



PERSONNEL COMMITTEE MEETING AGENDA

December 3, 2014 at 3:30 p.m.
Sister Bay Fire Station, Small Room

For additional information check: www.sisterbaywi.info

In order for everyone to hear the discussion please, turn off your cell phone. Thank you.

Call Meeting to Order

Deviations from the agenda order shown may occur.

Roll Call

Approval of Agenda

Approval of minutes as published

Comments and Correspondence

New Business Items

1. Discussion on amending the Personnel Manual by incorporating the Village Board Approved PTO policy into the existing manual; consider a motion for action.
2. Discuss a policy on family/dependent coverage for new hires. Consider a motion for action if necessary.
3. Discussion on updating and/or re-authorizing the 2010 policy on Non-selection of Benefits.
4. Consider a motion to convene into Executive Session pursuant to Wisconsin State Statutes, Section 19.85(1)(c) to discuss personnel and employee benefits.
5. Consider a motion to reconvene into Open Session.
6. Consider a motion to take action, if required.
7. Matters to be placed on a future agenda or referred to a Committee, official or employee.

Adjournment

Public Notice

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Zeke Jackson, Village Administrator at 920-854-4118 or zeke.jackson@sisterbaywi.gov. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administrator at 854-4118, (FAX) 854-9637, or by writing to the Village Administrator at the Village Administration Building, 2383 Maple Drive, P.O.B. 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administrator's Office, Administration Building, 2383 Maple Drive during operating hours. (8 a.m. – 4 p.m. weekdays).

I hereby certify that I have posted a copy of this agenda at the following locations:		
<input type="checkbox"/> Administration Building	<input type="checkbox"/> Library	<input type="checkbox"/> Post Office
Name _____ / _____		Date _____

1 **PERSONNEL COMMITTEE MEETING MINUTES**
2 **WEDNESDAY, AUGUST 27, 2014**
3 **(APPROVAL PENDING)**
4

5 The Village of Sister Bay Personnel Committee meeting was called to order at 1:33 PM by Chairman Pat
6 Duffy.

7
8 **Present:** Chairman Pat Duffy, Committee Member Nora Zacek, Village Administrator Zeke Jackson and
9 Finance Director Juliana Neuman

10
11 **Approval of minutes as published**

12 *Duffy made a motion to approve the minutes of the November 21, 2013 Personnel Meeting as published.*
13 *Zacek seconded the motion and all voted Aye.*
14

15 **Comments and Correspondence**

16 None
17

18 **New Business Items**

19 *Jackson informed the committee that Agenda item #5 was a holdover from a prior meeting and would not*
20 *be discussed today.*

21 **1. Discussion on employee Health Care benefit issues; Agent of Record and potential increases for**
22 **2015.**

23 Jackson described the health insurance increases that we face for 2015, based on information we have
24 received from our broker, Mike Dietz. Because we have a high deductible policy, we contract with Dietz's
25 firm, Midwest Insurance, to administer a Health Reimbursement Arrangement to reduce the impact of that
26 deductible on employees. The Village pays a set fee for the service provided, with Midwest Insurance
27 keeping any excess fees while assuming the risk that employees may use most or all of their deductibles.
28 This is not the usual arrangement as provided by companies like Benefits Design and its successor,
29 Employee Benefit Corporation (EBC), but it is apparently not illegal, based on research by Jackson and
30 Neuman. Under the type of plan provided by EBC, the Village would pay a small fee per employee for
31 administration and would advance funds as needed to cover claims. The Village, as employer, would
32 assume the risk and would have to budget accordingly.
33

34 Jackson also reported that he and his staff have explored various options available for health insurance
35 coverage. Because the Village has fewer than 50 employees, it is not required to offer a group plan.
36 However, the rates available on the ACA Exchange would not be economical and would eliminate the tax
37 advantage employees currently receive through IRS Section 125. Other plans that have been investigated
38 include the State's ETF, WEA, and WPS—all substantially more expensive, according to Jackson. The
39 current group plan is a non-ACA plan because of its 12/01/13 effective date. This plan can be renewed for
40 one year, after which time all plans are supposed to be ACA-compliant. The information available so far on
41 similar plans with the same carrier suggests increases of 45% or more unless the deductible is doubled, in
42 which case the increase would be about 17%. Jackson feels it is important that employees not experience
43 any substantial change in benefit level, even though some of the cost burden may shift. The Village
44 currently pays 90%; the Admin and Comp Committee is recommending 85%, which is the average
45 municipal contribution in Northern Door.
46

47 Jackson has recently experienced delays in Dietz's response to our inquiries and would like the Committee
48 to consider changing brokers (Agent of Record) to the McClone firm, with which our League of Municipal
49 Insurance brokers have merged. Neuman described positive interactions with the McClone agent, Sarah-
50 Beth Janssen and expressed confidence that she will be able to help with the increasing complexities of

1 both the health insurance market and related benefit plans. Neuman also believes that Sarah-Beth will be
 2 more available to us than Dietz has been. Her job as an agent is service, while Dietz is running a business.
 3 Duffy replied that we don't know what the McClone agent will offer and wants them to demonstrate that it
 4 will be an improvement. He requested that we send Dietz's quotes to Janssen for comparison, and ask her
 5 which companies she can obtain quotes from. Furthermore, Dietz administers our HRA until 12/01/14, so
 6 what will happen to that agreement if we change agents? Duffy expressed concern about dating any change
 7 of agent any earlier than 12/01/14, so as to avoid unintended consequences. Jackson summarized these
 8 concerns by stating his understanding that the committee members are in favor of the change if there will
 9 be variety and breadth of service level with as much data as possible up front, after determining whether
 10 there will be any negative repercussions from Dietz. Committee members stated their agreement with those
 11 contingencies and a motion followed.

12
 13 *Zacek moved that the Village change its Agent of Record to McClone if the criteria discussed above are*
 14 *met. Duffy seconded the motion and all voted Aye.*

15
 16 **2. Consider a motion to convene into Executive Session pursuant to Wisconsin State Statute Section**
 17 **19.85(1)(c) to discuss personnel and employee benefits.**

18 At 2:08 PM, Duffy moved to convene into Executive Session as above. Zacek seconded.

19 Duffy –Yes Zacek –Yes

20
 21 **3. Consider a motion to reconvene into Open Session.**

22 At 2:23 PM, Duffy moved to reconvene into Open Session. Zacek seconded the motion.

23 Zacek –Yes Duffy –Yes

24
 25 **4. Consider a motion to take action, if required.**

26 *Zacek moved and Duffy seconded that the Marina Manager incentive plan be recommended to the Finance*
 27 *and Marina Committees. All voted Aye.*

28
 29 **5. Discussion on employee personnel manual and various personnel policies.**

30 *This item was removed from the Agenda at the start of the meeting.*

31
 32 **6. Matters to be placed on a future agenda or referred to a Committee, official or employee.**

33 --Staff to determine what would happen to our HRA with Midwest Insurance if we were to change our
 34 Agent of Record.

35 --Jackson to check Sarah-Beth Janssen's references with Ephraim.

36 --Send Dietz's quotes to Janssen for comparison, and ask her which companies she can obtain quotes from.

37 --Refer Marina Manager incentive plan to Finance and Marina Committees.

38
 39 **Adjournment**

40 At 2:25 PM Duffy moved and Zacek seconded that the meeting be adjourned. All agreed.

41
 42 Respectfully submitted,

43
 44
 45 Juliana Neuman
 46 Village Finance Director

47
 48 \\sbs01.local.sisterbay.com\users\rlkufrin\files\active\agendas\others\personnel\2014\2014_08\082714 personnel
 49 minutes - unapproved version.docx Created: 10/26/2011 12:59 PM Printed: 12/1/2014 9:42 AM Author: Juliana
 50 Neuman Last Saved By: Juliana Neuman

1 would be returned either to the Personnel Committee or to the Village President, for discussion by
2 either the whole Board or a smaller group.

3
4 Duffy also suggested that a uniform system be established for evaluating all of the Village
5 employees. This would help Jackson and the other department heads to evaluate staff. In this
6 connection, the Admin and Comp Committee has suggested that a percentage of the annual wage
7 increase might take the form of merit pay rather than an automatic raise. The evaluation would be
8 used by management to determine strengths and weaknesses and whether expectations are being
9 met. In addition, 'stretch goals' could be established for growth in one's position. Monitoring of
10 expectations and goals would be ongoing throughout the year by means of a rating scale, according
11 to Duffy.

12
13 The starting point will be job descriptions that create a common understanding of each position.
14 The existing descriptions were written by Bob Kufirin several years ago. Duffy suggested giving these
15 to each employee and asking for input as to whether the current job is as described. Jackson spoke
16 about measuring input, output and outcome. He noted that the evaluation instrument must address
17 those things that we really want to measure.

18
19 Enquist said that development of this process sounds like a lot of work for such a small group of
20 employees and wondered if we "aren't making too big a deal out of this." Jackson suggested starting
21 out with smaller steps. The committee agreed that engaging the department heads and the
22 employees in review of the job descriptions would be worthwhile. Duffy asked Jackson to distribute
23 the existing job descriptions to managers and employees for comments and corrections. He also
24 suggested getting them engaged by soliciting information regarding how they feel they're doing and
25 what goals they might have.

26
27 Suggestions followed regarding various ways of showing appreciation for employee excellence:
28 massages, dinner coupons, employee of the month, etc. Duffy suggested that the Personnel
29 Committee recommend to Finance that there be money in the budget for employee
30 appreciation/wellness expenditures, and there was consensus that this be done.

31
32 Jackson asked whether the procedure for the Administrator evaluation should differ in any way from
33 the job description-based approach with employees. Duffy replied that each Trustee will fill out a
34 set of forms, which Jackson could then read. Enquist requested a copy of the Administrator's job
35 description as well. The data received from the Trustees would be compiled/summarized after a
36 closed session meeting or a one-on-one with the Village President, or a small group meeting with
37 the Trustees who served on the Administrator Search Committee. Duffy thought that a small group
38 meeting followed by a discussion with the full Board would be best. Zacek added that she'd like to
39 see Jackson's responses to questions about his own performance and goals. Duffy suggested that the
40 same evaluation form and questionnaire be used for everyone, even though some items might not
41 apply to all positions. This would provide a level playing field.

42 43 **3. Discussion on employee personnel manual and various personnel policies.**

44 The personnel manual will follow from the work of the Admin and Comp Committee. Duffy
45 suggested developing a New Hire Welcome Packet containing a welcome letter, contact
46 information, the Handbook, and the various employment forms that are needed. He added that a
47 Code of Conduct agreement should be signed by each new employee. Discussion followed about
48 what such an agreement might contain.

1 **4. Matters to be placed on a future agenda or referred to a Committee, official or employee.**

2 --Jackson to pave the way early in 2015 for a possible change of Agent of Record.

3 --Finance to consider a budget line item for employee appreciation.

4 --A New Hire Packet to be developed.

5 --Personnel Manuals to be provided to Enquist and Zacek.

6
7 **Adjournment**

8 At 4:30 PM Zacek moved and Enquist seconded that the meeting be adjourned. All agreed.

9
10 Respectfully submitted (from the tape),

11
12
13 Juliana Neuman

14 Village Finance Director

15
16 \\sbs01.local.sisterbay.com\users\rlkufrin\files\active\agendas\others\personnel\2014\2014_09\091714 personnel
17 minutes - unapproved version.docx Created: 10/26/2011 12:59 PM Printed: 12/1/2014 9:33 AM Author: Juliana Neuman
18 Last Saved By: Juliana Neuman

1 **VILLAGE OF SISTER BAY – PERSONNEL HANDBOOK**
2 **PROPOSED December 3, 2014**
3 **(with PTO Policy incorporated)**
4

5 **I. PURPOSE.**

6 This handbook is intended to serve as a general reference for all employees of the Village of
7 Sister Bay (Village). It is intended to provide the employee with a general overview of the bene-
8 fits, policies, practices and work rules of the Village.
9

10 It is obviously not possible for this handbook to cover each and every aspect of Village benefits,
11 practices, policies and work rules. For this reason, the benefits, practices, policies and work
12 rules described in this handbook are summarized and are not intended to be all encompassing,
13 nor applicable in every situation.
14

15 **2. NOT A CONTRACT OF EMPLOYMENT.**

16 This Personnel Handbook has been prepared for informational purposes only. This handbook
17 and the policies contained in it are not intended to create, nor should they be construed to cre-
18 ate, a contract of employment between the Village and any of its employees. All employees are
19 at-will employees, with an undefined period of employment. Termination of employment may
20 occur at any time, with or without notice, and for any reason. An employee signing a statement
21 that he or she has read this Handbook does not constitute a signature meaning a con-tract of
22 employment exists between the Village and the employee.
23

24 **3. CHANGES IN PERSONNEL HANDBOOK.**

25 The Village may, in its sole discretion, modify, add to or eliminate any of the benefits, policies,
26 practices and work rules in the existing Personnel Handbook at any time. This handbook super-
27 sedes all previous handbooks, statements, policies, procedures, rules or regulations given to
28 employees, whether verbal or written. This handbook may only be modified by action of the
29 Village Board confirmed in writing.
30

31 **4. EQUAL OPPORTUNITY EMPLOYER.**

32 It is the policy of the Village to recruit and select for employment, those individuals who, in the
33 sole discretion of the Village, meet the requirements and expectations of each particular em-
34 ployment position. Recruitment and selection shall be conducted in an affirmative manner,
35 which ensures open competition and provides equal employment opportunity without regard to
36 race, color, creed, religious or political affiliation, national origin, sex, age, handicap or disabil-
37 ity, marital, citizenship, or veteran status, or any other class protected by the discrimination
38 laws of the United States of America and the State of Wisconsin, except where age, sex, or
39 physical requirements constitute bona fide occupational qualification and with proper regard
40 for the privacy and constitutional rights as citizens and to provide an effective career develop-
41 ment plan for qualified employees through promotional opportunities. This policies to all em-
42 ployment decisions including, but not limited to, recruitment, hiring, compensation, benefits,
43 promotions, transfers, lay-offs, discipline, termination, and other conditions of employment.
44 (Board of Trustees Approval: 12/14/1999)
45

46 **5. HOURS OF WORK.**

47 As a general rule, the workweek will be forty (40) hours. Actual working hours and days may
48 vary depending upon the individual department requirements and position demands. Devia-
49 tions from the "normal" work schedule are permitted subject to the prior approval of the Village
50 Administrator or the supervising committee of the Village Board of Trustees. An employee may
51 be required to work more than forty (40) hours per week if deemed necessary by his/her super-

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1 visor to complete duties assigned to the employee. In the event of overtime work, the employee
 2 will receive overtime pay as calculated under applicable Wisconsin law. Time spent traveling
 3 to training sessions, conferences and seminars outside Door County shall count towards hours
 4 worked in a week. Paid leave time, other than compensatory time shall count towards hours
 5 worked in a week. (Revised 10/02/07)

6
 7 **6. CALL BACK.**

8 A. Compensation for a call back after regular working hours shall be a minimum of
 9 two (2) hours pay.

10
 11 B. All employees are always on call; that is, when emergencies require it, any and all
 12 of them may be recalled to work at hours during which they are normally off duty. "On
 13 Call" will refer to the order in which employees are contacted, when the need for unfore-
 14 seen work arises. The order in which employees are contacted will rotate according to a
 15 schedule set by the supervisor. The term "On Call" does not imply the need to remain
 16 constantly available for contact by phone, or the need to remain in close proximity to the
 17 work place. Compensation for calls to work during periods when the employee is at the
 18 head of the "on call" rotation will be normal overtime, but no compensation will be paid
 19 in wages or compensatory time for "on call" periods during which no calls to work are
 20 made except for Utilities employees. In recognition of the impact that "on call" status has
 21 upon Utilities employees, the Village will pay \$25 per day for an employee "on call" for
 22 Saturday, Sunday and on holidays. This shall be in addition to any call-in overtime or
 23 scheduled off time. (Board of Trustees approval November 30, 2004)

24
 25 **7. STAND-BY DUTY.**

26 "Stand-by Duty" is coverage by the employee of potential work for the employer of an emer-
 27 gency nature. It is the pre-selection of qualified employees who shall be available to respond to
 28 the Village's call for emergency and other work to be done after normal work hours, or on
 29 weekends and holidays. Hourly compensation will be provided for work performed pursuant to
 30 the provisions in this Personnel Handbook. In addition, the following schedule of compensa-
 31 tion will be provided to the employee who has been designated for "Stand-by Duty"; salaried
 32 employees will be compensated for "Stand-by" periods with the appropriate number of hours in
 33 compensatory time only. (Amended by Board of Trustees: March 7, 2000)

34
 35 Single Holiday 3 hours @ 1 ½ times hourly rate

36 Weekend 5 hours @ 1 ½ times hourly rate

37 Three-Day Weekend 7.5 hours @ 1 ½ times hourly rate

38 (Approved by the Board of Trustees: December 14, 1999)

39
 40 **8. OVERTIME COMPENSATION.**

41 Employees who work in excess of forty (40) hours per week may be compensated at a premium
 42 rate, straight time rate, or not at all depending upon their employment status and the provisions
 43 of the Federal Labor Standards Act (FLSA). An employee has the option to elect to take overtime
 44 pay in the form of compensatory time. If he or she chooses to accept overtime pay as compen-
 45 satory time, he or she must make that choice during the week in which the time is earned. Bo-
 46 nuses will not be paid to Village employees. Overtime shall be distributed as equally as practi-
 47 cable among employees in their respective job classifications within each department. (Revised
 48 10/02/07)

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9. COMPENSATORY TIME OFF.

A. Compensatory time off shall be figured at a rate not less than one and one-half (1 ½) hours for each hour of employment for which overtime compensation is required. As of December of 2015, on the last payroll of the calendar year, any employee with more than ~~two hundred forty (240)~~ eighty (80) compensatory time hours shall receive pay in excess of ~~two hundred forty (240)~~ eighty (80) hours at the rate in effect for that year. A maximum of ~~240~~ 80 hours may be carried over to the following year. Compensation paid for accrued compensatory time off shall be paid at the regular rate earned by the employee in the year in which it was earned. ~~(Revised 10/02/07)~~

B. An employee who has accrued compensatory time off shall upon termination of employment be paid for the unused compensatory time at a rate of compensation not less than: The Wage in effect on December 1 of the year in which the compensatory time is earned.

~~1. The average regular rate received during the last three years of the employee's employment, or~~

~~2. The final regular rate received by such employee, whichever is higher.~~

C. An employee who has accrued compensatory time may request the use of such time so long as it does not unduly disrupt the operations of the Village.

D. Compensatory time taken as a cash payout rather than as paid leave time shall not count towards the 40 hour work week. ~~(Revised 10/02/07)~~

E. At the end of each calendar year, any earned but unused compensatory time ("Comp Time") will be paid out in cash at the hourly rate in which it was earned.

F. Compensatory Time balances existing at 12/31/14 must be used or paid out within two years (by December 31, 2016) at the pay rate in effect in December of 2014.

10. JURY DUTY/SUBPOENAS.

During any period of jury service, or if subpoenaed for business concerning the Village, an employee shall be paid the difference between the employee's regular rate of pay and any compensation received. Employees are to indicate jury, court or deposition hours on their time cards. The employee will receive his or her regular paycheck and shall endorse any check or other payment for jury, court or deposition appearance to the Village.

11. VIOLATIONS OF LAW

Employees whether on or off-duty, shall obey the laws of the United States and of any state and local jurisdiction in which they are present. A conviction for a violation of criminal law (felony) shall constitute evidence of a violation of this section. If there is a connection between the conviction and the employee's job assignments, such conviction shall be grounds for discipline, up to and including termination.

12. ON/OFF DUTY CONDUCT

Conduct that is otherwise legal shall not be covered by this section. The circumstances under which an employee may be disciplined for on or off duty conduct may include the following:

A. conduct that is unbecoming;

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- 1 B. adversely affects the morale or efficiency of the Department;
 2 C. adversely affects employees' job performance or the willingness of other employees
 3 to work with the employee;
 4 D. that destroys public respect for the employee and/or the Department and/or de-
 5 stroys confidence in the operation or the municipal service;
 6 E. where the conduct substantially relates to the job performance or job duties.
 7

8 **13. POSSESSION OR USE OF ALCOHOL OR DRUGS**

9 Employees must report to work free of drugs, intoxicants, alcohol, narcotics, or any other con-
 10 trolled substance. Employees may be disciplined, up to and including termination, for posses-
 11 sion, consumption, not being free of, being under the influence of, or use of any drugs, drug
 12 paraphernalia, intoxicants, alcohol, narcotics, or any other controlled substance, on or about
 13 Village premises at any time.

14
 15 Any medication that affects an employee or could affect an employee's performance should be
 16 brought to the supervisor's attention. Such prescription drugs must be given under medical su-
 17 pervision and may not interfere with the performance of job duties.
 18

19 Under certain circumstances, the Village may require an employee to undergo a drug and/or
 20 alcohol test when the Village has a reasonable suspicion that the employee is violating this
 21 rule. The employee will be referred to a certified testing laboratory for completion of the test.
 22 Depending on the seriousness and circumstances of the offense, and at the Village's sole discre-
 23 tion, an employee who tests positive for drugs and/or alcohol may be referred to counseling,
 24 rehabilitation or an employee assistance program. Refusal to cooperate may result in discipline,
 25 up to and including termination. This shall not restrict employees from having alcohol in sealed
 26 containers in their private vehicles.
 27

28 **14. INAPPROPRIATE BEHAVIOR.**

29 An employee will not do any of the following:
 30

- 31 D. Steal or destroy Village property
 32 E. Willfully, misuse, abuse or damage Village or public property.
 33 F. Disclose statutory confidential materials.
 34 G. Fail to comply with Village ordinances or written departmental rules or procedures.
 35 H. Be disrespectful to superiors or to the public.
 36 I. Create a disturbance on work premises by fighting or other conduct, which ad-
 37 versely affects morale, production or maintenance of proper discipline.
 38 J. Sleep on the job.
 39 K. Violate safety rules and practices. (Approved by Board of Trustees: December 14,
 40 1999)
 41 L. Fail to report an on-the-job injury or accident immediately, falsify or refuse to give
 42 testimony when job-related accidents are being investigated.
 43 M. Falsify reports, records or time cards.
 44 N. Exhibit poor work performance.
 45 O. Be habitually absent or tardy.
 46 P. Harass fellow employees or superiors.
 47 Q. Be insubordinate, including refusing to perform work assignments.
 48 R. Misuse sick leave.
 49 S. Gamble, or conduct a lottery on or off Village property during work hours.

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- 1 T. Procure simultaneous legal garnishments.
 2 U. Accept gifts and gratuities as defined.
 3

4 The above items do not constitute a complete list of the rules employees are expected to con-
 5 form to and are pro-vided for general reference. Compliance with these rules does not guaran-
 6 tee employment. As stated in Section 2, an employee may be terminated at any time for any
 7 reason.
 8

9 **15. GIFTS AND GRATUITIES.**

10 No full time or part time Village employee shall solicit or accept for himself/herself or another
 11 person any gift, campaign contribution, gratuity, favor, services, promise of future employment,
 12 entertainment, loan, or any other item of monetary value from a person or entity who has or is
 13 seeking business activities from, or which are regulated by, the Village. Employees attending
 14 meetings, seminars and conventions will be allowed to accept "give-away" items such as key
 15 chains, coffee mugs, hats, etc., which are offered to all attendees and do not exceed a value of
 16 twenty-five (\$25) dollars. (Amended by the Board of Trustees: March 7, 2000)
 17

18 **16. MARINA GRATUITIES**

19 Marina employees shall be permitted to accept tips. All tips shall be shared at the end of the
 20 season based upon the hours worked each year during the season between May 15 and Sep-
 21 tember 1. Marina management shall be responsible for collecting all the tips and depositing
 22 them on a weekly basis. All tips shall be reported for federal and state tax purposes. No signs,
 23 jars or other notices related to tipping shall be displayed at the Marina. (Revised January 8,
 24 2008)
 25

26 **17. SEXUAL HARASSMENT.**

27
 28 A. Sexual harassment is illegal. No employee, male or female, shall sexually harass
 29 another employee. All employees have a right to a working environment, which is free of
 30 intimidation and harassment. Every employee is entitled to be treated with common dig-
 31 nity and courtesy.
 32

33 B. Any employee having a complaint concerning sexual harassment shall notify the
 34 employee's immediate supervisor, or if the supervisor is part of the complaint, the Village
 35 Administrator. If the Village Administrator is the accused, the employee shall notify the
 36 Chairman of the Personnel Committee. The Village will investigate the complaint. The
 37 complainant will be notified of the results of the investigation by the Village.
 38

39 **18. DISCIPLINARY PROCEDURES.**

40 The Village reserves the right to discipline its employees for violation of Village rules, or prac-
 41 tices, whether contained in this Personnel Handbook, or not. In certain cases, depending on the
 42 severity of the conduct, a single violation could result in the employee's discharge. In some
 43 cases, where the outcome of employee conduct could be termination, the Village may choose
 44 to suspend an employee, with or without pay, pending the outcome of an investigation. Upon
 45 review of all of the circumstances, a final determination on employment will be made.
 46

47 **19. PERSONNEL FILE.**

48 A. The Village Administrator shall establish and maintain master employee personnel
 49 files for all active employees. An employee may request to see the contents of the em-

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1 ployee’s personnel file. The employee may, upon making prior arrangements with the
 2 Village Administrator, inspect the contents of the file in the presence of the Administrator
 3 during the employee’s non-working hours. The employee may not remove any document
 4 from the file. (Board of Trustee Approval: December 14, 1999)

5
 6 B. The right of an employee to inspect his or her personnel records does not apply to
 7 the following situations:

- 8
 9 1. Records relating to the investigation of possible criminal offenses committed
 10 by that employee.
 11 2. Letters of reference for that employee.
 12 3. Any portion of a test document, except that the employee may see a cumula-
 13 tive total test score either for a section of the test document or for the entire
 14 test document.
 15 4. Materials used by the Village for staff management planning, including
 16 judgments or recommendations concerning future salary increases and other
 17 wage treatments promotions and job assignments or other comments or rat-
 18 ings used for the employer’s planning purposes.
 19 5. Information of a personal nature about a person other than the employee if
 20 disclosure of the information would constitute a clearly unwarranted invasion
 21 of the other person’s privacy.
 22

23 **20. EMPLOYEE EXPENSES.**

24 The Village will pay the cost of training and examinations for pre-approved employment related
 25 courses. Mileage will be paid for use of a personal vehicle in attending training classes if a Vil-
 26 lage vehicle is not available. Mileage reimbursement shall be paid at the current county rate.
 27 The Village may make Tetanus, Hepatitis and Influenza shots available to employees. The Wis-
 28 consin State Deferred Compensation Program is available for all Village employees who choose
 29 to participate.
 30

31 **21. HOLIDAYS.**

32 A. Village employees shall be granted seven (7) days of paid holidays during the year.

33 The granted days are as follows:

- 34 1. New Year’s Day
 35 2. Memorial Day
 36 3. Independence Day
 37 4. Labor Day
 38 5. Thanksgiving Day
 39 6. The day after Thanksgiving
 40 7. Christmas Day

41 B. When a full day holiday falls on a Sunday, the following Monday shall be observed
 42 as a holiday. When a full day holiday falls on a Saturday, the preceding Friday shall be
 43 observed as the holiday.
 44

45 C. Village employees who are scheduled for or called into work on a holiday listed in
 46 “A” above shall be paid double time for the hours worked. (Amended 9/12/02)
 47
 48
 49

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22. PAID TIME OFF (PTO).

Paid Time Off (PTO) is available to all full time employees (defined as working more than 32 hours per week on a regularly scheduled basis for the calendar year) and may be used for vacation, sick leave, personal time, emergency or bereavement leave or for time off to care for dependents.

PTO must be scheduled in advance in increments of at least one hour and approved by the department head except for cases of illness or emergency. Acceptance of PTO by the department head will be based on seniority, staffing needs and workload.

At the discretion of the Village Administrator, a doctor's note will be required for illnesses over 3 days. Short-Term Disability must be applied for when illness is expected to last more than seven days. PTO may be used to fund the elimination period (or as allowed by the Village-paid Short Term Disability policy).

Employees hired or in a newly eligible full-time status on or after January 1, 2015 will be covered under this new policy. PTO includes vacation, sick leave, personal time, emergency or bereavement leave, and time off to care for dependents. Effective January 1, 2015, PTO is accrued according to the following schedule:

Completed Service	PTO Days	Maximum Accumulation Cap
0 – 4.99 Years	20 days/ hours per pay period	30 Days
5 – 14.99 Years	26 days/ hours per pay period	36 Days
15+ Years	31 days/ hours per pay period	41 Days

PTO will accrue and be available on a per pay period basis up to the Maximum Accumulation Cap. No accrual above the Maximum Accumulation Cap will be compensable. Any PTO accrued above the Maximum Accumulation Cap will be put into a reserve account. This PTO will have no cash value and will not be paid out upon termination. Accrual rates will change on an employees' 5th and 15th year anniversaries.

No transfer of PTO by or between employees is allowed.

Upon termination, 10 days of PTO will be deducted in lieu of two weeks' notice if said notice is not given. Any balance earned but unused up to the Maximum Accumulation Cap will be paid out in cash upon termination or retirement.

TRANSITION FOR PERSONNEL EMPLOYED AND IN FULL-TIME STATUS BEFORE JANUARY 1, 2015:

Vacation accrued during 2014 will be available effective January 1, 2015.

PTO for personnel employed in full-time status prior to January 1, 2015 will accrue according to the following schedule and will include vacation, sick leave, personal time, emergency or bereavement leave, and time off to care for dependents:

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Completed Service	PTO Days	Maximum Accumulation Cap
1 – 7.99 Yrs	24 days/ hours per pay period	34 Days
8 – 14.99 Years	29 days/ hours per pay period	39 Days
15 – 21.99 Years	34 days/ hours per pay period	44 Days
22+ Years*	39 days/ hours per pay period	49 Days

Beginning January 1, 2015, PTO will accrue and be available on a per pay period basis up to the Maximum Accumulation Cap. The Maximum Accumulation Cap will include vacation days earned in 2014 and available in 2015. No accrual above the Maximum Accumulation Cap will be compensable. Any PTO accrued in excess of the Maximum Accumulation Cap will be put into a reserve account. This PTO will have no cash value and will not be paid out upon termination. Accrual rates will change on employees' 1st, 8th, and 15th year anniversaries.

*This accrual amount and Maximum Accumulation Cap will apply only to those employees who have completed 22 years of service before January 1, 2015. All other employees who have less than 22 years of service before January 1, 2015 will have a maximum of 34 days PTO and 44 days Maximum Accumulation Cap.

Sick leave balances will be put into an account to be used to fund the Short-Term Disability elimination period (or as allowed by the Village-paid Short-Term Disability policy) or for up to 5 days of emergency leave. Upon termination, up to 30 days of remaining sick leave may be converted to cash at 50% of the hourly rate in effect in December 2014 by full-time employees who have completed 20 or more years of service.

All other provisions of the new policy effective January 1, 2015 will apply to employees active and in full-time status before January 1, 2015.

21. VACATIONS.

~~A. All full time employees (defined as working more than 32 hours per week on a regularly scheduled basis for the calendar year) shall be entitled to a vacation after one (1) year of employment with Village. Each employee shall earn annual vacations with pay in the following manner: (Revised 10/02/07)~~

~~_____ Ten (10) days after one (1) year of service~~

~~_____ Fifteen (15) days after eight (8) years of service~~

~~_____ Twenty (20) days after fifteen (15) years of service~~

~~_____ Twenty five (25) days after twenty two (22) years of service~~

~~B. The Board shall periodically review and approve the vacation schedule and amount of vacation for department heads and the Village Administrator. (Revised 10/02/07)~~

~~C. Eligible employees shall be granted prorated vacation on January 1 following their anniversary dates of hire. Vacation credits shall be granted on January 1 based on the prior years of service. All such vacation credits are to be used by December 31 of the year in which they are granted.~~

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1 — D. — ~~The employee's supervisor shall approve all vacation periods. In doing so, the su-~~
 2 ~~pervisor shall consider the need for public service and may approve periods from one-~~
 3 ~~half (1/2) days to full vacation periods. In determining vacation schedules, the supervisor~~
 4 ~~shall respect the wishes of the eligible employees as to the dates of vacation choices~~
 5 ~~while at the same time balancing the needs of the Village. Vacations shall not be taken~~
 6 ~~during critical workload times. All vacation allowances shall be taken during the vacation~~
 7 ~~year. Vacation time earned and not used by December 31 shall be lost. (Revised~~
 8 ~~10/02/07)~~

9
 10 — E. — ~~In the event a holiday falls on a regular workday within a vacation week, such hol-~~
 11 ~~iday will not be charged as a vacation day. (Board of Trustee Approval: December 14,~~
 12 ~~1999)~~

13
 14 — F. — ~~Vacation time, emergency leave, personal days, sick leave and family leave shall~~
 15 ~~not be taken in intervals shorter than one (1) hour. (Revised 10/02/07)~~

16
 17 **22. EMERGENCY LEAVE.**

18 — A. — ~~Village employees are eligible for five (5) days paid emergency leave per year, up-~~
 19 ~~on prior approval of their supervisors. Unused emergency leave cannot be carried over~~
 20 ~~from one year to the next.~~

21
 22 — B. — ~~In the event of a serious illness, injury or death to a member of an employee's im-~~
 23 ~~mediate family, an employee shall be granted such time off (not to exceed five (5) days)~~
 24 ~~to handle the emergency situation. For the purposes of this section, immediate family is~~
 25 ~~defined as husband, wife, son, daughter, stepson, stepdaughter, mother, father, brother,~~
 26 ~~sister, mother in law, father in law, grandparent, brother in law, sister in law, aunt, un-~~
 27 ~~cle, grandparent in law, and son in law.~~

28
 29 — C. — ~~Requests for additional emergency leave will be made to the Village Administrator.~~
 30 ~~An employee may use accumulated compensatory time or unused vacation for additional~~
 31 ~~emergency leave. An employee may also request unpaid time off for additional emergen-~~
 32 ~~cy leave.~~

33
 34 **23. RESERVED**

35
 36 **24. HOLIDAYS.**

37 — A. — ~~Village employees shall be granted six (6) days of paid holidays during the year.~~
 38 ~~The granted days are as follows:~~

- 39
 40 — 1. — ~~New Year's Day~~
 41 — 2. — ~~Memorial Day~~
 42 — 3. — ~~Independence Day~~
 43 — 4. — ~~Labor Day~~
 44 — 5. — ~~Thanksgiving Day~~
 45 — 6. — ~~Christmas Day~~

46
 47 — B. — ~~When a full day holiday falls on a Sunday, the following Monday shall be observed~~
 48 ~~as a holiday. When a full day holiday falls on a Saturday, the preceding Friday shall be~~
 49 ~~observed as the holiday.~~

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1 — C. — Village employees who are scheduled for or called into work on a holiday listed in
 2 "A" above shall be paid double time for the hours worked. (Amended 9/12/02)

3
 4 **25. PERSONAL DAYS.**

5 Village employees shall be granted two (2) paid Personal Days per year for any reason. The su-
 6 pervisor will provide approval of requests to use a Personal Day. Impact on Village operations
 7 will be taken into consideration. Requests will normally be made with twenty four (24) hours'
 8 notice. Personal Days shall be allowed to accumulate to a total of three (3) days. (Revised
 9 10/02/07)

10
 11 **26. SICK LEAVE.**

12 — A. — All employees covered by this agreement shall earn sick leave, which shall accrue
 13 at the rate of one (1) day of sick leave for every calendar month of service.

14
 15 — B. — Sick leave allowance shall be accumulated in the employee's sick leave account
 16 until a maximum of thirty (30) days is accrued.

17
 18 — 1. — Employees who were hired in 1985, or earlier, will be allowed to retain sick
 19 days that they have accumulated in excess of thirty (30) days, but no higher than
 20 200 days. No additional sick days will be accumulated by these employees unless
 21 the total accumulated day's falls below the thirty (30) day ceiling limit. (Amended
 22 by the Board of Trustees: March 7, 2000)

23
 24 — C. — Accrual required before use: Sick leave shall not be used until it has been accrued.

25
 26 — D — Eligibility for sick leave: Each permanent employee shall be eligible for sick leave
 27 for any period of absence from employment due to illness, bodily injury or exposure to a
 28 contagious disease. (Board of Trustee Approval: December 14, 1999)

29
 30 — E. — Up to five (5) days of accumulated sick leave in any one year can be utilized for
 31 sickness in the immediate family. The Village has the right to require a medical statement
 32 to verify the illness.

33
 34 — F. — Upon separation from Village employment, an employee who has completed twen-
 35 ty (20) years of service, will have all hours of sick leave credit, up to thirty (30) days total,
 36 converted to cash at the equivalent of fifty percent (50%) of the hourly rate currently in
 37 effect at separation. This credit can also be utilized to pay an employee's health insur-
 38 ance premiums upon retirement. Accumulated sick leave is forfeited upon separation for
 39 all employees who have not completed 20 years of service. (Amended by the Board of
 40 Trustees: March 7, 2000)

41
 42
 43
 44 **23. FAMILY LEAVE.**

45 A. Employees who have worked at least one thousand (1,000) hours in the preceding
 46 fifty-two (52) week period shall be allowed:

47 1. Up to two (2) weeks of unpaid family leave over a twelve (12) month period
 48 for the care of a child, spouse or parent with a serious health condition.

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1 2. Up to six (6) weeks of unpaid family leave in a twelve (12) month period for
 2 birth of a child, placement of a child for adoption or as a pre-condition for adop-
 3 tion.

4 B. All employees intending to use such leave shall give the Village advanced notice in
 5 a reasonable and practicable manner so that the Village can schedule a replacement, if
 6 necessary, and make provisions to ad-just the Village work schedules.

7
 8 **24. WORKER'S COMPENSATION.**

9 A. All Village employees are covered by Worker's Compensation (WC). WC covers
 10 those injuries sustained by employees on the job or on Village property. This program is
 11 administered by the State of Wisconsin and basically consists of the following types of
 12 benefits:

- 13 1. Medical and Hospital care
 14 2. Disability benefits
 15 3. Death benefits

16
 17 B. To qualify for WC, an employee who is injured on the job must strictly follow the
 18 Village's accident reporting procedures, including immediate notification to a supervisor
 19 or the Village Administrator that an accident has occurred. All legal requirements estab-
 20 lished by the State and Federal Governments must be followed. The time lost from work
 21 for a worker's compensation accident shall not be charged against an employee's ac-
 22 crued sick time. (Revised 10/02/07)

23
 24 C. The Village will attempt to provide an employee with light duty work if the em-
 25 ployee is able to return to work, but unable to perform his or her regular assignment.

26
 27 D. The Village's first and foremost objective is to do all that can be done to prevent in-
 28 jury by providing safety awareness, specific safety related skill training, and by continual-
 29 ly encouraging each employee's active participation in the mutual quest for a safe work
 30 place.

31
 32 **25. UNEMPLOYMENT COMPENSATION INSURANCE.**

33 The State of Wisconsin administers Unemployment Compensation Insurance. If an employee is
 34 laid off and meets certain qualifications, weekly benefits are available. Employees who volun-
 35 tarily quit or who are terminated by the Village for cause ordinarily will not be eligible for this
 36 benefit. Wisconsin Law determines the amount of compensation received. Application for ben-
 37 efits can be made at the local Employment Security Commission Office. (Board of Trustee Ap-
 38 proval: December 14, 1999)

39
 40 **26. PERSONNEL TO OBEY MEDICAL PRACTITIONER'S ORDERS**

41 A. Employees shall obey their medical practitioner's orders and shall promptly notify their
 42 supervisor of any restrictions or instructions by their medical practitioner, or prescribed medica-
 43 tions that could affect their ability to perform their assigned tasks.

44
 45 B. The Department Head shall have the right to require an employee who has a physical or
 46 mental incapacity to submit a report from a licensed medical practitioner verifying that the em-
 47 ployee can perform the essential functions of his/her assigned duties without limitations.

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1 C. The Village may require a medical examination for an employee by a medical practition-
 2 er selected and paid for by the Village whenever the Village shall deem it necessary for the
 3 safety and welfare of the residents of the Village and the maintenance of standards within the
 4 Department. If the results of the examination would affect the employee's ability to work, then
 5 the employee may have a second opinion at his/her expense by a medical practitioner of
 6 his/her choice. If there is a difference of opinion by the first two medical practitioners, the em-
 7 ployee may be examined by a medical practitioner mutually agreeable to the Village and the
 8 employee paid for by the Village consistent with the terms of a collective bargaining agreement.

9
 10 **27. RESERVED.**

11
 12 **28. APPEARANCE AND DEMEANOR.**

13 All Village employees who have contact with people in the community who are either residents
 14 or visitors, will create lasting impressions with them by their interactions with the community
 15 and by the observations of their work performance. All Village employees are encouraged to
 16 present a positive image and demonstrate an interest in their work. All employees are expected
 17 to be neat and clean in appearance and to dress in a manner appropriate to the nature of their
 18 position. Designated employees will wear uniform items provided by the Village during their
 19 duty hours.

20
 21 **29. CONFIDENTIALITY.**

22 No Village employee shall use or disclose privileged confidential information gained in the
 23 course of work or by reason of the employee's official position or activities, unless authorized
 24 by law. No confidential information concerning any citizen may be released to an unauthor-
 25 ized person or agency without the signed consent of the citizen.

26
 27 **30. PERFORMANCE EVALUATIONS.**

28 All employees shall have an annual review of performance, usually to coincide with Village
 29 budget dates and/or salary review. The person conducting the review shall be an immediate
 30 supervisor or the Village Administrator. In the case of the Village Administrator, the Board of
 31 Trustees shall designate the rater. Each supervisor shall utilize the Village Performance Review
 32 Form. The Village Board of Trustees will review these forms annually in closed session.

33
 34 **31. APPROVAL OF REQUESTS.**

35 The following levels of Village authority will provide approval of employee requests:

- 36
 37 1. Immediate Supervisor
 38 2. Village Administrator
 39 3. Village Personnel Committee
 40 4. Village Board of Trustees (This document was approved by the Board of Trustees
 41 on December 14, 1999, and amended March 7, 2000.)

42
 43 **32. CLOTHING POLICY**

44 A. This Clothing Policy is being established for all the employees of the Parks Depart-
 45 ment and field employees of the Utilities Department. Each employee shall have an
 46 amount equal to \$400 set aside in the annual budget for work related clothing. Each em-
 47 ployee is expected to manage their purchases to cover their needs for the entire year. If an
 48 employee elects to use a clothing service then the cost of that service shall count towards
 49 the total annual allocation.

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B. Employees are urged to purchase clothing through the Village Administration office to avoid paying for sales tax. The department head shall approve all purchases including colors and materials. The department head shall review the balance in each employee's account twice a year with the employee. Each employee is expected to dress appropriately for work each day in clean clothing that is free from rips and stains. Only shirts, hats and outerwear with Village logos shall be worn.

C. The following items are eligible for purchase under this program:
Long sleeve and short sleeve shirts
Pants and shorts (Shorts to only be worn while performing approved activities.)
Sweat shirts, coats and related items
Hats

D. The following items are eligible for reimbursement subject to the restrictions as follows:
Safety shoes subject to reimbursement up to \$100 per year. Shoes other than safety shoes may only be worn while performing approved activities.
Prescription safety glasses subject to reimbursement up to \$150 every other year.

E. The Village will provide the following items beyond the allocation above:
Logos to be placed on items of clothing
Work gloves
Coveralls
Hard hats and other safety gear
Boots and rain gear for working in wet environments
Hats

F. The employee is responsible for the regular cleaning of all items. If an employee has used all of their allocation for work clothing and items are damaged or worn out they shall be replaced at the employee's expense. It shall be at the discretion of the department head to replace at Village expense any approved clothing item that is damaged by an accident, not normal wear or tear while the employee is working.

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Personnel Handbook Employee Acknowledgment Receipt

I acknowledge that I have received the Village of Sister Bay Personnel Handbook and read its provisions. I understand that the Village may modify or eliminate the terms described in the Personnel Handbook at any time, with or without prior notice.

I further understand that the Village’s Personnel Handbook and any provisions contained in the handbook do not constitute a guaranty of employment, a guaranty of any other rights or benefits, or a contract of employment, ex-press 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 Village or at my option.

Dated this _____ day of _____, 20__.

Employee Signature:



Memo

Village of Sister Bay

To: Village Employees
 From: Robert L. Kufirin, Village Administrator
 Subject: Village Non-selection of benefits policy
 Date: Wednesday, November 18, 2009

RK

GENERAL POLICY

The Village is seeking to reduce health insurance costs by providing inducements to employees to select from various options as specified below:

1. Starting with the 2010 calendar year employees have the option to elect to not participate in the health insurance programs. Prior to December 20, 2009 if an employee elects in writing not to participate in any or all of the health insurance programs, then that employee will receive 50% of the savings in cash or 50% of the savings into a deferred compensation account.
2. A newly hired employee prior to the effective date for coverage to occur may elect in writing not to participate in any portion of the health insurance programs. The new employee will receive 50% of the savings in cash the first year or 50% of the savings into a deferred compensation account.
3. For each subsequent year that the employee elects in writing not to participate in any or all of the health insurance program, the Village will pay 35% of the savings in cash or 50% of the savings into a deferred compensation account on behalf of the employee.
4. Notwithstanding the non-selection election, if the employee has a qualifying event then the employee may re-elect the appropriate coverage. In order to be eligible for the non-selection benefit the employee must annually certify in writing that they are participating in another health insurance program.
5. All cash payments under this section shall be made on the first payroll check of February of each year. If an employee rejoins the Village's health plan after receiving an incentive payment, then the employee owes the Village the prorated amount, which is no longer saved.
6. The employee non-selection options include:
 - a. Health insurance
 - b. Dental insurance
 - c. Self-coverage
 - d. Dependent(s) coverage (The employee cannot deselect him/herself and leave dependents on the plan.)

Other guidance on this policy may be issued in writing as needed.