

O. Post Accident:

1. Whenever an accident results in the loss of human life, the employee shall be required to submit to drug and alcohol testing.
2. Additionally, the employee shall be required to submit to drug and alcohol testing when involved in an accident in a commercial motor vehicle while on duty which results in the employee/driver receiving a citation for a moving traffic violation and the accident is serious enough that:
  - ▶ Medical treatment is sought away from the scene of the accident by one of the participants; or
  - ▶ One of the vehicles involved in the accident needs to be towed.
3. The employee shall be tested for alcohol/drug as soon as possible but no later than eight hours following an accident.
4. The employee shall not use alcohol for eight hours after the accident or until s/he undergoes the alcohol and drug tests.

P. Random:

1. 50% of the pool of CDL drivers shall be given a random drug test and 10% of the pool of CDL drivers shall be given a random alcohol test annually.
2. The Town Board shall contract with a disinterested third party to make random selection from a pool of all Town employees required to have a CDL as a condition of their employment.
3. Random alcohol tests shall be conducted just before, during or just after the performance of safety sensitive functions.
4. Employees who are notified of selection shall proceed immediately to the test site. Random drug tests can be conducted any time the employee is at work.
5. When an employee is off work due to a layoff, illness, or injury and his/her name is selected for random testing, he/she will not be submitted to the test.

Q. Return to Duty: When an employee is found to have engaged in prohibited conduct under this policy and/or while waiting the results from the drug/alcohol tests, s/he shall be relieved of all safety-sensitive responsibilities and shall be required to take an alcohol test with a result of .02 or less and/or a drug test with a verified negative result for controlled substances before returning to duty requiring the performance of safety sensitive functions.

R. Positive Findings: An employee who tests positive for alcohol in a concentration at or exceeding .04 or who tests positive for use of a controlled substance shall

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be immediately put on suspension with pay pending a predetermination meeting and an investigation of the facts and circumstances.

- S. Confidentiality: All records related to drug and alcohol test results and employee/driver evaluation and referrals shall be considered medical records and held in confidence, maintained in a secure location at the Town Clerk's office.

### Section 6 Time Limits of Vehicle Operation of Commercial Drivers License (CDL) Drivers:

- A. Purpose: The Town Board has established these procedures to protect its employees and the public from the safety hazards associated with prolonged hours of driving operations and to minimize the Town's exposure to contributory liability in the event of an accident.
- B. Scope and Application: This policy applies to all employees who are required to possess a Commercial Drivers License (CDL) for purposes of operating Town owned vehicles meeting Department of Transportation (DOT) regulations.
- C. Vehicle Operation Policy: Operators required to possess a Commercial Drivers License (CDL) shall be limited to fourteen (14) hour shifts when operating a Town vehicle. After the 14<sup>th</sup> hour, operators cannot drive again until they have had a minimum of eight (8) hours of rest. Operators shall not drive for more than sixteen (16) hours in a twenty-four (24) hour period. An exception may be granted by the Town Board Chairman if replacement operators are unavailable and traveler safety warrants continuous presence on the roadway/runway.

### Section 7 Personal Protective Equipment:

- A. Purpose: To protect employees from the hazards of processes or environment, or mechanical irritants by requiring personal protective equipment for eyes, face, head and extremities.
- B. Definition: Personal Protective Equipment includes, but is not limited, to the following: hard hats, eye protection, face shield, foot protection, gloves, protective clothing, reflective safety vest, or hearing protection.
- .C. Responsibility:
  - 1. The Town of Wausau will provide proper training to ensure the proper use of personal protective equipment.
  - 2. Employees are responsible for:
    - a. Understanding their assigned tasks relating to personal protective equipment.
    - b. Wearing the proper personal protective equipment to safely work in hazardous areas.
    - c. Assisting with the hazard assessment(s) and the identification of hazardous areas.
    - d. Complying with the directives of this policy.

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## Chapter 12: Complaint and Grievance Procedures

Section 1 Purpose: This grievance procedure is adopted pursuant to s. 66.0509(1m), Wis. Stat., and is intended to provide a timely and orderly review of disputes regarding: a) employee terminations, b) employee discipline, and c) workplace safety.

Section 2 Definitions:

A. Days: means calendar days, excluding legal holidays as defined in s. 995.20, Wis. Stat.

1. Discipline means any employment action that results in disciplinary suspension without pay, disciplinary reduction in pay or other benefits, disciplinary demotions and terminations. The term "discipline" does not include verbal notices or reminders, written reprimands, performance evaluations, documentation of employee acts and/or omissions in an employment file, non-disciplinary demotions, non-disciplinary adjustments to compensation or benefits, actions taken to address job performance such as establishment of a performance improvement plan or job targets; placing an employee on paid leave pending an internal investigation; or other personnel actions taken by the employer for non-disciplinary reasons.
2. Hearing Officer: means the impartial hearing officer required pursuant to s. 66.0509(1m)(d)2, Wis. Stat. The hearing officer will be appointed by the town board is Sue Schreiber and will serve a three year term beginning January 1, 2014. The hearing officer shall have a background or experience such as: a lawyer, a professional mediator/arbitrator, a retired judge, or other qualified individual. The hearing officer shall not be an employee of the Town of Wausau.
3. Termination: means a discharge from employment for rule violations, poor performance, acts detrimental to the employer or other acts of misconduct. The term "termination" does not include: a voluntary quit, completion of seasonal employment, completion of contract, layoff or failure to be recalled from layoff at the expiration of the recall period; retirement, job abandonment ("no call, no show" or other failure to report to work); or termination of employment due to medical condition, lack of qualification or license, or any other cessation of employment not involving involuntary termination.
4. Workplace Safety: means any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety.

B. Process and Timelines:

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1. Written Grievance: The employee must file a written grievance with the Town Clerk within 10 days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. This is necessary so that an earnest effort can be made to resolve the matter informally, the grievant must discuss the issue with his/her immediate supervisor prior to filing the written grievance. However, in the case of a termination, such a meeting is not required. Grievance forms may be obtained from the Clerk. The Town Clerk shall inform the employee's immediate supervisor and the Town Chair about receipt of the written grievance as soon as practicable.
2. Meeting: The employee's immediate supervisor will meet with the grievant within 10 days of receipt of the written grievance. The supervisor will provide the grievant with a written response within 10 days of the meeting. A copy of the supervisor's response shall be filed in the clerk's office. If no one has been designated the employee's immediate supervisor, the employee will meet with the Town Chair who shall then provide the written response.
3. Appeal: The employee may request an appeal to the hearing officer by filing a written request with the Town Clerk within 10 days of receiving the written response. The Town Clerk shall notify the Town Chair and employee's supervisor about the filing of the request for a hearing as soon as practicable. The Town Board will work with the hearing officer and grievant to schedule a mutually agreeable hearing date.
4. Hearing Officer's Written Decision: The hearing officer shall provide the employee and employee's supervisor with a written decision no later than 30 days after the hearing date. The hearing officer shall also provide the Town Clerk with a copy of the decision for filing in the Clerk's office.
5. Non-prevailing Party Appeal: The non-prevailing party may file a written request with the Town Clerk for an appeal to the Town Board within 10 days of receipt of the hearing officer's decision. The Clerk shall notify the Town Chair about the request as soon as possible. The Town Board shall decide the matter and issue a written decision within 45 days of the filing of the appeal. The Town Board may sustain, deny or modify the recommendation of the impartial hearing officer. The decision of the Town Board shall be final and binding. A copy of the Board's decision shall be provided to the employee and filed in the Town Clerk's office.
6. Extension of Timelines: All timelines may be extended by mutual written agreement of the Town Board and employee. Without such agreement, a failure of the employee to adhere to any of the specified timelines shall preclude any further consideration of the grievance.

If the last day on which an event is to occur is a Saturday, Sunday, or legal holiday, the time limit is extended to the next day which is not a



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Saturday, Sunday or legal holiday. A grievance or request for an appeal is considered timely if received by the Town Clerk during normal business hours or if postmarked by 11:59 p.m. on the due date.

If the grievance is not answered within the time limits, at any stage, the employee may proceed to the next available step within 7 days.

7. Waiver: The grievant and Town Board may mutually agree in writing to waive a step or multiple steps within the procedure.
8. Grievance Resolved: Granting the requested or agreed upon remedy resolves the grievance.

### Section 3 Grievance Requirements:

- A. The written grievance must contain:
  1. A statement of the pertinent facts surrounding the nature of the grievance.
  2. The date the incident occurred or the date the alleged workplace safety concern was discovered.
  3. The steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion.
  4. The specific remedy requested; and
  5. A description of the workplace safety rule alleged to have been violated, if applicable.

### Section 4 Supervisor's Response:

- A. The supervisor's written response to the employee's written grievance must contain:
  1. A statement of the date the meeting between the employee and supervisor was held.
  2. A decision as to whether the grievance is sustained or denied.

### Section 5 Procedure before the Hearing Officer:

- A. Hearing Officer Hearing: The hearing officer shall define the issues, identifying areas of agreement and identifying the issues in dispute and hear evidence and arguments. The hearing officer will determine whether the town acted in an arbitrary and capricious manner. A decision will not have been arbitrary or capricious if it was made in the best interest of the Town. In all cases, the grievant shall have the burden of proof to support the grievance. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be strictly followed. However, no factual findings may be based solely on hearsay evidence.

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- B. Hearing Officer Decision: The hearing officer may require the employee and the Town to submit materials related to the grievance and witness lists in advance of the hearing in order to expedite the hearing. The hearing officer shall sustain or deny the decision of the employee's supervisor. The hearing officer is not given authority to modify the decision made by the employee's supervisor. The hearing officer is not given authority to grant in whole or in part the specific request of the grievant. Within 30 days after the hearing, the hearing officer will issue a decision in writing indicating the findings and reasons for the decision.
- C. Appeal Process: If the hearing officer's decision on any grievance is appealed, only the issues raised in the hearing may be appealed. Issues are not subject to modification in the appeal process.

### Section 6 Hearing Officer's Decision:

- A. The hearing officer's written decision must contain:
1. A statement of pertinent facts surrounding the nature of the grievance.
  2. A decision as to whether the grievance is sustained or denied, with the rationale for the decision.
  3. A statement outlining the timeline to appeal the decision.

### Section 7 Representation: Both the employee and the Town may be assisted by a representative of their own choosing in person or by teleconference at any point during the grievance process.

### Section 8 Consolidation: The employee's supervisor and/or the hearing officer may consolidate grievances where a reasonable basis for consolidation exists.

If more than one employee is grieving the same issue or circumstance, a single grievance form may be used. A group grievance must be signed by all grieving employees and must indicate that it is a group grievance at the first step in the grievance process.

### Section 9 Costs: Any expense incurred by an employee in investigating, preparing, or presenting a grievance shall be the sole responsibility of the employee. Each party (employee and employer) shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees. The fees of the impartial hearing officer shall be divided equally between the parties with the employee(s) paying half and the employer paying the other half.

# TOWN OF WAUSAU PERSONNEL POLICY & PROCEDURES MANUAL

## Chapter 13 Training and Development

- Section 1 Purpose: To provide organized training programs for the purpose of increasing the knowledge, proficiency, ability and skills of Town employees.
- Section 2 Responsibility: The Town Board shall provide active leadership in training and development of employees under their supervision.
- Section 3 Types of Training: Seminars, workshops, other training conducted during work time as a means of skill development and keeping current in the field remains the responsibility of the operating department and is not covered by this policy.
- Section 4 Approval: Approval by the Town Board is necessary to attend a seminar, workshop, or other training if there is a cost to the training or if the training is off site.

# TOWN OF WAUSAU PERSONNEL POLICY & PROCEDURES MANUAL

## Chapter 14: Records Management

- Section 1 Personnel Files: The Town of Wausau Clerk shall maintain and store the personnel files on all employees excluding elected officials.
- Section 2 Access to Personnel Files:
- A. Maintaining Personnel Files: The Town of Wausau maintains a personnel file on each employee. The personnel file includes such information as the employee's job application and/or resume, records of training, documentation of performance appraisals, documentation of performance issues, salary history, and other employment records.
  - B. Town Property: Personnel files are the property of the Town and access to the information therein is restricted. Generally, only the Town Clerk and Town of Wausau Board have access to employment records.
  - C. Written Request Required: Employees who wish to review their file shall contact the Town Clerk in writing. Within ten (10) work days, employees may review their personnel files in the Town Clerk office in the presence of the Town Clerk or her/his designee.
  - D. Disclosure: The Town shall disclose to the employee any personnel documents which are used or have been used to determine that employee's qualifications for employment, promotion, transfer, additional compensation, termination or other disciplinary action, and medical records.
- Section 3 Personnel Data Changes: It is the responsibility of each employee to promptly notify the Town Clerk of any changes in personnel data including the following: name, mailing address, home telephone numbers, number and names of dependents, number of tax exemptions, individuals to be contacted in the event of an emergency, educational accomplishments, and beneficiary changes. If any personnel data has changed, the employee shall notify the Town Clerk in writing not later than five (5) business days after the change.

# TOWN OF WAUSAU PERSONNEL POLICY & PROCEDURES MANUAL

## Chapter 15: Town of Wausau Volunteer Fire Department Bylaws

- Section 1 Purpose: These are the bylaws of the Town of Wausau Volunteer Fire Department. The bylaws are the foundation of the fire department, which provides the members and officers of the department standards to which they are to perform their duties. The bylaws also inform the members of their rights as members of the department, establishes guidelines as to how to conduct department business, and the usage and handling of department equipment.
- Section 2 Mission Statement: The objectives and purpose of this department, hereby known as the Town of Wausau Volunteer Fire Department, which is a unit of this community, shall be for the prevention of fire, to safeguard lives and property of all people in this community, and to effect fire and rescue operations when called upon to do so for the saving of life and property.
- Section 3 Membership:
- A. Residency: Any person desiring to become members of this department shall reside in the town or live within one mile of its boundaries. The fire chief shall have the discretion to allow persons residing outside the department's protection area to join or to remain members of the department.
- B. Requirements: Any person desiring to become a member of the department shall meet the following:
1. Members must be at least eighteen (18) years of age.
  2. Interested applicants must complete and submit an application.
  3. As an opening occurs, applications shall be reviewed for qualifications.
  4. Applicants must consent to a background investigation.
  5. Applicants with a felony record will not be considered for membership.
  6. Applicants with multiple traffic or motor vehicle convictions will not be considered for membership.
  7. Volunteers must be physically and mentally capable of performing ordinary tasks as required for fire, rescue, and EMS calls.
  8. False information provided on the application will result in rejection of the application or as ground for dismissal from the department.
  9. Volunteers must be willing to actively respond to calls.
  10. Volunteers must be willing to actively participate in outside training as required.
  11. All new members will be on probation for one year.
  12. Any applicant must hold a valid Wisconsin Driver's License and provide proof annually of auto insurance.
  13. Membership must be approved by 60% of a quorum of the member's present.
  14. The member will be recommended to Town Board for final approval.
- C. Expectations: Each member of the department is expected to attend meetings and practices each month and respond to pager calls as work or other circumstances permit. Any member who fails to attend 50% of meetings and drills over the course of a year shall have his/her membership reviewed, unless absences are due to illness or excused by the chief.

## TOWN OF WAUSAU PERSONNEL POLICY & PROCEDURES MANUAL

- D. Suspension: The chief shall have the authority to suspend any member of the department for insubordination or for disobedience of department rules or regulations for a period not to exceed two (2) months.
  - 1. The chief shall report any suspensions and the circumstances to the town board.
  - 2. The town board may suspend any member of the department, reduce any member in rank, or remove any member that was insubordinate or disobeyed any department rules or regulations.
- E. Termination: Membership may be terminated by the Town Board with appropriate notification.
- F. Resignation: Any member that does not desire to remain as a member of the department, or for other reasons is not able to continue his/her membership shall submit a completed resignation form to the chief, and return to the chief all department property in a timely fashion upon acceptance of the resignation by the department. The department property to be returned includes, but is not limited to, keys, pager, charger and case, radio charger and case, first responder equipment, soft pack, auxiliary kit, oxygen system and defibrillator, badge, insignia, and any other equipment.
- G. Voting Rights: Each active member (after probationary period has been successfully completed) is entitled to one vote.
- H. Training: Each new member shall have completed entry-level Firefighter class, along with Driver/Operator class, and other training as deemed necessary by the department in a reasonable amount of time approved by the chief.
- I. Size of Department: The department shall strive to maintain a minimum of fifteen (15) members, with a maximum of thirty (30) members at any given time, including first responders.
- J. Compensation: Members shall be paid at the appropriately budgeted rate as well as be provided a pension.

### Section 3

#### Selection of Officers:

- A. Positions: Officers of this department shall consist of Chief, Assistant Chief, Captain, Lieutenant, and Administrative Fire Inspector.
- B. Chief: The position of Chief is, per ordinance, an appointed position by the town board. The department may, however, provide a recommendation to the board.
- C. Chief Appointments: Per ordinance, the Chief has the authority to appoint the other department officers, with the Town Board approving such appointments within thirty days of presentation to the Town Board.

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- D. Term of Officers: All normal terms shall be for a period of four years and shall officially begin the first day of January following the year in which they were selected for the position.
- E. Application Process:
1. Any individual wishing to be considered for an officer position will need to submit a written letter of application for the position explaining the reasons for interest in, and qualifications for fulfilling the duties of, the position for which application is being made. (Duties and expectations for each position will be made available to department members.)
  2. Any officer interested in advancing to a higher rank will need to submit an application to be considered for a full term. There will be no automatic permanent advancement to higher rank.
- F. Review Panel Selection Process:
1. All letters of application for a specific position will be reviewed by a five person panel consisting of no fewer than two non-officers in addition to available officers, chaired by the highest ranking officer, which will then interview the applicants.
  2. No applicant for any specific position shall be a member of the panel charged with the selection of that position.
  3. Non-officers wishing to be part of the selection panel for a specific office shall express their desire and, in the event there are more than the required number volunteer to serve, names of panel members shall be drawn from a hat.
- G. Election Requirements: In the event that there is only one applicant for a position, a quorum of the department's firefighters may unanimously vote to waive the interview process for that specific position at the regularly scheduled monthly meeting.
- H. Selection Process:
1. Following the interviews, the panel is empowered to make a final selection of an applicant to serve in the specific office, with the panel chair voting only for the purpose of breaking a tie vote by the other four members.
  2. The panel may reject all applicants and re-open the process if panel members deem applicants unacceptable.
  3. Applicants not initially selected by the panel may re-apply for other remaining position.
- I. Timeline to Select Candidates:
1. Because of the amount of time this process will require, applications for the position of Chief shall be submitted by March 1<sup>st</sup> of a selection year, with the selection process to be completed by the end of the month.
  2. Applications for the position of Assistant Chief shall be submitted by April 1<sup>st</sup>, with selection being completed by the end of the month.
  3. Applications for the position of Captain shall be submitted by May 1<sup>st</sup>, with selection being completed by the end of the month.

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4. Applications for the position of Lieutenant shall be submitted by June 1<sup>st</sup>, with selection being completed by the end of the month.
- J. Officer Training: Newly selected officers shall spend the time between their selection and the start of their term working closely with the outgoing officers to learn and become proficient in carrying out their duties.
- K. Compensation: Officers shall be paid at the appropriately budgeted rate throughout their official term of office.
- L. Removal from the Position: Removal of an ineffective or otherwise unacceptable officer may be considered during a term under the following circumstances:
  1. After a minimum of three separate members share serious concerns or complaints about the manner in which a specific officer fulfills his or her duties, the other officers shall investigate the situation and offer a recommendation for a resolution to the situation.
  2. This *may* include removal from office or other actions as deemed appropriate.
  3. This in no way precludes other regular disciplinary action for more minor concerns for officers or other members.
- M. Vacancy: In case of an emergency vacancy of any position, the Chief (or Assistant Chief upon assuming the role of Acting Chief) may appoint someone to fill the position or otherwise assign duties as he or she may see fit until a new officer is selected to fill the remainder of the current term.

### Section 4 Duties of the Officers

#### **A: Duties of Fire Chief**

Job Summary: Perform the administrative function of planning, organizing, directing, coordinating, and controlling the operations and personnel of the Department and the personnel under the jurisdiction of the Fire Chief. This position involves the development and training of personnel, performance evaluation, morale, safety of personnel, equipment maintenance and utilization, budget preparation, enforcement of codes and ordinances of the Town of Wausau, the Wisconsin Statutes and Federal Regulations.

Duties and Responsibilities: The Fire Chief shall:

- a. Utilize the Incident Command System (ICS) on all incidents.
- b. Assume command at his/her discretion at all fires, EMS and rescue operations.
- c. Review reports and records of department activities and operations, and take appropriate actions when required to assure they are effective.
- d. Make every effort to attend all fires, meetings, including Town meetings, drills and direct the officers and members in the performance of their duties.
- e. Prepare the public safety budget for presentation to the Town Board members.
- f. Develop long-range plans for the training, operations, staffing and equipment requirements of the department.
- g. See that each fire is investigated to determine its cause, and in case of



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suspicion of any incident, shall secure and preserve all possible evidence for future use in the case. H/she shall also notify the State Fire Marshall when warranted or required by law.

- h. Be responsible to see that all required fire inspections of businesses are completed every six months as required by law.
- i. See that all equipment is properly maintained.
- j. Be in charge of the issuance of necessary personal protective equipment to all members of the Department. He or she shall also see that each transaction is properly recorded and request the return of the equipment when member is dismissed.

### Qualifications:

- a. Prefer Certified FF 1 or FF 2
- b. Knowledge of fire department administration, fire prevention practices, firefighting, and EMS techniques.
- c. Have the ability to plan, assign, direct, and supervise firefighting, rescue, EMS operations and personnel under emergency conditions.
- d. Have the knowledge of the use of firefighting, rescue and EMS tools and equipment, and ability to organize and supervise drill sessions and instruct personnel.
- e. Possess and maintain valid Wisconsin Motor Vehicle Operators License.
- f. Prefer 7 years experience in rank of command officer.
- g. Prefer minimum of 10 years experience as a firefighter.

## **B. Duties of the Assistant Chief**

Job Summary: Initiate the development, implementation, coordination and supervision of fire suppression, training, rescue, and fire prevention services. Staff responsibilities as assigned by the Fire Chief.

Authority: The Assistant Fire Chief has direct control over all members and employees within his/her command. The Assistant Fire Chief shall preside at all meetings in the absence of the Fire Chief. In the absence of the assistance Fire Chief, the next ranking officer shall preside.

### The Assistant Fire Chief shall:

- a. Report to the Fire Chief at all fires, and assist him or her in the discharge of his duties. In the absence of the Fire Chief, the Assistant Fire Chief shall officiate in the capacity of Chief.
- b. Be knowledgeable of the Fire Chief's duties and enforce its provisions.
- c. Oversee regular fire department training programs.
- d. Attend scheduled officers meetings.

### Qualifications:

- a. Prefer Certified FF 1 or FF 2
- b. Posses through knowledge of firefighting, rescue and EMS techniques and fire prevention practices.
- c. Ability to plan, assign, direct, and supervise firefighting personnel and equipment under emergency conditions.
- d. Possess and maintain valid Wisconsin Motor Vehicle Operators License.
- e. Prefer 5 years experience in rank of command officer.
- f. Prefer minimum of 8 years experience as a firefighter.

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### C. Duties of Captain:

Job Summary: Company officer rank requires knowledge of firefighter task and responsibilities. Assist in the activities of the station, at fires and other emergencies. Staff responsibilities as assigned by the fire Chief.

Authority: Subject to the authority of the Fire Chief and Assistant Fire Chief, the Captain shall issue such orders and directives necessary to promote the effective operation of all activities within higher command.

The Captain shall:

- a. Respond to fire alarms, assist in evaluating the emergency, and direct company operations.
- b. Upon arrival at scene, report to the ranking officer for further orders or take command.
- c. Assist in training subordinates during company or department drills.
- d. Be responsible for front line supervision for his/her squad.
- e. Attend scheduled meetings.

Qualifications:

- a. Prefer Certified FF 1 or FF 2
- b. Posses knowledge of the use of firefighting apparatus, tools, suppression techniques, rescue and EMS techniques.
- c. Possess knowledge of principles and practices of fire prevention.
- d. Ability to plan, assign, direct, and supervise firefighting personnel and equipment under emergency conditions.
- e. Possess the ability to conduct training for fire department personnel.
- f. Possess and maintain valid Wisconsin Motor Vehicle Operators License.
- g. Prefer 3 years experience in rank of command officer.
- h. Prefer minimum of 7 years experience as a firefighter.

### D. Duties of Lieutenant

Job Summary: Officer Rank requires knowledge of firefighting, rescue responsibilities and assistance in activities at the station. Staff responsibilities as assigned by Fire Chief.

Authority: Subject to the authority of the Fire Chief, Assistant Fire Chief, and Company Captain, the Lieutenant shall issue orders and directives necessary to promote the effective operation of all activities within his/her command.

The Lieutenant shall:

- a. Respond to fire alarms, assist in evaluating the emergency, and direct company operations.
- b. Upon arrival at scene, report to the ranking officer for further orders or take command.
- c. Assist in training subordinates during company or department drills.
- d. Be responsible for front line supervision for his/her squad.
- e. Assume staff responsibilities as assigned by the Fire Chief.
- f. Attend scheduled meetings.

Qualifications:

- a. Prefer Certified FF 1

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- b. Posses knowledge of the use of firefighting apparatus, tools, suppression techniques, and rescue techniques.
- c. Possess knowledge of principles and practices of fire prevention, firefighting and ability to demonstrate their use to others.
- d. Possess the ability to conduct training for fire department personnel.
- e. Ability to plan, assign, direct, and supervise firefighting personnel and equipment under emergency conditions.
- f. Possess and maintain valid Wisconsin Motor Vehicle Operators License.
- g. Have minimum of 5 years experience as a firefighter.

### Section 5

#### Duties of Members:

- A. It shall be the duty of all members to take instructions from the chief or any member invested with the power of authority as set forth in these bylaws.
- B. It shall be the duty of all officers and members to attend meetings and practices.
- C. Any member receiving any injury resulting from fire duty or during any function of this department shall report injury immediately to the officer in command and fill out an accident/injury report.
- D. It shall be the duty of all members to carry out tasks at an acceptable level.
- E. A civil demeanor is expected.
- F. Avoid reckless destruction of property.
- G. Each member shall be responsible for proper care and maintenance of all department equipment which has been issued to him/her.
- H. A member discovering a fire shall have the entire department alerted if it requires apparatus. No department vehicle may respond unless the department has been alerted.
- I. All members must have a current valid Wisconsin Driver's License to operate any department vehicle. If a member's driver's license has been suspended for any reason, the member shall advise the chief and not drive any department vehicles, nor shall he/she respond to incidents.
- J. No member shall appear at a practice, meeting, or incident scene if he/she has any controlled substance and/or alcohol in his/her system.
- K. If any member has any short- or long-term medical condition that limits his or her abilities to perform regular duties, he/she shall promptly advise the chief, who will adjust assignment of duties accordingly.

### Section 6

Equipment; No member of the Town of Wausau Volunteer Fire Department shall use any fire apparatus or equipment for any private purpose, unless this use will be a benefit to the fire department or community, and then only by authority of the chief or designated officer.

### Section 7

#### Meeting and Practices:

- A. Regular meetings and practices will be held on the first and third Tuesdays of each month, starting at 7:00 PM.
- B. Additional meeting or practice dates and times may be called by the chief or other officers.
- C. A minimum of eight (8) members shall constitute a quorum for the purposes of conducting normal business at a meeting.

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Section 8 Amendments: These bylaws may be amended, modified, or changed by a 2/3<sup>rd</sup> vote of quorum present at any regular business meeting, provided that notice of proposed change has been presented in a previous meeting and will be recommended to the Town Board for final approval.

These Bylaws have been approved and adopted by the members of the Town of Wausau Volunteer Fire Department at the regular meeting held on March 3, 2015, and approved by the Town Board on December 7, 2015.

# TOWN OF WAUSAU PERSONNEL POLICY & PROCEDURES MANUAL

## Chapter 16: Town of Wausau Position Descriptions

### Section 1 Town Highway and Property Maintenance Worker – I Position Description

#### **Definition:**

Town Highway and Property Maintenance Worker –I is responsible for road maintenance, routine servicing and maintenance of town equipment, and keeping town property and buildings in good repair.

Work assignments are received from Town Board or designee and performed in accordance with orders and instructions, and accepted equipment operation and maintenance practices.

Work is inspected by Town Board or designee.

#### **Job Duties:**

- Operate large truck to plow snow, apply sand or salt to roads, haul sand, blacktop, granite or debris.
- Operate backhoe to load trucks and clean out culverts and ditches.
- Operate grader to plow snow or repair and maintain dirt and gravel roads and shoulders.
- Operate tractor with attachments - mower, brush cutter or sweeper brush- to maintain road sides and remove debris from asphalt road surfaces.
- Operate chainsaw, wood chipper, pressure washer / steamer, lawn mower, shovels and any other hand tools needed to fulfill maintenance needs.
- Install culverts.
- Perform manual labor which includes patching blacktop, repairing potholes, cutting and removing brush, setting up and taking down snow fence, repairing guard rails, cleaning out culverts and ditches, mowing and weed control, picking up trash or dead animals, putting up and taking down signs, shoveling snow, painting projects, and similar manual work.
- Perform routine servicing and maintenance of tools and equipment including but not limited to:
  - Perform safety checks.
  - Change oil, lubricate equipment, change filters, replace light bulbs, change tires, replace parts and similar maintenance.
  - Regular cleaning to remove salt and dirt on both exterior and interior of equipment.
- Perform regular maintenance of town buildings and property including but not limited to:
  - Sweep floors, replace light bulbs, change furnace filters, repair minor damage to buildings
  - Mow grass, shovel snow from doorways and sidewalks, clean rain gutters and similar maintenance needs.
- Perform routine maintenance on Generator.
- Keep hand tools organized and in good repair.
- Keep records of work performed, time involved and equipment used.
- Report or correct any existing or potential safety or accident hazards.
- Report violations of town ordinances or town policies and procedures to Town Board or designee.
- Attend workshops and/or skills training classes as directed by Town Board or designee.
- Perform any other related work as directed by Town Board or designee.

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### **Knowledge, Skills and Abilities:**

- Considerable knowledge of the recommended uses, capabilities, limitations, and hazards involved in operation of town's maintenance equipment.
- Knowledgeable of the principles and practices of highway construction and maintenance.
- Knowledgeable of basic building repair and maintenance techniques.
- Considerable skill in the safe operation of a variety of machines, tools and equipment.
- Ability to perform simple maintenance and repairs to equipment.
- Ability to perform basic building and property maintenance.
- Ability to work effectively without close supervision.
- Ability to perform manual tasks- lifting (occasionally up to 100 lbs), bending, pushing, pulling, carrying, using hand tools, climbing or walking uneven terrain.
- Ability to manage time, accomplishing tasks efficiently.
- Ability to communicate with the public.
- Ability to follow written and oral instructions.

### **Qualifications:**

- High School Graduate or Equivalency.
- At least one year of previous work experience operating dump truck with plow, wing and sander, grader, loader and tractor with mower and/or brush cutter.
- At least one year of previous work experience performing road grading / snow plowing, road construction, light/heavy equipment operation and manual labor.
- At least one year of experience performing basic equipment maintenance and building/property repair.
- At time of hire, must have a valid Class A Wisconsin Commercial Drivers License with air brake endorsement.
- Must have good driving record.
- Must be available for weekend, holiday or overtime work as needed.

## TOWN OF WAUSAU PERSONNEL POLICY & PROCEDURES MANUAL

### Section 2 Town Highway and Property Maintenance Worker – II Position Description

#### **Definition:**

Town Highway and Property Maintenance Worker –II is responsible for road maintenance, routine servicing and maintenance of town equipment, keeping town property and buildings in good repair and making purchases in accordance with the Towns Procurement Policy. This employee may serve as lead worker in directing lower level employees on projects.

Additional responsibilities include: analyzing road conditions and maintenance needs using the PASER and WISLR programs, taking accurate traffic counts, transferring data to spreadsheets, updating WISLR information, preparing information on road bids or estimates as directed by Town Board or designee, provide Town Board with monthly reports on work accomplished and current projects in progress.

Work assignments are received from Town Board or Designee and performed in accordance with orders and instructions, and accepted equipment operation and maintenance practices.

Work is inspected by Town Board or Designee.

#### **Job Duties:**

- Operate large truck to plow snow, apply sand or salt to roads, haul sand, blacktop, granite or debris.
- Operate backhoe to load trucks and clean out culverts and ditches.
- Operate grader to plow snow or repair and maintain dirt and gravel roads and shoulders.
- Operate tractor with attachments - mower, brush cutter or sweeper brush- to maintain road sides and remove debris from asphalt road surfaces.
- Operate chainsaw, wood chipper, pressure washer / steamer, lawn mower, shovels and any other hand tools needed to fulfill maintenance needs.
- Install culverts.
- Perform manual labor which includes patching blacktop, repairing potholes, cutting and removing brush, setting up and taking down snow fence, repairing guard rails, cleaning out culverts and ditches, mowing and weed control, picking up trash or dead animals, putting up and taking down signs, shoveling snow, painting projects, and similar manual work.
- Perform routine servicing and maintenance of tools and equipment including but not limited to:
  - Perform safety checks.
  - Change oil, lubricating, change filters, replace light bulbs, change tires, replace parts and similar maintenance.
  - Regular cleaning to remove salt and dirt on both exterior and interior of equipment.
- Perform regular maintenance of town buildings and property including but not limited to:
  - Sweep floors, replace light bulbs, change furnace filters, repair minor damage to buildings.
  - Mow grass, shovel snow from doorways and sidewalks, clean rain gutters and similar maintenance needs.
- Perform routine maintenance on Generator.
- Keep hand tools organized and in good repair.
- Maintain spreadsheet of Town's tool and equipment inventory, recording purchases and replacements.
- Keep records of work performed, time involved and equipment used.
- Report or correct any existing or potential safety or accident hazards.

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- Report violations of town ordinances or town policies and procedures to Town Board or designee.
- Obtain and record ADT's using Traffic Counter, as directed by Town Board or designee.
- Keep the PASER and WISLR programs current on changes to town roads including upgrades or maintenance work performed.
- Submit records of delivering gravel, plowing snow or other services needing invoices to Town of Wausau Clerk on a monthly basis.
- Make needed purchases or maintenance requirements as directed by superintendent, in accordance with Town's Procurement Policy.
- Attend workshops and/or skills training classes as directed by Town Board or designee.
- Performing any other related work as directed by Town Board or designee.

### **Knowledge, Skills and Abilities:**

- Considerable knowledge of the recommended uses, capabilities, limitations, and hazards involved in operation of town's maintenance equipment.
- Knowledgeable of the principles and practices of highway construction and maintenance.
- Knowledgeable of the PASER and WISLR programs.
- Knowledgeable of basic building repair and maintenance techniques.
- Considerable skill in the safe operation of a variety of machines, tools and equipment.
- Computer skills including creating spreadsheets, transferring data, running reports.
- Ability to perform basic maintenance and repairs to equipment.
- Ability to perform basic building and property maintenance.
- Ability to work effectively without close supervision.
- Ability to manage time, accomplishing tasks efficiently.
- Ability to perform manual tasks- lifting (occasionally up to 100 lbs), bending, pushing, pulling, carrying, using hand tools, climbing or walking uneven terrain.
- Ability to communicate with the public.
- Ability to follow written and oral instructions.

### **Qualifications:**

- High School Graduate or Equivalency.
- At least two years of previous work experience operating dump truck with plow, wing and sander, grader, loader and tractor with mower and/or brush cutter.
- At least two years previous work experience performing road grading / snow plowing, road construction, light/heavy equipment operation and manual labor.
- At least two years of experience performing basic maintenance on equipment.
- At least two years of experience performing basic building repairs and maintenance.
- At time of hire, must have valid Class a Wisconsin Commercial Drivers License with air brake endorsement.
- Must have good driving record.
- At least two years of computer experience- including Internet, Word and Excel programs.
- Must be available for weekend, holiday or overtime work as needed.



## TOWN OF WAUSAU PERSONNEL POLICY & PROCEDURES MANUAL

### Section 3 Town of Wausau Highway & Maintenance Supervisor Position Description

#### **Definition:**

The Town of Wausau Highway and Maintenance Supervisor shall supervise the construction and maintenance of town roads and equipment and performs such other services in connection with the highways as the town board requires as well as maintenance and repairs of town property including the Municipal Center, Town garages and surrounding grounds, sidewalks and lawns.

The supervisor is responsible for identifying, maintaining, and repairing town roads, town property, equipment, and assigning tasks to the town employees.

The supervisor will receive assignments from the Town Board as well as recommendations from the Town of Wausau Highway Committee.

The supervisor shall report to the Town Board all highway work performed, road projects pending, as well as any equipment and property maintenance needs or repairs.

The supervisor shall coordinate the highway and town property maintenance tasks to create work schedules, assign work, and review jobs assignments performed by town employees

The supervisor shall report all maintenance needs or repairs to the town board.

#### **Job Duties:**

- Perform regular road inspections to identify maintenance needs.
- Oversee major road projects- coordinating services of vendors.
- Assign job duties to town employees.
- Inspect work performed by town employees.
- Review and file employee weekly Work Performed reports.
- Review and file Weekly Vehicle Safety Check Lists.
- Sign employee's time cards.
- Create work schedules for employees-working in PTO requests made by employees.
- Call in employees when road conditions require extra maintenance.
- Assist the Town Board in completing annual performance reviews of town employees.
- Follow the Town's Procurement Policy when considering any purchases, repairs or maintenance needs.
- Provide the Town Board with written reports on work performed, upcoming road and building projects, and equipment/property maintenance or replacement needs.
- Review PASER and WISLR files, verifying accuracy of data and timely recording of road maintenance/ repairs.
- Maintain records of complaints and requests from the public.
- Report violations of town ordinances or town policies and procedures to Town Board or designee.
- Annually evaluate road surface conditions using the PASER program.
- Perform regular inspections to identify maintenance needs.
- Perform any other related work as directed by the Town Board.

#### **Knowledge, Skills and Abilities:**

- Knowledgeable of finances and budgets.
- Knowledgeable of the principles and practices of highway construction and maintenance.
- Knowledgeable of the PASER and WISLR programs.
- Knowledgeable of proper use and placement of Highway Traffic Counter.

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- Considerable knowledge of the recommended uses, capabilities, limitations, and hazards involved in operation of town's maintenance equipment.
- Knowledgeable of maintenance and repair needs of town's equipment.
- Computer skills including creating spreadsheets, transferring data, running reports.
- Ability to work with committees and/or town board members.
- Ability to clearly communicate job assignments to town employees.
- Ability to communicate with the public.
- Knowledgeable of building construction, electrical, plumbing.
- Knowledgeable of building repair and maintenance techniques.
- Ability to perform basic building and property maintenance.
- Ability to follow written and oral instructions.
- Ability to perform or have knowledge of all job duties listed under the Highway and Property Maintenance Worker I and II position descriptions.

### **Qualifications:**

- High School Graduate or Equivalency.
- At least two years of experience in budgets and accounting practices.
- At least two years of experience supervising employees or coworkers.
- At least two years of previous work experience performing road grading / snow plowing, road construction, light/heavy equipment operation and manual labor.
- At least two years of experience performing basic maintenance on equipment, building repairs and maintenance.
- At time of hire, must have a valid Class A Wisconsin Commercial Drivers License with air brake endorsement.
- Must have good driving record.
- At least two years of computer experience- including Internet, Word and Excel programs.

**TOWN OF WAUSAU PERSONNEL POLICY & PROCEDURES MANUAL**

*Employer Copy*

**TOWN OF WAUSAU EMPLOYEE ACKNOWLEDGMENT**

I acknowledge that I have received the Town of Wausau Employee Handbook. I understand that the Town may modify or eliminate the terms described in the Employee Handbook at any time, with or without prior notice. I understand that all such changes will be communicated through official notices. I further understand that the Town's Employee Handbook and any other provisions contained in the Handbook do not constitute a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment, express or implied. I understand that my employment may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the Town or at my own option.

Should my employment with the Town end, I will return this Handbook, (and any copies and/or updates to it), and any other property of the Town in my possession to my Supervisor or the Town Chairman no later than my last day of work.

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

\_\_\_\_\_  
Employee's Name (Print)

\_\_\_\_\_  
Employee's Signature

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

\_\_\_\_\_  
Supervisor or Town Chairman Name (Print)

\_\_\_\_\_  
Supervisor or Town Chairman Signature