



Employee Handbook of Policies and Procedures

Revision Date: 12/19/2017, 6/19/2018, 8/21/2018, 9/4/2018, 10/16/2018, 6/18/2019, 11/5/2019, 2/28/2020, 04/16/2020, 12/8/2020, 3/18/2021, Finance Committee Revised 6/30/2021, 8/11/2021, 9/8/2021, 10/19/2021, 11/16/2021, 3/15/2022, 4/19/2022, 5/17/2022, 7/5/2022, 9/20/2022, 12/6/2022, 2/7/2023, 5/16/2023

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I. GENERAL INFORMATION

A. INTRODUCTION

The employee handbook is a summary of some of the employment policies, procedures, rules, and regulations of the City of Watertown (hereinafter “Employer” or “City”). It has been prepared to acquaint all employees with these policies, procedures, rules, and regulations and to provide for the orderly and efficient operation of the City. It is the responsibility of each employee to read and become familiar with this information and to follow the policies, procedures, rules, and regulations contained herein. Each employee is directed to speak with their supervisor regarding the specific work rules for their department. If you have questions regarding the handbook, or matters which are not addressed, please direct them to your immediate supervisor, department head or Human Resources. Payroll and benefit questions may be directed to Human Resources at (920) 262-4058.

All employees are encouraged to incorporate the City’s mission into each and every workday. The mission of the City of Watertown is to provide for, protect, and serve the citizens and businesses of Watertown in an efficient, strategic, and measured manner, while creating a community culture where close knit connections are key, that is rich in small town values balanced with modern conveniences, and is an idyllic community that leverages location and outdoor opportunity.

B. EMPLOYMENT AT WILL DISCLAIMER

This employee handbook has been prepared for informational purposes. None of the statements, policies, procedures, rules, or regulations contained herein constitute a guarantee of employment, a guarantee of any other right or benefit, or contract of employment, expressed or implied. All non-represented City employees are employed “at will” unless covered by applicable State of Wisconsin statutes or City of Watertown ordinances or policies, and employment is not for any definite period. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the City or the employee. No individual manager or supervisor has authority to create a contract or any agreement contrary to the provisions of this document.

The provisions set forth in the handbook may be altered, modified, changed, or eliminated at any time by the City with or without notice. This employee handbook supersedes any and all previous handbooks, statements, policies, procedures, rules, or regulations given to employees, whether verbal or written, except for policies specific to each department not covered by this handbook.

C. RELATIONSHIP WITH UNION CONTRACTS

The provisions of this handbook shall apply to all employees, to the extent they do not conflict with a union contract. In the event of a conflict, the union contract shall prevail.

D. COMMENTS AND SUGGESTIONS

The City encourages all employees to express their views on matters concerning their jobs and interest. The City values the comments and suggestions of its employees concerning work methods and operations. Employees should feel free, and are encouraged, to offer suggestions and to seek advice on any matter which is of concern to them.

E. EXCLUSIVE RIGHTS OF THE CITY

Employees shall recognize that the City possesses exclusive powers and authority in the operation and management of the City.

F. COMPLAINT AND APPEAL PROCEDURES

Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any individual employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of the employee handbook of policies and procedures as it deems, in its judgment, to be proper. See Grievance Procedures in section VII(D) for an explanation of the procedures to appeal a disciplinary action.

II. EMPLOYMENT PRACTICES AND POLICIES

A. EQUAL OPPORTUNITY EMPLOYMENT POLICY

The City of Watertown is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. The City prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, ancestry, religion, sex, age, national origin, disability status, marital status, sexual orientation, protected veteran status, or any other characteristic protected by law. The City conforms to the spirit as well as to the letter of all applicable laws and regulations.

Scope

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between the City of Watertown and its employees, including:

- Recruitment.
- Employment.
- Promotion.
- Transfer.
- Training.
- Working conditions.
- Wages and salary administration.
- Employee benefits and application of policies.

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with the City of Watertown.

Dissemination and Implementation of Policy

The officers of the City will be responsible for the dissemination of this policy. Department heads and supervisors are responsible for implementing equal employment practices within each department. The HR department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

Procedures

The City of Watertown administers our EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement "*We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, creed,*

ancestry, national origin, age, sex, disability, arrest or conviction record, marital status, sexual orientation, military service, or use or non-use of lawful products away from work, or any other characteristic protected by law."

- Posting all required job openings with the appropriate state agencies.
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies, or participates in an EEO agency proceeding.
- Requires employees to report to a member of management, an HR representative, or the City Attorney any apparent discrimination or harassment. The report should be made within 48 hours of the incident.
- Promptly notifies the City Attorney of all incidents or reports of discrimination or harassment and takes other appropriate measures to resolve the situation.

B. AMERICANS WITH DISABILITIES ACT (ADA)/WI FAIR EMPLOYMENT ACT

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the City to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the City's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.

Reasonable Accommodations for Disabilities

The City is committed to full compliance with applicable federal and state disability laws. An employee who is a qualified individual as defined by state or federal law will be provided a reasonable accommodation if one exists that allows the employee to perform the functions of the employee's job unless such accommodation creates an undue burden or poses a direct threat to the safety of the employee or others. Employees should submit a request for workplace accommodation to your supervisor. The form is located on the city website. Any supervisor who receives a request for workplace accommodation will communicate with the employee where the employee will provide detail regarding the requested accommodation. After receipt of the request, a meeting will be scheduled with the Human Resources Office to discuss all the facts and circumstances necessary to make an accommodation determination.

C. IMMIGRATION REFORM ACT NOTICE

The Immigration Reform and Control Act (IRCA) prohibits the employment of individuals who are not legally authorized to work in the United States or in an employment classification that they are not

authorized to fill. The IRCA requires employers to certify (using the I-9 form) within three days of employment the identity and eligibility to work of all employees hired. I-9 forms must be retained for three years following employment or 1 year following termination whichever is later.

The IRCA also prohibits discrimination in employment-related matters on the basis of national origin or citizenship. Discriminatory actions include, but are not limited to, requesting additional documents beyond those required, refusing to accept valid documents or consider an applicant who is suspected of being an illegal alien or harassing or retaliating against employees for exercising their rights under the law.

D. WORKPLACE HARASSMENT

It is the policy of the City that all employees have the right to work in an environment where they are treated with respect and dignity and are free from all forms of harassment. The City will not tolerate, condone, or allow harassment by any employee or non-employee who conducts business with the City.

Harassment is a form of unlawful discrimination and violates the City of Watertown policy. Prohibited sexual harassment, for example, is defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

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

Harassment also includes unwelcome conduct that is based on race, color, ancestry, religion, sex (including pregnancy), national origin, age (40 or older), disability, marital status, sexual orientation, protected veteran status, arrest or conviction record or genetic information. Harassment becomes unlawful where:

- Enduring the offensive conduct becomes a condition of continued employment, or
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Sexual harassment warrants special mention. The City of Watertown prohibits sexual harassment. The City, as an employer, is committed to the concept that all employees have the right to expect that their work environment is free of conduct that can be considered harassing as described in this policy. The City has a strong obligation to protect its employees from all acts of sexual harassment and to take immediate corrective action when it discovers an employee is being harassed. Any conduct, whether intentional or unintentional, resulting in harassment of other employees because of their sex is illegal and will not be tolerated.

The City of Watertown encourages employees to report all incidents of harassment to a member of management or the HR department. The City conducts harassment prevention training for all employees

and maintains and enforces a separate policy on harassment prevention, complaint procedures and penalties for violations. The City investigates all complaints of harassment promptly and fairly, and, when appropriate, takes immediate corrective action to stop the harassment and prevent it from recurring.

Remedies

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. The City of Watertown will promptly, thoroughly, and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

Where it is established that an employee has engaged in harassment of another while engaged in a City activity, through City employment, or by misuse of City authority, the harasser will be subject to disciplinary action up to and including termination. Disciplinary action up to and including termination shall take place when it is established that an employee has intentionally made a false complaint of sexual harassment.

The City of Watertown prohibits retaliation against a person for filing a harassment charge. Employees found to be retaliating against another employee shall be subject to disciplinary action up to and including termination.

Responsibilities

1. **Department Heads.** Department heads are responsible for explaining the complaint procedure and to make employees aware of the City's policy and to obtain additional information on the subject and other assistance for them.
2. **Human Resources.** Human Resources will maintain a confidential file on all charges of harassment. Human Resources shall receive the complaint and be the investigating authority. If Human Resources is unable to be the investigating authority, that role may be delegated to a different entity or person.

Confidentiality

All personnel involved with the investigation of a complaint shall maintain confidentiality in order to protect the parties involved. Information regarding the investigation shall not be shared with anyone other than those involved in the investigation having a need to know.

Complaint Procedure

1. **Filing.** An employee or job applicant who believes he/she has been harassed may file a complaint with any City department head or with Human Resources. An employee may have another employee with them throughout the process for moral support.
2. **Access to Records/Personnel.** The investigating authority will have access to all applicable City records and all personnel deemed appropriate in conducting an investigation unless nondisclosure is prescribed by law.
3. **Processing Complaints.** The following is a step-by-step outline of the actions to be taken under this procedure. There are two major components of the complaint process. They are

respectively, the informal and formal action procedures. A complaint may proceed to the formal action procedure of this policy only if the matter in question is not satisfactorily resolved within the prescribed limits of Step 1 (the informal complaint procedure) detailed as follows:

STEP 1 – Informal Complaint Procedure:

- The complainant meets with the alleged harasser’s department head or Human Resources to discuss the issue. A preliminary investigation shall then be conducted. Investigations will be given top priority and all complaints shall be treated seriously and confidentiality.
- Whenever possible, the investigating authority will attempt to resolve the issue within ten (10) working days after the initial interview with the complainant.
- The investigating authority shall keep a detailed record of the investigatory activities.
- If the issue is not resolved to the satisfaction of the complainant, the complainant may proceed to STEP 2 of this procedure.

STEP 2 – Formal Complaint Procedure:

- A written complaint, using the [authorized form](#), will be submitted to Human Resources.
- Following review of the complaint, Human Resources shall initiate a formal investigation and forward the complaint to the City Attorney, if appropriate.
- The investigation shall be initiated within three (3) working days from receipt of the formal complaint.
- The investigating authority shall prepare a fact-finding report upon completion of an investigation. Such report shall be completed as soon as practicable.

Disciplinary Action

After completing the formal investigation and fact-finding report, Human Resources shall provide the fact findings to the Mayor, or his/her designee, and shall assess the appropriate discipline for any employee found in violation of this policy.

Severity

What disciplinary action shall be taken depends on the circumstances and the variables of each individual situation. Disciplinary action may range from verbal counseling up to employment termination.

Appeal Procedure

Appeals shall be made in the same manner of a grievance as described in Section 7 (D).

Training

Human Resources shall ensure that periodic training is conducted on the topic of Workplace Harassment. Attendance will be mandatory for all City employees.

Communications

Communication of this subject will be initiated and coordinated by Human Resources. Department heads are responsible for the dissemination to all employees and enforcement of this policy.

E. SAFE ACCESS FOR EMPLOYEES (S.A.F.E.) POLICY

The City of Watertown recognizes that domestic and sexual violence impacts many of us. We are committed to providing support to our employees who may be dealing with domestic and sexual violence, to help them get safe and continue their employment. To that end:

1. The City of Watertown encourages employees to contact their supervisor if they are currently dealing with a domestic or sexual violence situation. We will treat any information shared as confidential, sharing the information only on a need-to-know basis as necessary to protect the physical safety of our workers or workplace.
2. The City of Watertown will not take negative employment action against any applicant or employee based on their being a victim of domestic or sexual violence. Note however, that we may take temporary steps to protect the physical safety of our workers or workplace, such as relocating an employee.
3. The City of Watertown will work with an employee dealing with domestic or sexual violence to provide time off to address his or her situation – such as through relocation of his or her family, dealing with law enforcement or court action, etc. – with the goal of returning the employee to his or her regular work schedule as soon as possible.

If you are dealing with a domestic or sexual violence situation that is impacting your work or well-being, contact Human Resources to learn how we might be able to help. For other assistance, contact the Employee Assistance Program.

III. HIRING AND PROMOTION POLICIES

A. APPLICATION FOR EMPLOYMENT

All vacancies or job openings for full-time and regular part-time City positions (except for an internal posting and limited term employees) for non-elected City employees not otherwise covered in the employment policy of any board or commission, shall be advertised with appropriate job websites and shall be made known to all existing employees by means of a posting on the City website. The normal closing date for applications shall not be less than five (5) days after the first advertisement appears. Applicant's applications may be retained for future openings within 60 days of filling a position and may be considered for same or similar opening within this time frame.

An email shall also be addressed to all City of Watertown employees with a City issued email address. Both public and internal posting applications for full-time and regular part-time employment shall comply with the hiring policies and procedures and promulgated by Human Resources.

B. EMPLOYMENT CATEGORIES

It is the intent of the City to clarify the definitions of employment classifications so that employees understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment relationship at will at any time is retained by both the employee and the City of Watertown.

Fair Labor Standards Act Job Classifications

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws:

- **Nonexempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are *not* exempt from the law's requirements concerning minimum wage and overtime.
- **Exempt employees** are generally executives, managers, professional, administrative, or outside sales staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Job Classifications

The City of Watertown has established the following categories for both nonexempt and exempt employees:

- **Regular full-time employees** are not in a limited term status and are regularly scheduled to work the City's full-time schedule of at least forty (40) hours a week. Generally, they are eligible for the full benefits package, subject to the terms, conditions, and limitations of each benefit program.
- **Regular part-time employees** are not in a limited term status and are regularly scheduled to work less than the full-time schedule but at least eight (8) hours each week. Regular part-time employees who work at least twenty (20) hours per week are eligible for some of the benefits offered by the City, subject to the terms, conditions, and limitations of each benefit program.

- **Limited term employees** are hired as interim replacements or to temporarily supplement the workforce or to assist in the completion of a specific project and are temporarily scheduled. The limited duration will not exceed two (2) consecutive years without review by department head for permanent need. Employment beyond two years should be considered by the Finance Committee for conversion to a permanent position and/or extension of the LTE status. (LTE Positions are not subject to City of Watertown Benefits referred to in V. Benefits or VI. Paid Leave Status. WRS guidelines will be followed regarding minimum length of employment and hours worked for Wisconsin Retirement Service benefit eligibility.)

C. INTRODUCTORY PERIOD OF EMPLOYMENT

Any employee new to a position (including promotion, demotion, or transfer) shall serve an introductory period of six (6) months. During this first six (6) months, the employee's supervisor shall review the employee's performance at least once every three (3) months as to whether the employee is able to adequately perform the duties of the position. The supervisor shall place said evaluations in the employee's personnel file. Completing an introductory period does affect an employee's at-will status.

D. SHIFT SELECTIONS

In situations where employees work in shifts, department heads will have the final determination as to which shift employees will be assigned.

E. SUPERVISION OF RELATIVES/NEPOTISM

For the protection of the City's assets and development and maintenance of an equitable working environment, the City limits the employment, volunteering, interning, hiring, promotion, and transfer rights of persons who have an immediate family member employed by the City or serving as an elected official of the City.

For purposes of this policy, immediate family member includes anyone in the direct relationship by blood or marriage up to and including first cousin. Included are spouse, parent, child, sibling, grandparent, grandchild, uncle, aunt, niece, nephew, and first cousin of the employee or the employee's spouse or any person residing in the employee's household.

No immediate family member of a current employee or elected official will be hired, where such personnel action would result in:

- A direct or indirect reporting relationship between family members; or
- Immediate family members would be working in the same department or unit, and one would be responsible for auditing, controlling, or reviewing the work of the other; or
- Any situation where the employment of the two family members would result in the possibility of fraud.

F. TERMINATION

It is the policy of the City of Watertown to ensure that employee terminations, including voluntary and involuntary terminations and terminations due to the death of an employee, are handled in a professional manner with minimal disruption to the workplace.

At-Will Employment

Employment with the City is voluntary and subject to termination by the employee or the City of Watertown at will, with or without cause, and with or without notice, at any time. Nothing in this policy shall be interpreted to conflict with or to eliminate or modify in any way the employment-at-will status of City employees.

Voluntary Terminations

A voluntary termination of employment occurs when an employee submits a written or verbal notice of resignation, including intent to retire, to his or her supervisor or when an employee is absent from work for three (3) consecutive workdays and fails to contact his or her supervisor (job abandonment).

Procedures

Employees are requested to provide a minimum of two weeks' notice of their intention to separate employment. The employee should provide a written resignation notification to his or employees who possess a security clearance must meet with the security officer for a debriefing no later than their last day of employment.

Involuntary Terminations

An involuntary termination of employment, including a layoff of over thirty (30) days, is a management-initiated dismissal with or without cause.

Final Pay

An employee who resigns or is discharged will be paid through the last physical day of work, plus any unused comp time or prorated earned vacation time, less any other agreements the employee may have with the City, in compliance with state laws. This does not apply to promotions.

Benefit time such as unused earned vacation or accumulated comp time cannot be used to extend the termination date. Used and unearned vacation time will be recouped by the City. Remaining earned benefit time, with the exception of sick leave, will be paid out on the employee's final pay date if the employee was employed for at least one year.

Termination for the purpose of retirement must be consistent with the terms set forth by the Department of Employee Trust Funds. In this instance, the employee may choose to extend the date of retirement from the last physical workday by using unused and earned benefit time, with the exception of sick leave. To be eligible to extend the date of retirement, an employee must have worked for the City for a minimum of five consecutive years in a regular part-time or full-time capacity and provide correspondence from ETF confirming the retirement date.

In cases of an employee's death, the final pay due to that employee will be paid to the deceased employee's estate or as otherwise required under state law.

Health Insurance

Medical, dental and vision insurance coverage terminates on the last day of the month the employee separates employment or is terminated. An employee will be required to pay his or her share of insurance premiums through the end of the month. Information about COBRA continuation coverage will be provided.

Return of Property

Employees must return all City property at the time of separation, including uniforms, cellphones, keys, laptops, and identification cards. Failure to return some items may result in deductions from the employee's final paycheck where state law allows. An employee will be required to sign a wage deduction authorization to deduct the costs of such items from the final paycheck. In some circumstances, the City may pursue criminal charges for failure to return City property.

Exit Interview

The HR department will contact an employee who voluntarily resigns to schedule an exit interview on or before the employee's last day of work.

Eligibility for Rehire

Employees who leave the City in good standing with proper notice may be considered for rehire. Former employees must follow the normal application and hiring processes and must meet all minimum qualifications and requirements of the position, including any required qualifying exam. Rehired employees will not retain previous tenure when calculating longevity, leave accruals or any other benefits, unless required by law.

Employees who are involuntarily terminated by the City for cause or who resign in lieu of termination are ineligible for rehire. In addition, employees who resign without providing adequate notice or who abandon their job will not be considered for rehire.

IV. EMPLOYMENT COMPENSATION

A. COMPENSATION PLAN

The City of Watertown considers its staff to be key assets. The salary and benefits program provided to non-represented employees of the City is intended to attract, retain, and motivate highly qualified, enthusiastic, productive, and committed employees. The program is designed to assist the City in providing high quality services to the public. This objective is attained by providing compensation based on internal equity and external competitiveness within the City's fiscal capabilities.

Compensation decisions that do not meet the guidelines established herein require the approval of the Mayor and the Finance Committee.

Compensation Objectives

The objectives of the City's compensation program are to:

- Attract and retain highly qualified, enthusiastic, productive, and committed employees;
- Maintain and motivate employees to help the City achieve its short- and long-term goals; and reward employees for their valued contributions;
- Communicate the City's expectations regarding different rates of pay;
- Maintain appropriate controls for payroll costs;
- Recognize the internal worth of jobs and pay accordingly;
- Meet competitive pay levels within the City's chosen market and within available resources;
- Ensure consistent administration and application of pay policies;
- Ensure that pay plan administration decisions are not based upon or influenced by an employee's sex, race, color, ancestry, national origin, age, disability, marital status, sexual orientation, religion, protected veteran status or any other legally protected personal characteristic.

Pay Structure/Ranges

The pay structure has been established for all non-represented positions consisting of a set of levels of responsibility, or pay ranges, to recognize important relative differences in position responsibilities and requirements. Assignment of positions to pay ranges is accomplished through the process of job evaluation, as well as consideration of market factors. Job evaluation is a systematic application of criteria to document responsibilities in order to create logical relationships between positions based upon job responsibilities and is as independent of individual performance as possible.

Each pay range is intended to be competitive with the market for positions within that grade. Pay range spread, the percentage difference between the minimum and maximum compensation payable within each range, is intended to be sufficient to recognize and reward different levels of performance and experience in each grade.

Step Plan

Pay ranges under the step plan are designed to advance pay within the range by increments of experience in the employees' present position and the employee receiving a successful annual performance evaluation rating. Each pay range is divided into 11 steps with the midpoint or market /control point at Step 6.

Employees who receive a performance review rating of "meeting expectations" or better may be eligible to receive a step increase on January 1 of the following year. No employee's pay shall exceed the maximum (Step 11) of the recommended pay range for the employee's present position.

Employees may also be eligible for general economic adjustment equal to that applied to the plan structure to keep it market competitive (see section on [Determining Annual Pay Structure](#)).

Existing Employees as of January 1, 2014

Employees whose pay was below the minimum of the pay range were brought to the minimum of the range on January 1, 2014. Employees whose pay was between the minimum and maximum of the pay range were placed at the next step that provided a pay increase. Employees whose pay was above the recommended maximum of their pay range as of January 1, 2014 had their pay red-circled until such time that the pay structure is adjusted to a point where the employee's pay rate falls below the maximum of the recommended pay range. At that time, the employee may then be considered as eligible for pay increases.

Compensation Policies

Compensation upon Promotion

Employees being promoted one salary grade will be considered for an increase of not less than a 5% adjustment to his/her current wage and the calculated rate will be placed at the next closest step on the new pay range or be brought to the minimum of the new pay range, whichever is greater. An employee being promoted two or more salary grades will be considered for an increase of not less than 8% of the employee's current wage and the calculated wage will be placed at the next closest step on the new pay range or be brought to the minimum of the new range, whichever is greater. In no case will a promotional increase allow the employee to earn a salary above the established range maximum.

In addition, should the City promote an employee utilizing the 5%/8% rules and such calculations result in the newly promoted employee earning a base wage greater than an existing incumbent, the City may then increase the pay rate(s) of the incumbent(s) in the same job one rate higher than the newly promoted employee in order to maintain internal equity.

If the City promotes an employee from a position covered by a Public Safety Bargaining Agreement salary schedule, the average prior year gross pay for the rank of employees from which the City is promoting will be calculated excluding outliers such as an employee with a much greater amount of overtime than others or a new Sergeant not yet at the maximum of the pay grade. The calculated average will be multiplied by 108% and the resulting calculated wage will be placed at the next closest step on the new pay range or be brought to the minimum of the new range, whichever is greater.

Transfer

Employees who transfer to a new position within the same pay range as their old position will typically not receive a compensation adjustment.

Compensation upon Interim Assignment

Employees assigned to an interim classification in a higher pay range for a planned period of at least sixty (60) days and who are expected to perform a majority of the higher classification's duties and responsibilities, shall receive a base compensation adjustment of five percent (5%) if additional duties are usually performed by a position one grade higher or eight percent (8%) if additional duties are usually performed by a position two or more grades higher or be brought to the minimum of the higher grade, whichever is greater. A base compensation adjustment of greater than eight percent (8%) may be approved by the Mayor and Finance Committee provided that substantial reasons are given.

Employees who are assigned additional work from a classification in the same pay grade or lower pay grade for a planned period of at least 60 days, and who are expected to perform a majority of the interim classification duties and responsibilities, shall receive a base compensation adjustment of five percent (5%) in recognition of the incumbent's additional time being spent performing additional duties. A base compensation adjustment of greater than five percent (5%) may be approved by the Mayor and Finance Committee provided that substantial reasons are given.

Upon return to the employee's original classification, the employee's pay shall revert to their base compensation prior to receiving the interim assignment adjustment, plus any additional annual pay increases and pay structure increases the employee would have received in the original classification.

Compensation upon Involuntary Demotion

An employee demoted for involuntary reasons unrelated to performance will retain his/her present pay if the base compensation exceeds the new range maximum. As long as an employee's base compensation exceeds the new range maximum, the employee will not be eligible for further base-accumulating pay increases until his/her pay is again within the range for the new position. If the present base compensation is below the new range maximum, the employee will be placed in the new range at the step closest to their current pay.

Compensation upon Voluntary Demotion

An employee who requests and is granted a voluntary demotion will receive a decrease in pay, the amount of which is to be determined given the facts and individual circumstances.

Pay Range Assignment for New and Reclassified Positions

Regular review of the department structure will take place to anticipate budgetary needs for coverage and workforce planning.

Substantial changes to positions will be discussed between the department head and the Mayor. Approved changes will be communicated during the June Finance Committee meeting where the department head will present the plan to incorporate job description changes or new positions into the organization structure. In the event of a mid-year vacancy, the position that has been vacated will be

reviewed by the department head prior to posting the opening. Approved changes will go on to follow the reclassification guidelines below.

New Position

In order for a new position to be considered for approval, a job description questionnaire (JDQ) outlining the major duties, responsibilities, knowledge, skills, and ability requirements, reporting relationships, and working conditions of the proposed position; and a draft job description that summarizes information from the questionnaire must be completed and signed off by the supervisor, department head, and Mayor.

The City may elect to forward the updated Job Description Questionnaire (JDQ) to its Compensation Consultant to obtain a recommendation for classification of the new positions. The consultant will utilize the same job factor evaluation system that was used in creation of the plan, to determine placement for the new position. The consultant's recommendation will be taken by the Mayor to the Finance Committee for discussion and final approval.

Reclassification of Current Positions

When a significant change in duties and responsibilities of a position has occurred for a **minimum of six months**, a department head or employee may request that classification of the position be reviewed and adjusted. To determine placement of the position, the incumbent must review the most recent job description questionnaire (JDQ) and indicate (in a different font color) changes in major duties and responsibilities and complete a [classification review change form](#) explaining what change is being sought, why the change in responsibilities occurred, and how long the change has occurred. The JDQ and [classification review change form](#) should be forwarded to the employee's supervisor for review.

The supervisor must sign the JDQ confirming accuracy of the information provided and forward the review request to the department head. If the supervisor and department head agree with the incumbent's questionnaire, the questionnaire will be forwarded to the Mayor. If the supervisor and department head disagree with the questionnaire, he/she will discuss its content with the incumbent and either reach agreement on content or acknowledge disagreement on specific information prior to forwarding to the Mayor.

In either case, the Mayor shall forward the information to the Compensation Consultant to evaluate the position utilizing the same point factor evaluation system used to originally rate the job. The consultant will provide written recommendation on where the job should be placed in light of the duties explained on the JDQ and classification review form. The recommendation of the consultant will be taken to the Finance Committee by the Mayor. The Committee will discuss the recommendation, make its final decision, and ultimately forward its decision to the Common Council for final action.

A third-party consultant provides the service of reviewing classification requests and making a recommendation for placement onto the existing pay schedule for both new positions and existing positions submitted for classification review at a predetermined rate per position reviewed.

Placement of Reclassified Positions onto the Pay Schedule

Positions approved for reclassification due to changes in job duties should be moved to the recommended pay grade. A five percent (5%) pay adjustment should be made to the employee's current wage and then the position should be placed in the new grade at the next highest step.

Positions Requiring a Market Adjustment

A circumstance could develop where a position may command higher pay than that which is established due to unusual market demands. Such positions will not be permanently placed in a higher pay range because market conditions may change. Market adjustments will generally be considered under only one or more of the following circumstances:

- The City has documented problems recruiting and/or selecting employees within the assigned pay range (for example, a position is advertised two or more times resulting in few or no qualified applicants).
- The City has an unacceptable rate of turnover in the position and exit interview information indicates pay as a significant issue.
- Periodic market surveys conducted by the City show that the midpoint of the pay range is more than ten percent (10%) less than the average rate of pay shown for the position in the market analysis.

In situations where the market demands higher pay rates, at the City's discretion, one of two actions will be available:

- Adjust the employee's base compensation upward in the existing pay range.
- Move the position into a higher pay range and adjust the base compensation according to the [Compensation upon Promotion](#) guidelines temporarily, only while market conditions are still causing the problem.

The City will utilize the first option whenever possible. However, when the City utilizes the second option, the appropriate pay range will be determined by the City (with consultation from a compensation expert, if possible), and the position will be placed in a higher range. Further, all documents and communications will be retained to reflect the temporary assignment of the position to a higher pay range. Market conditions should be checked every year, and if conditions change, the position will move back into its initially assigned salary range.

Because allowance of market adjustments disrupts internal equity in the City's compensation plan, the City intends to utilize market adjustments sparingly. All market adjustments must be recommended by the Mayor and receive approval from the Finance Committee. In the event that a position under a market adjustment is reclassified to the correct pay range established through job evaluation, the policy for [Compensation upon Involuntary Demotion](#) will apply in regard to compensation for the affected employee.

Positions Requiring a Compression Adjustment

Salary compression exists when there is an unacceptable difference in salary between a supervisor and a direct subordinate. Compression can exist under a base salary comparison, under a total gross earnings comparison, or both. The City will determine if the compression issue is a concern or if there are valid, acceptable reasons for the compression to exist. If the City determines the compression issue is a concern, the City must determine if the compression issue must be resolved through a pay increase or if alternative solutions need to be found to address the issue. Examples of factors, other than pay, that may contribute to pay compression issues include management/distribution of overtime within the department, insufficient staffing levels, delegation of workload, special projects causing a spike in overtime, special skills/knowledge possessed by a subordinate, market demands and/or difficulty in recruiting for a specific skill.

Once the City has determined there is a compression issue, the City will review the differences in total gross wages between the supervisor and subordinate positions. If it is determined the gross wages of the supervisor is not sufficient to compensate for the wage compression and the City has determined the best course of action is a pay raise for the supervisor, the City will calculate an acceptable base pay differential between the exempt supervisory position and the average gross earnings of the subordinates the supervisor supervises.

Average gross earnings of subordinate employees at the top of their pay range will be calculated excluding outliers such as an employee with a much greater amount of overtime than others or an employee new to the position and not yet at the maximum of that pay grade. Using this average, a rate will be calculated as one hundred eight percent (108%) of the average gross pay and the employee will be placed at the next step that provides an increase. At the City's discretion, one of two actions will be available:

- Adjust the employee's pay upward in the range if the current pay grade range allows for sufficient earnings growth consistent with the intent of the compensation plan. If this is not possible, the City may consider the second option.
- Adjust the position up one pay grade temporarily and only while compression conditions are still causing a problem. All documents and communications are retained to reflect temporary assignment of the position and the earnings differential situation will be analyzed every year. If conditions change such that the actual pay grade provides an adequate differential and opportunity for sufficient earnings growth, these positions will be moved back to their correct grade.

Allowance of compression adjustments disrupts some of the internal equity in the compensation plan and the City intends to use compression adjustments sparingly and monitor these adjustments closely. All compression adjustments must be recommended by the Mayor and receive approval from the Finance Committee.

Determining Pay for New Hires

New employees should be hired between the minimum and midpoint (Step 6) of the pay range for the position, with actual pay range step placement to be based on individual qualifications.

Determining Annual Pay Structure Increases

On an annual basis, the Finance Department and Mayor will present to the Finance Committee and Common Council evidence of what comparable municipalities (as defined in the compensation study) and other competitive employers (such as other governmental units and private industry) are adjusting their pay structures for the same period to maintain their competitive position.

Sources of such information could include annual published surveys; surveys of comparable municipalities; economic indicators such as CPI; planned or negotiated pay structure adjustments with the City's unions; financial condition of the City and the City's ability to fund increases in pay for the upcoming year.

The Finance Committee and Common Council shall consider this information in determining what, if any, salary structure adjustment is necessary so the City may maintain its competitive position. The annual increase amount for the pay structure shall be applied to the range midpoints. Adjustments to range minimums and maximums will follow according to standard practices.

B. PERFORMANCE REVIEWS

The public expects high quality service from employees that is delivered in a manner in the best interests of the City of Watertown, the public, and the efficient and effective use of resources. The City of Watertown expects all employees to perform their job duties at a high-quality level that exceeds the expectations of our citizens. As the City has limited resources available, it must only employ individuals who are committed to and capable of providing high quality services. Therefore, apathy, an inability to work as a member of a team, attitudinal issues, and marginal or unacceptable work performance are inconsistent with the interests and expectations of the City of Watertown and the public.

Periodic evaluations are an important part of ensuring the City is employing the right people to work for its citizens. Periodic evaluations are an opportunity to let each employee know how he or she is performing, how performance may be improved and to receive input from the employee concerning training, supervision or any job difficulties that may be occurring. The Employer will evaluate employee performance. Some of the job factors that are reviewed include: accuracy, quality of work, quantity of work, dependability, adaptability, job knowledge, organization, judgment, initiative, cooperation, ability to get along with others, public service mindset, attitude, and attendance. It is the employee's responsibility to improve his or her performance level. The practices of departments for the evaluation process may vary. City employees who may be eligible for a pay increase are required to have a performance review confirming the employee is, at a minimum, meeting the expectations of the job.

C. PERSONNEL FILES

Employee personnel records are maintained in our Human Resources department. As required by law, some records pertaining to employees are maintained in separate files relating to medical issues and internal investigations. Employees, or their representative, may request access to their basic personnel file. Depending upon the circumstances, employees may be provided access to records pertaining to internal investigations, with appropriate redactions to protect the rights of others.

All requests for access to your personnel file must be provided in writing to Human Resources. Upon receipt of your written request, Human Resources will schedule an appointment for you to view your file

during normal office hours. For purposes of this policy, your personnel file includes documents which are used, or which have been used, to determine qualifications for employment, promotion, transfer, additional compensation, termination or other disciplinary action, and medical records. It will not include any reference checks, possible criminal investigations, testing documents, materials used for staff management planning, information of a personal nature about a person other than the employee, records relevant to a pending claim between the employer and the employee that may be discovered in a judicial proceeding. Employees are not permitted to remove any documents from the personnel file but may provide a written response to any document in the personnel file. Written responses will be attached to the original document in the personnel file.

Employees may request copies of documents in their personnel file. Requests for copies must also be made in writing to Human Resources.

Note: please be advised that City policy is subject to the requirements of Wisconsin State law.

D. HOURS OF WORK

Daily Hours

All City departments, as prescribed by the Mayor, shall be open to conduct City business. Work time missed due to inclement weather is without regular pay for non-exempt employees. Non-exempt employees may request to use vacation or comp time, but in the event of severe weather or other emergency circumstance, as determined by the Employer, the Employer's need for the employee's attendance to perform his or her duties will prevail. If work is not available to non-exempt employees due to an involuntary temporary closure of City offices, Wisconsin Law shall apply. Supervisors are encouraged to allow employees to telecommute or flex their schedules when inclement weather arises during that same pay period.

Telecommuting

The City of Watertown recognizes the value of telecommuting for certain employees and situations. Telecommuting is a cooperative agreement based on the needs of the position and department staffing. Telecommuting is not appropriate for all employees of the City of Watertown and is not an entitlement of employees. Telecommuting is approved on a case-by-case basis and is limited to not more than twenty-four (24) hours per week.

The telecommuting policy shall apply to non-represented employees of the City. The application of this policy to represented employees may be the subject of collective bargaining between the City of Watertown and the bargaining agents for those employees.

Telecommuters will be as accessible as their on-site counterparts during their scheduled work hours, regardless of their work location. Employees who telecommute may, at the discretion of their department head, be called to work at their worksite on a regular telecommuting workday to meet workload requirements.

All telecommuting agreements must meet the criteria in this policy and may be terminated at any time by either the employee or the department head. An employee wishing to request a telecommuting agreement shall submit a written request to their department head, or in the case of department heads

such request shall be submitted to the Mayor. After an employee begins a telecommuting agreement, the department head should conduct periodic reviews of such agreement to evaluate the success of the arrangement.

Department heads should consult with IT in advance if an employee requires remote access or technology support in order to telecommute. The City will not purchase or reimburse employees for the cost of an internet service provider or internet use at home. It is the responsibility of the employee to maintain the confidentiality of City information and documents in accordance with applicable laws and regulations, prevent unauthorized access to any City system or information, and dispose of work-related documents in a manner that will not jeopardize the interests of the City.

Work Schedule

The normal workweek for all full-time employees will be forty (40) hours but may vary by job classification. The workweek starts on Wednesday and ends on the following Tuesday. The specific work schedules for all full-time and part-time employees shall be established by each department head to meet the needs of the department. Employees may trade scheduled workdays and hours or work flexible schedules that are not in violation of the Fair Labor Standards Act subject to the approval of the department head.

Each employee is responsible for and required to accurately record his or her work time, break time, compensation time, sick time and vacation time and will be held accountable for failing to record completely and accurately his or her time. Time shall not be modified after submission to payroll without documentation regarding an entry error. No change will be made to reported time, unless both the employee and their supervisor confirm in writing that an error was made within 28 days of the pay date for the period during which the alleged error occurred. Any request for modification of reported time made more than 28 days after the pay date during which the alleged error occurred will require additional documentation to confirm an error was made.

Direct Deposit

Wages will be paid by direct deposit at no cost to you. You can designate up to three (3) accounts for receipt of direct deposit wages. Each employee is required to provide an account for direct deposit. Paper checks will not be issued.

Break Time and Lunch

Employees shall be entitled to two (2) paid fifteen (15) minute breaks during their regularly scheduled workday.

Non-exempt employees are entitled to a thirty (30) minute unpaid lunch break. This shall be taken at a time mutually agreed upon with the employee's supervisor. Non-exempt employees cannot perform any work during their unpaid lunch period without specific authorization from a supervisor on a case-by-case basis; this shall be used sparingly. It is the expectation of the City that supervisors attempt to be amenable to such requests. If work is authorized, then the entire lunch period must be included as hours worked on your timecard.

E. OVERTIME AND COMPENSATORY TIME

It is the City's policy to provide a consistent system for distributing overtime in compliance with the overtime pay provisions of the Fair Labor Standards Act. It is the policy of the City, wherever possible, to

avoid the necessity of overtime. No overtime shall be performed without the approval of the department head or his/her representative. Employees shall be required to work any overtime when requested by their department head or his/her representative. Department heads and other supervisory employees may also be required to work over forty (40) hours per week.

- Work Week: A week shall be considered to start on Wednesday and end on the following Tuesday.
- Computation: For the purpose of computing overtime for full-time employees, hours worked in excess of an employee's regularly scheduled workweek will be considered for overtime purposes.

Non-Exempt Employees

All non-exempt employees of the City are to receive overtime compensation for all hours worked in excess of their regularly scheduled workweek. Compensation may be in the form of compensatory time off at the rate of one and one-half (1-½) hours for each hour of overtime worked or in the form of pay at the rate of one and one-half (1-½) times the employee's normal hourly rate. Holidays, vacations, compensatory time, and sick leave shall be included in the calculation of hours worked. The employee may elect to take compensatory time in lieu of monetary payment. Use of compensatory time off shall be at the discretion of and with the approval of the department head.

Compensatory time off may be accumulated to a maximum balance of eighty (80) hours during the calendar year. Compensatory time shall not be allowed to be carried over at year end. The compensatory account balance cannot exceed the eighty (80) hours maximum balance but can be refilled up to eighty (80) hours at any point in the year. Unused compensatory time may be exchanged for the cash equivalent payable on the first pay date of December of each year. Any remaining compensatory time prior to the last pay date of the year will be paid out to the employee on the last payroll check of the year.

Exempt Employees

Exempt employees are generally expected to work more than forty (40) hours as necessary beyond the regular workweek to assure that a complete and adequate job is done. Additionally, all exempt employees may alter their attendance during regular work hours. Such altered attendance will be at the discretion of the employee's department head and will be granted if the needs of the department allow for such alteration. There shall be no compensatory time off or overtime payments for this category of employees.

Fire Department Battalion Chiefs and Police Sergeants

Fire Department Battalion Chiefs who work a platoon schedule may trade duty hours or shifts on the same basis as represented employees covered by a collective bargaining agreement, with all such trades being subject to established Fire Department Policy. Battalion Chiefs may accumulate Compensatory time off up to a maximum balance of one hundred twenty (120) hours during the calendar year. Compensatory time shall not be allowed to be carried over at year end. The compensatory account balance cannot exceed the one hundred twenty (120) hours maximum balance but can be refilled up to one hundred twenty (120) hours at any point in the year. Unused compensatory time may be exchanged for the cash equivalent payable on the first pay date of December of each year. Any remaining compensatory time prior to the last pay date of the year will be paid out to the employee on the last payroll check of the year.

Police Sergeants working overtime will receive the same compensation as represented police employees.

F. CALL-IN/CALL BACK TIME

All employees shall respond to a call to work outside of their regular schedule of hours. The City recognizes that unscheduled call-ins are an inconvenience to its employees. Therefore, if a non-exempt employee is called in and physically reports to work, other than her/his normal time, she/he will receive a minimum of two (2) hours pay or compensation time at time and a half (1 ½) for such work or pay or compensation for the actual time worked, whichever is greater. Call in pay shall not be granted when the call-in is within two (2) hours of the start of the employee's assigned shift. This provision does not apply to employees subject to a collective bargaining agreement.

This section of the handbook does not preclude a supervisor from changing the employee's start or end time for a shift. The employee shall be given reasonable notice of such a change. No call-in pay shall be granted and the Overtime and Compensation rules in Section E shall apply.

All employees responding to alarms from remote locations or other remote on call work shall receive one (1) hour of pay for each event, however, if the employee is required, by the nature of the work, to return to the worksite, the employee shall receive full call-back as described above. Employees that get called back to work a second time and the call back falls into the two (2) hours that they received for the first call back, will be compensated at time and one-half (1 ½) for the additional time that may extend beyond the original two (2) hours. Example is that employee is called at 12:00 a.m., employee fixes problem and leaves, employee gets called back at 2:00 a.m. and must work until 4:00 a.m. will be compensated for four (4) hours at time and one-half (1 ½).

G. ADDITIONAL JOB COMPENSATION

Communications Training Officer

Non-supervisory employees functioning as a communications training officer will receive an additional two dollars (\$2.00) per hour compensation for that period of time when they are performing training officer duties.

Water/Wastewater Cell Phone Compensation

Employees assigned to on-call duty will be compensated on the following basis: Eighteen dollars (\$18.00) for each workweek day so assigned; twenty-seven dollars (\$27.00) for each weekend day and thirty dollars (\$30.00) for each holiday so assigned. Cell phones will continue to be assigned in the present manner and employees may continue to either trade or relinquish duty in the current manner, provided sufficient coverage is maintained. Employees that receive pager pay will drink no alcohol for the entire time they are being compensated (complies with Federal CDL law) and will not be more than sixty (60) minutes from the main facility depending on which department they work for. In addition, employees must respond to alarms immediately upon receiving a call/text.

Out of Classification

No employee shall suffer a reduction in pay if he/she is required to take a job carrying a lesser rate of pay. Any employee who is required to take jobs of higher scale shall receive such scale for all such hours worked if such work is performed for one (1) hour or more. Employees, whose compensation is at the control point (step 6) or below, who work out of class, will receive the rate of pay at the same step in the out of class grade. Employees whose compensation is beyond the control point (step 7 or higher) will receive up to an additional seventy-five cents (\$0.75) per hour. No out of class pay rate can exceed the maximum rate (step 11) of the grade the employee is working out of class in.

Certifications

Non- exempt employees who complete professional certifications and/or licensing related to their job description will be eligible for a step placement review to be recommended by the Department Head to be determined by the Mayor and Finance Committee.

Non-Union Paramedics

Non-union paramedics will receive the paramedic add-on pay as listed in the union contract.

V. BENEFITS

A. SICK LEAVE

Full-time and eligible less than full-time employees, except those in the Fire Department who work on a platoon basis, shall be allowed to accumulate sick leave according to the average amount of hours the employee is scheduled to work. Employees that are considered full time will earn pay at the rate of four (4) hours per full pay period. Employees that work less than forty (40) but more than thirty (30) hours will earn pay at the rate of three (3) hours per full pay period. Employees that work less than thirty (30) but more than twenty (20) hours will earn pay at the rate of two (2) hours per full pay period. Employees that work less than twenty (20) will not be eligible for sick leave. Sick leave may be accumulated to a total of not more than one hundred twenty (120) days. No such leave shall be accumulated for any pay period in which the employee does not receive pay for five (5) regular workdays. Regular workdays shall include paid holidays, paid vacations, paid compensatory time, and paid time actually spent on the job.

Reasons

Sick leave shall be available for absences from duty on a scheduled workday because of an employee's illness, an employees' dependents' illness, exposure to contagious disease or because of a serious health condition in the employee's immediate family, i.e. spouse, parent, minor child, or adult child incapable of self-care. The terms "incapable of self-care" and "serious health condition" are defined as those terms as used in both Federal and State Family Medical Leave Acts.

Eligibility

To be eligible for paid sick leave, an employee must:

- Report promptly to the employee's department head or on-duty supervisor the reason for absence. Such report, to the extent possible, shall be made a minimum of one hour prior to the employee's starting time for each workday.
- In cases of known extended illness or injury, the employee will file the appropriate Family Medical Leave forms. For more information see the FMLA policy.
- Submit a doctor's excuse from a medical provider for an absence that lasts more than three (3) days, if requested by a supervisor.
- For medical or dental appointments which could not be scheduled outside of work hours, employees will qualify for sick leave on an hour for hour basis to accommodate the appointment and appropriate travel time to and from the appointment. Employees shall provide advance notice as soon as possible. When possible, the supervisor will be allowed to adjust the employee's work schedule to accommodate the appointment.

Fire Department Battalion Chiefs and Police Sergeants

Full-time employees in the Fire Department who work on a platoon basis, including those who are classified as management and are working on a fifty-six (56) hour platoon basis, and Police Sergeants shall be entitled to the same sick leave totals as the represented employees.

B. VACATION

Full-time and eligible part-time Employees, except employees in the Fire Department who work on a platoon basis, shall earn vacation days in accordance with their continuous service with the City. At the time of hiring, employees shall receive credit for the number of years of applicable service with their previous employer(s) as verified by the Wisconsin Retirement System, other public pension systems, or private employers. Human Resources shall determine what employment counts as verifiable service under this policy. Employees will be allotted a prorated amount of vacation days based on their classification as exempt or non-exempt and on the number of weeks worked from their date of hire through December 31st.

On January 1 of each year all employees will be allotted the annual amount of vacation days based on their classification as exempt or non-exempt. At the time an employee separates from the City, whether voluntary or involuntary, the employee's unearned vacation will be reduced from their allotted vacation account. Unearned vacation will be based on the number of weeks between the employee's separation date and December 31st of that year.

Vacation schedules, including the number of employees able to be on vacation at the same time; when any employee shall be allowed to take a vacation; and the use of any unearned vacation time shall be established and approved by the department head or his or her representative. Vacations must be taken in segments as authorized by the department head.

If vacation is not used within the year it is earned, it may be carried over into the following year. Full-time and eligible part-time employees may carry over up to five (5) days of vacation leave per calendar year. All vacation carried over must be used by March 31st of the following year. A request for vacation carryover form must be provided to the department head by December 1st every year. Any remaining vacation time in excess of five (5) days will be forfeited, absent express written approval of the Mayor for good cause. In the case of department heads, approval is given by the Mayor.

Any employee who separates employment for any reason will be entitled to pay for all unused, earned vacation from January 1 to the date of termination. Refer to Final Pay section. Vacation shall not accrue during any period of unpaid leave except in the cases of military leave. Any employee who separates employment for any reason and who has used unearned vacation time will reimburse the City for the unearned vacation time previously paid by the City.

Upon a promotion from a non-exempt to an exempt position, the employee will be credited experience to the maximum number of hours for their verified years of service.

Full-time, Non-Exempt Employees

Non-exempt employees regularly working forty (40) hours per week shall receive annual vacation allotments based on continuous years of service as follows:

During 1-2 years of service 10 days

During the 3-4 years of service 12 days

During the 5-6 years of service 13 days

During the 7-9 years of service 15 days

During the 10-11 years of service 17 days

During the 12-13 years of service 18 days

During the 14-16 years of service 20 days

During the 17-18 years of service 22 days

During the 19-20 years of service 23 days

During the 21+ years of service 25 days

Part-time, Non-Exempt Employees

Regular part-time employees working at least twenty (20) hours or more per week shall earn a prorated amount of paid vacation in accordance with the schedule provided above for full-time employees. Employees that work thirty (30) hours or more, but less than forty (40) hours will earn vacation at the rate of 75% of the full-time vacation allowance. Employees that work twenty (20) hours or more, but less than thirty (30) hours will earn vacation at the rate of 50% of the full-time vacation allowance. Employees that work less than twenty (20) hours will not be eligible for vacation allowance.

Salaried, Exempt Employees

Exempt employees regularly working at least forty (40) hours per week shall receive annual vacation allotments based on continuous years of service as follows:

During the first 8 years of service 15 days

During the 9-15 years of service 20 days

During the 16+ years of service 25 days

Fire Department Battalion Chiefs and Police Sergeants

Fire Department employees working on a platoon basis, whether or not represented by a collecting bargaining unit, and Police Sergeants shall be entitled to annual vacations amounts based on years of service as identified in the contracts of the representative employees of their respective departments.

C. VOLUNTARY LEAVE DONATION PROGRAM

Purpose

The City of Watertown Leave Donation Program allows eligible employees to voluntarily donate accrued sick or vacation leave to another eligible employee facing loss of income as a result of a serious medical illness, injury or disability which requires hospitalization and/or convalescence or recuperation in an extended care facility or at home while under the care of a licensed health care provider and for the birth or care of a newborn child or placement of a child with the employee for adoption or foster care.

Leave must be donated to a specific employee; it is not a leave “bank.”

Definitions

All terms in this policy shall have the meaning as defined in the City FMLA policy unless otherwise noted. The following definitions apply for the purpose of the leave donation program:

Donor – an employee who meets the eligibility requirements to donate leave to another employee and whose participation in the program has been approved by Human Resources or their designee.

Employee – a regular benefit eligible employee of the City of Watertown.

Donated Leave – any accrued sick or vacation hours. Donated vacation hours shall be used by the employee as sick hours.

Requirements to Receive Donated Leave

To be eligible to receive donated leave, an employee must be a full-time regular employee, not be the subject of a documented Performance Improvement Plan or administrative suspension or have an eligible family member with a serious health condition that requires the employee’s absence from work. To be eligible the employee shall be on an approved FMLA leave or approved extended leave through the appropriate City policy. Employees are ineligible to use this policy during any disciplinary suspensions or if they are receiving or have applied to receive Workers’ Compensation benefits.

Employees are eligible to receive donated leave not to exceed the maximum accumulated sick leave totals as requested in approved leave application.

An eligible employee who wishes to participate in the program as a potential leave recipient must be on an approved medical or parental leave of absence and/or, if applicable, approved FMLA leave or approved extended leave through the appropriate City policy. In addition, a staff or administrative employee who is on maternity or paternity leave who has exhausted all other forms of leave may be eligible for donated annual leave for the balance of the approved leave subject to the maximum per calendar year. To request leave donations, the employee shall indicate such on their FMLA application and submit the application to the Human Resources Department. If the employee is not capable of completing the application, a personal representative may submit the application on his/her behalf. An employee may opt into or out of the donation program at any time during their leave. If the employee does not have a current FMLA application, the employee may submit such a request in writing to Human Resources.

Eligible employees must first exhaust all accrued leave before receiving donated leave.

The Human Resources Department will review the application and supporting medical documentation. If the employee is eligible to participate in the program as a leave recipient and the employee's absence has been approved in accordance with City of Watertown policies, the Human Resources Department or designee will approve the application and notify the employee.

Donated leave may be substituted retroactively within the calendar year for the leave without pay if all other requirements of this program have been met.

If the employee receives a medical release for return to work on a part-time basis (either fewer hours per day or fewer hours per week than the employee's regular schedule) or is otherwise eligible to return to work on a part time basis, the employee may continue to receive and use donated leave for the balance of the regular work schedule until medically released for full duty. In this instance, donated leave may be used and will be paid only for the difference between the employee's temporarily reduced work schedule and the employee's regular schedule. For the purposes of this policy, no overtime will be considered as a part of the employee's regular schedule.

Donating Leave

An eligible employee who wishes to donate accrued leave to an approved leave recipient may do so by completing a Request to Donate Leave form and forwarding it to the Human Resources Department.

Donated leave requests are processed as received on a "first-in" basis.

Leave must be donated in one-hour increments and can only be to the maximum allowed for the participating employee.

Employees are not eligible to donate sick leave fifteen (15) days or less before separation from the City or if becoming ineligible for sick leave accrual.

The Human Resources Department will review the Request to Donate Leave and verify available leave amounts. If the employee is eligible to participate in the program as a donor, the Human Resources Department will approve the request, and certify that the leave may be donated (transferred) from the account of the donor to the account of the recipient. If the request is not approved, the employee will be advised. All donations shall remain completely anonymous.

D. HOLIDAYS

Full-time and eligible part-time employees, except those listed exceptions below, will receive time off with pay for eight (8) hours at the employee's regular straight time hourly base rate on the day each of the following holidays occur:

January 1

Friday before Easter

Memorial Day

July 4

Labor Day

Veteran's Day

Thanksgiving Day
Friday after Thanksgiving
December 24
December 25
December 31

If a holiday falls on a Saturday or Sunday, the preceding Friday or following Monday, respectively, will be observed as the holiday, unless Christmas Eve or New Year's Eve Day falls on a Friday or Sunday, in which case the preceding Thursday or Friday, respectively, will be observed as the holiday.

In the event that a paid holiday falls when an employee is on paid vacation, it shall be charged as a paid holiday and not deducted from the employee's vacation time.

All holiday time off referred to in this section for other employees must be taken within the calendar year or it will be considered as lost. In the event an employee has taken time off with pay for a holiday, which occurs after the employee's date of termination, pay for such advance time off shall be deducted from the employee's final paycheck.

Work Performed on a Holiday

When any employee works on one of the above holidays, the employee shall receive eight (8) hours straight time pay as holiday pay in addition to time and one-half (1 ½) pay for the number of hours actually worked, with the following exceptions:

Police Sergeants

A holiday shall be defined as follows: Detective and Support Services Sergeants a day of eight (8) hours in length and Patrol Sergeant a day of nine (9) hours in length. Sergeants shall receive pay for eleven (11) holidays each year for those days listed above. In the event an employee takes holiday time off before the holiday occurs and terminates employment prior to the date of the holiday, pay for such advance time off shall be deducted from the employee's final check.

Fire Department

Employees in the Fire Department who work on a platoon basis shall be entitled to one hundred twenty (120) work hours off per calendar year (based on twelve (12) hours per holiday) in lieu of time off on the holidays listed above. Scheduling of holiday off time shall be approved by the Chief and shall be combined off time for vacation and holidays.

Dispatch Center

Employees shall be granted eighty (80) hours off with pay at a time mutually agreed upon between the employee and the Police Chief or his/her representative in lieu of the above listed holidays. Dispatch shall receive holiday pay for any holidays actually worked.

Regular Part-Time Employees

Regular part time employees working at least twenty (20) hours or more per week shall earn a prorated amount of holiday time. The amount of prorated holiday shall be based on the number of hours regularly scheduled to work per week comparing to forty (40). (Example: Employee scheduled to work thirty (30)

hours per week shall receive seventy-five percent (75%) of the holiday provided to full-time employees or six (6) hours per holiday.)

E. LONGEVITY

Full-time employees currently eligible and receiving longevity payments as of December 31, 2011, shall continue to receive, in addition to their salary, the following annual amounts:

After 8 years of continuous service	\$175.50
After 12 years of continuous service	\$351.00
After 16 years of continuous service	\$526.50

No employee not currently receiving longevity payments shall become eligible for longevity after December 31, 2011. Continuous service shall not accrue during any period of layoff or unpaid leave of absence in excess of thirty (30) continuous calendar days. Longevity payments shall not be included in computing the employee's regular straight time hourly base rates. Employees shall designate prior to the start of the calendar year whether the longevity payment will be paid pro rata on each payroll period or in a lump sum payable on the first pay date in December.

F. HEALTH INSURANCE

Find more information at <http://etf.wi.gov/>

All full-time employees and those part-time employees as designated in the annual payroll resolution shall be eligible to receive health insurance benefits at the expense of the City, subject to the required employee premium contribution amount, applied to the least expensive plan available, as established in the annual payroll resolution and applicable collective bargaining agreements.

New employees shall be eligible for health insurance benefits on the first day of the month following the first day of employment. Where the first day of the month is the first day of employment, health insurance benefits will begin on the same day. Health insurance coverage terminates at the end of the month in which the employee terminates employment.

Married employees who both work for the City shall be eligible for coverage under said policy in the manner least expensive to the City and shall be exempt from the required employee premium contribution up to an amount equal to the least expensive plan available in any given year as long as this does not conflict with the maximum allowable City contribution as defined by the health insurance program.

Part-time employees determined to be eligible under the rules of the Department of Employee Trust Funds, may apply for health insurance coverage. City contribution will be the minimum as determined by the Department of Employee Trust Funds based on the number of scheduled work hours.

Coverage for Retired Employees

For any employee who elects to retire consistent with the terms of the Department of Employee Trust Funds and as long as participation is allowed by the group health insurance provider, the City will establish a health insurance premium account for such employee in an amount equal to sixty dollars (\$60.00) per day of accumulated unused sick leave (for twenty-four (24) hour shift personnel, sixty dollars (\$60.00) for

every twelve (12) hours of accumulated sick leave) remaining in such employee's sick leave account as of his/her retirement date (maximum value of seven thousand two hundred dollars (\$7,200.00). Such premium account shall only be used for the purpose of making future payments of premiums towards the City's group health insurance program on behalf of the retired employee.

Payments of such premiums from said premium account will be on the basis of one-half (½) the premium cost per month and coordinated with the retired employee's own payment for the other half of the premium cost paid two (2) months in advance until such premium account is depleted or the retired employee is no longer a participant in the City's group health insurance program.

G. DENTAL INSURANCE

Find more information at <https://www.deltadentalwi.com/>

All full-time employees and those part-time employees as designated in the annual payroll resolution shall be eligible to receive dental insurance benefits at the expense of the City, subject to the required employee premium contribution amount, applied to the least expensive plan available, as established in the annual payroll resolution and applicable collective bargaining agreements.

New employees shall be eligible for dental insurance benefits on the first day of the month following the first day of employment. Where the first day of the month is the first day of employment, dental insurance benefits will begin on the same day. Dental insurance coverage terminates at the end of the month in which the employee terminates employment.

Married employees who both work for the City shall be eligible for coverage under said policy in the manner least expensive to the City and shall be exempt from the required employee premium contribution up to an amount equal to the least expensive plan available in any given year.

H. VISION INSURANCE

Find more information at <https://www.deltadentalwi.com/>

All full-time employees and those part-time employees as designated in the annual payroll resolution shall be eligible to participate voluntarily in the vision insurance benefits at the employee's expense offered by Delta Vision (a division of Delta Dental of WI). New employees shall be eligible for vision insurance benefits on the first day of the month following the first day of employment. Where the first day of the month is the first day of employment, vision insurance benefits will begin on the same day. Vision insurance coverage terminates at the end of the month in which the employee terminates employment.

H. LIFE INSURANCE

Find more information at <http://etf.wi.gov/>

The City shall provide all full-time and eligible part-time employees a term life insurance policy equal to his/her Wisconsin Retirement System earnings paid during the previous calendar year rounded to the next higher one thousand dollars (\$1,000.00). The City shall also make available to the employee the option of additional term life insurance coverage to be purchased by the employee at his or her expense if such coverage is available. Life insurance policies shall be underwritten through a carrier of the City's choice.

I. PENSION

Find more information at <http://etf.wi.gov/>

Both full-time and regular part-time employees shall be covered under the Wisconsin Retirement System in accordance with Chapter 40, Wis. Stats. The City's contributions to the retirement system shall be determined as per the adoption of the annual payroll resolution and in accordance with applicable state statutes.

J. WISCONSIN DEFERRED COMPENSATION

Find more information at <https://wisconsin.gwrs.com/>

The City participates in the Wisconsin Deferred Compensation program provided by the State of Wisconsin. Employees may elect to participate by making pre-tax or post-tax contributions towards retirement investment options of their choice.

K. SECTION 125 PLAN

Find more information at <https://www.ebcflex.com/>

The City has established a Section 125 plan which provides for reimbursement for dependent care and health care expenses as permitted by the Internal Revenue Code. Employees may elect to reduce their wages by making contributions to the Section 125 plan to the extent permitted by law. At the end of the plan year, any unused funds are forfeited by the employee and become property of the employer.

L. WORKERS' COMPENSATION

If an employee is injured while performing work for the City and is receiving Workers' Compensation payments for temporary partial or temporary total disability, the employee shall receive the difference between his/her regular salary and his/her workers' compensation payments during the period of disability for ninety (90) calendar days from the date of the initial injury, or until the employee is able to return to his/her regular job, whichever is less.

The employee shall report an injury immediately when it occurs.

In the event the City makes payments as required by this Section, and it is ultimately determined that a third party is responsible for the injuries to the employee, and a recovery is obtained from said third party by the employee, the City shall be protected and have rights of subrogation to the extent that it makes payments to the employee as provided in this section.

In addition to the foregoing, the City of Watertown hereby establishes a light duty work program for persons on temporary disability, as follows:

- Consistent with the work restrictions outlined by an employee's individual physician concerning weightlifting, mobility and/or other prohibited job functions, the City, through its Human Resources Department, may, at its sole discretion, assign an employee on Workers' Compensation leave or medical disability leave to gainful employment with the City consistent with said restrictions. Should a question concerning work restrictions arise, the City reserves the right to

require that the employee submit to a physical examination, at no cost to the employee, by a physician selected by the City.

- Workers' compensation shall run concurrently to FLMA.
- An employee shall be eligible for a modified/restrictive duty work program for up to six (6) months and only one time per running twelve (12) month period. The Mayor shall review after the six (6) months expires and if there is good cause to extend it, may do so.
- Failure to accept a modified/restrictive duty assignment within the established limitations eliminates any Workers' Compensation payments, sick leave pay and duty incurred disability pay as provided herein. Acceptance of the modified/restrictive duty assignment assures continuation of these provisions.
- While on a modified/restrictive duty program, the employee shall receive his/her regular rate of pay for his/her classification for all hours worked regardless of work performed.
- While on the modified/restrictive duty work program, the City, at its sole discretion, may assign an employee to any work within medical restrictions regardless of whether the work is within the jurisdiction of the employee's regular department.
- It is not the intent of this program to deprive an employee of Workers' Compensation benefits to which the employee is rightfully entitled.
- In case of a situation involving a permanent disability, the City and the Employee shall evaluate the individual's employment status to determine whether or not continued employment by the City is feasible under the circumstances.
- Employees will not work at secondary employment while on Workers' Compensation that conflicts with the work restrictions or assigned light duty.

M. BREASTFEEDING

The City of Watertown adopts Wis. Stat. Section. 253.165 and acknowledges the Right to Breast-Feed. Any mother may breast-feed her child in a City Building and may not be prohibited from doing so, as long as the mother and child are otherwise authorized to be at that location.

City employees shall be provided reasonable time to express milk or breast-feed while at work for up to one (1) year following the child's birth. Employees shall use normal break and meal periods for expressing milk but if additional time is needed, that time shall be paid. The City will make reasonable accommodations as required by Section 7 of the Fair Labor Standards Act.

An employee shall not be penalized for breastfeeding or expressing milk during work hours. An employee shall be given a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. The Department to which the employee belongs to shall be responsible for maintaining such a suitable place. The employee is responsible for notifying their supervisor of their lactation needs as soon as possible so the Department

can arrange for accommodations. Should an employee make a request beyond what is available; the request should be considered by the Department and Human Resources, with legal consultation, as necessary.

N. UNIFORMS

In the event that an employee is required, as a condition of his/her employment, to wear a uniform, or other special clothing, identification patch or material, or any protective gear or device, such articles shall be furnished by the employer. The employees shall be responsible for laundering the uniforms and shall not be for personal use.

The City shall replace uniform items damaged as a result of the performance of duty. Uniform items lost or damaged due to proven negligence by the employee shall be replaced by the employee at his/her own expense.

Police and Fire Department

All uniforms required to be worn by personnel in the Police and Fire Departments shall be furnished by the City, except that those personnel receiving a uniform allowance shall provide the required uniforms at their own expense. Non-union supervisory personnel in the Police and Fire Departments shall receive the same uniform allowance as is authorized in the respective union contract.

Dispatch and Police Support Staff

Personnel will be expected to maintain a business-like appearance consistent with the needs of the Police Department. Uniforms or other attire shall conform to the direction of the Chief of Police or his/her designee. Employees shall be paid an annual clothing allowance in the amount of three hundred seventy-five dollars (\$375.00) for full-time employees and one hundred eighty-seven dollars and fifty cents (\$187.50) for part-time employees to be used for the purchase of approved articles of clothing. New employees shall receive their initial clothing allowance during the first month of employment. They will not be eligible for the annual clothing allowance until completing the first twelve (12) months of employment. After completion of twelve (12) months of employment, they shall receive a pro rata amount of the annual clothing allowance equal to the number of months remaining in that calendar year.

In the event the City determines that employees are not required to wear uniforms, no such payment will be made.

Termination of Employment

If any employee who has received his/her clothing allowance terminates employment with the City at any time during that calendar year, he/she shall have deducted from his/her final paycheck a pro rata amount of the annual clothing allowance equal to the number of months remaining in that calendar year subsequent to his/her termination.

O. EMPLOYEE ASSISTANCE PROGRAM

The City of Watertown recognizes that employees and their families can develop personal problems that may jeopardize their health, family structure, or employment. The City of Watertown has partnered with Aurora Employee Assistance Program (EAP) to help employees and their family members receive timely assistance to overcome such problems. A detailed description of the policy with the procedure for participating in the EAP is available on the City of Watertown website in the Employee Resources page.

The program is designed to deal with a broad range of issues such as alcohol and/or drugs, emotional/behavioral, family, and marital, financial, legal, and other personal problems. The program provides problem assessment and referral. The overall objective of the Employee Assistance Program is to maximize employee functioning in personal matters and maximize performance on the job.

The Employee Assistance Program is available to regular full time and part time employees or their families on a referral basis since problems at home can affect the job. If employees or family members have personal problems that may benefit from assistance, they are encouraged to use the program.

Participation in the program does not jeopardize an employee's job security, promotional opportunities, or reputation. All records and discussions of personal problems are handled in a confidential manner as are medical records. These records are kept by the EAP provider and do not become part of the employee's personnel file.

When performance problems are not covered with normal supervisory attention, employees are encouraged to seek assistance to determine if personal problems are causing unsatisfactory performance. If performance problems are corrected, no further action is taken. If performance problems persist, normal corrective procedures are followed.

Sick leave is granted for treatment or rehabilitation on the same basis as granted for other health problems. Consideration is also given for the use of annual leave without pay if sick leave is not available.

This does not alter or replace existing administrative policy or contractual agreements but serves to assist in their utilization.

P. TRAVEL REIMBURSEMENT

Job-related travel outside of Jefferson or Dodge County and incurrence of travel expenses shall be approved in advance of departure by the employee's department head using the travel request and reimbursement form. Travel outside the State of Wisconsin shall be approved in advance of departure by the employee's department head and the Mayor using the travel request and reimbursement form.

After job-related travel is completed, claims for reimbursement of travel expenses shall be filed with each employee's supervisor using the travel request and reimbursement form no later than thirty (30) days following incurrence and must be supported by documentation including receipts for any meals or lodging.

In the event a traveler is accompanied by family members, care must be exercised to include only costs attributed to the employee.

Transportation

If a City-owned vehicle is available for an employee's use in discharge of duties or job-related travel, it will be assigned to the employee and no mileage reimbursement will be paid. If an employee chooses to drive a private vehicle instead of an assigned City vehicle, no mileage reimbursement will be paid.

When an employee's supervisor or department head requires the employee to use his or her personal automobile in the discharge of duties or for job-related travel, mileage will be reimbursed at the current IRS approved rate. Mileage will be calculated from the point of origin closest to the destination.

Costs for violations of traffic and/or parking regulations when driving a City-owned vehicle or a personal vehicle for job-related travel will not be reimbursed.

Airfare, rail travel and/or vehicle rental will only be reimbursed in situations requiring travel outside the State of Wisconsin and only when approved in advance by the department head and the Mayor.

The City will reimburse employees for taxi fares, parking fees or tolls incurred in job-related travel provided documentation or a receipt is provided.

Lodging

Employees engaging in job-related travel more than seventy-five (75) miles from Watertown are eligible for lodging reimbursement provided such lodging has been approved in advance by the department head. Lodging for destinations less than seventy-five (75) miles from Watertown must be approved in advance by the department head and the Mayor.

Hotel or motel reservations for job-related travel or training should be made at or reasonably near the site where meetings, conferences or training will occur to limit additional transportation costs. Reservations must be made at hotels or motels offering a discounted rate for local government employees unless a meeting, conference or training course has established group lodging rates at a specific hotel/motel that enables the employee to interact with other attendees.

Employees are responsible for providing documentation of the City of Watertown's tax-exempt status to the lodging facility to ensure no sales tax is charged. The City will reimburse expense related to on job-related travel and the employee is responsible for any additional lodging cost for others travelling with him/her.

Meal Expenses

Employees engaging in job-related travel or approved training that requires one or more overnight stays are eligible for reimbursement of meal expenses as follows provided an itemized receipt is provided:

- Breakfast – no more than \$10.00
- Lunch – no more than \$15.00
- Dinner – no more than \$20.00

For job-related travel outside of Watertown that does not require an overnight stay, an employee is eligible for a breakfast reimbursement if departure is prior to 6 a.m.; eligible for a lunch reimbursement if departure is prior to 10:30 a.m. AND return is after 2:30 p.m.; and is eligible for a dinner reimbursement if departure is prior to 2:30 p.m. AND return is later than 7 p.m.

No reimbursement will be given for meals which are provided by a meeting, conference or training attended. No reimbursement will be given for any alcoholic beverages. Gratuity reimbursement shall not

exceed twenty percent (20%) of the cost of the meal and is in addition to the maximum meal amounts listed.

If an employee who possesses a City of Watertown credit card charges a meal in excess of the limits set forth in this policy, the employee is responsible for submitting reimbursement of the excess amount together with the meal receipt to the appropriate staff member in their department handling the credit card bill.

Q. TUITION REIMBURSEMENT

The City will reimburse up to twenty-five percent (25%) of the cost of tuition (but in any event no more than five hundred dollars (\$500.00) per year) for any educational courses related to a degree program pertaining to their present job or for potential promotion as approved by their department head.

R. SAFETY EQUIPMENT

For the protection of its employees, the City shall provide all necessary safety and first aid equipment, including safety shoes and safety glasses and any necessary replacement(s) thereto, in order to minimize the risk of accident. The City agrees to continue to maintain a clean and hygienic environment. All unsafe conditions shall be remedied as soon as practicable. The City shall provide upon request; safety gloves and a laceration-proof hard hat at no cost to the employee. The City shall reimburse employees for safety shoes up to a maximum cost of one hundred dollars (\$100.00) per calendar year and safety glasses at the rate of seventy-five dollars (\$75.00). Eyeglasses broken in the line of duty will be replaced.

S. MEMBERSHIPS AND LICENSES

The City shall pay the difference in cost between a regular license and that of any specialized license(s) (including Commercial Driver's License), and the cost of certification(s), DNR licenses and necessary related expenses required to perform the job. Employees must obtain prior approval for paid time for seminars, classes and tests related to licensing and certification. Employees are to submit fees and charges to their supervisor for prior approval.

T. EMPLOYEE RECOGNITION

City of Watertown permanent part-time and full-time employees with favorable performance evaluations are eligible to be included in the employee recognition program.

Eligible years of service shall be interpreted as continuous years of service employed by the City of Watertown, regardless if the years of service was in part-time or full-time capacity. The following levels of service will be recognized: 5, 10, 15, 20, 25, 30, 35, 40, 45, 50 years of service and years of service exceeding 50 years.

All years of service recognition recipients shall be presented a certificate at a City of Watertown Common Council meeting. An announcement of the years of service shall be placed in the following locations: Employee Newsletter, City of Watertown web site under a tab entitled Employee Recognitions, on Watertown Cable TV and at the first City Council meeting each month.

Full-time and part-time employees who retire from the City of Watertown will receive one of the following items: a plaque, an item of their choosing from a catalogue located with the Human Resources Department up to a list price of \$50.00, or a City of Watertown Chamber of Commerce Gift Certificate

with a value of \$50.00. If the gift certificate is chosen, the value of the certificate is considered a cash equivalent by the IRS and the employee will be taxed on the value of the certificate. If the employee wishes to choose a catalog item with a list price exceeding \$50.00, the employee will reimburse the City for the amount in excess of \$50.00.

In addition, a formal resolution shall be presented to the Common Council. All retirements shall be announced in the following locations (a photo will be included with the employee's permission): Employee Newsletter, City of Watertown web site under a tab entitled Employee Recognitions, on Watertown Cable TV and at the first City Council meeting each month as applicable.

U. ACHIEVEMENT RECOGNITION AWARD PROGRAM

The purpose of the Achievement Recognition Award Program is to further support the performance of the employees of the City of Watertown. Growth and development of our employees, teams, and the City is essential to the success of the community through the use of the comprehensive pay structure, performance evaluation process, and the identification of personal achievements. Further details of the award program are listed below.

1. **Program Name:** Achievement Recognition Award (ARA)
2. **Phraseology:** This is an "award" or something is being "awarded"
3. **Eligibility Definition:** Regular Employees as defined in the employee handbook averaging more than 20 hours per week who are subject to the directions of the Common Council and are not on a performance improvement plan. Employee must receive performance evaluation rating of Exceptional or Exceeds Expectation.¹
4. **Department heads** for the purposes of the program are defined as: Police Chief, Fire Chief, Public Health Officer/Director, Recreation and Parks Director, Media and Communications Director, Finance Director, Public Works Director/City Engineer and City Attorney
5. **Nomination:** Supervisor must fill out nomination form for eligible employee. Nomination must be approved by Department Head.
6. **Nomination Period:** January
7. **Selection Period:** February
8. **Selection Process and Selection Committee:** Need to determine (see options below)
9. **Payout of Award:** Q1
 - a. Award will be budgeted as a lump sum and added the HR budget
 - b. Award Payout: Equal lump sum for all selected. Suggested \$500 (after tax). Vacation day for those nominated and not selected (depending on department #s)

All eligible regular employees who score Exceptional or Exceeds Expectations would be eligible for this award. The pool shall accommodate a \$500 award (after taxes) based

¹ Both Fire and Police Union Members have opted to be excluded as Eligible Employees under this Policy as of February 7, 2023.

on the allocation of dollars. HR lets Supervisors know which employees are eligible and asks the Supervisor to fill out nomination form for those employees. Forms are deidentified and shared with the department head or in the case of pooled departments, the Selection Committee, for determination of the award. The Selection Committee is the department heads from the pooled departments. Department heads from not pooled departments can determine if they would like a selection committee specific to their department for this process. Nomination forms are then reviewed and those selected for award receive a monetary benefit, those not selected may receive an extra day of vacation, or no award at all. The number of financial award and extra day of vacation awards shall be the same.

Awards are based proportionately by department and number of employees that are eligible for the program. Small departments (Admin, Finance, Media, Fire Department, City Attorney & Municipal Court) are pooled together. The exact allocation will be determined by the Finance Director by January 15 of each year and reported to HR and the Finance Committee prior to February 1 of each year. See the chart below as an example for the 2023 allocations.

Department	Monetary Awards Available	Vacation Day Awards Available
Police Department	3	3
Public Works Department	9	9
Pooled Small Departments: Administration, Finance, Media, Fire Department, City Attorney, Municipal Court	3	3
Health Department	1	1
Parks, Recreation and Forestry	2	2
Department/Division Heads	1	1
Discretionary Mayoral Designation	1	1

If a department or group does not have enough candidates to qualify for all the spots they have available, the spot can be allocated to another department who has more candidates than spots available upon approval by the Mayor.

Department/division heads will be considered as a separate “department,” for the purposes of ARA. The selection committee for the Department/division Head awards will be the Finance Committee.

A report summarizing this program is due to the Finance Committee. This plan shall be reviewed annually in advance of the budget preparation.

VI. LEAVES

A. BEREAVEMENT LEAVE

The City will grant leaves of absence with pay for the purpose of bereaving the loss of the following: three (3) days in case of the death of a parent, step-parent, child, step-child or spouse; two (2) days in case of the death of a sibling or step-sibling; one (1) day in case of the death of an in-law (mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law) or of a grandparent, step-grandparent, grandchild or step-grandchild of the employee or employee's spouse. In the event an employee is asked to act as a pallbearer at the funeral of someone outside of his/her immediate family, he/she shall be granted one (1) day per year of bereavement pay.

B. JURY DUTY

Full-time employees required to perform jury duty shall be paid their regular wages during such period and shall turn over to the Finance Department any monies, excluding mileage allowance that the employee receives as a result of such jury duty. Employees on jury duty shall report for work on any workday as soon as possible after being released from such jury duty for that day. This shall also apply to subpoenas issued by a court of competent jurisdiction.

C. MILITARY LEAVE

Full-time employees who are members of the United States Military Reserve and who are granted a leave of absence for the employee's annual two (2) week reserve training and who have been employed by the City for thirty (30) calendar days shall be paid the difference between the employee's regular straight gross military base pay and the employee's regular straight time earnings for such annual two (2) week reserve training period. Such differential pay shall be paid upon receipt of evidence of the amount of the employee's total gross military base pay.

USERRA requires that service members provide advance written or verbal notice to their employers for all military duty unless giving notice is impossible, unreasonable, or precluded by military necessity. An employee should provide notice as far in advance as is reasonable under the circumstances. Service members are able (but not required) to use accrued vacation or annual leave while performing military duty.

D. LEAVES WITHOUT PAY

The department head, at his/her sole discretion, may grant up to ten (10) days leave of absence without pay in any calendar year. Any leaves other than the ten (10) days previously mentioned or outside of Family Medical Leave, shall be approved by the Finance Committee. For leaves of absence in connection with Family Medical Leave, the provisions of State of Wisconsin and Federal law shall apply.

E. FAMILY MEDICAL LEAVE

This policy outlines the federal and Wisconsin Family and Medical Leave Acts (FMLA) and applicable rights and obligations. Should this policy conflict with the federal or Wisconsin law, the provisions of the law shall control. We administer this FMLA policy on a calendar year basis, except for military caregiver leave.

Definitions of terms such as “serious health condition,” “child,” “parent,” “spouse,” and “domestic partner” are applied as defined in Wisconsin and federal law.

Both Wisconsin and federal family and medical leave will run concurrently with each other and concurrently with any other leave available to you under our policies or collective bargaining agreements, and under federal or Wisconsin law, including worker’s compensation, to the extent such leave qualifies for FMLA.

Leave taken under this Policy will not result in any disciplinary action.

Eligibility for Leave

Wisconsin - You are eligible for Wisconsin family or medical leave if you have worked at least fifty-two (52) consecutive weeks and have worked at least one thousand (1,000) hours (paid leave counts) in the fifty-two (52)-week period before leave begins.

Federal - You are eligible for federal family and medical leave if you have worked for at least twelve (12) months (not necessarily consecutive) and have worked one thousand two hundred fifty (1,250) hours (only actual hours worked counts) in the twelve (12) month period immediately before leave begins.

Type and Amount of Leave Available

Wisconsin FMLA - Up to six (6) weeks for the birth or adoption of a child, to begin within sixteen (16) weeks of the birth or placement. Up to two (2) weeks to care for a child, spouse, domestic partner, or parent (including parents of your spouse or domestic partner) with a serious health condition. Up to two (2) weeks for your own serious health condition.

Wisconsin Bone Marrow and Organ Donation Leave Act - You will receive up to six (6) weeks as a bone marrow and/or organ donor upon written verification.

Federal FMLA - Up to twelve (12) weeks of leave for:

- The birth of a child and to care for the newborn within one (1) year of birth;
- The placement of a child for adoption or foster care and to care for the newly placed child within one (1) year of placement;
- To care for your spouse, child, or parent who has a serious health condition;
- A serious health condition that makes you unable to perform the essential functions of your job.

Military Caregiver Leave - You may take unpaid leave of up to twenty-six (26) weeks to care for your parent, spouse, child or next of kin who is a covered service member and who sustains a serious illness or injury while on active military duty. This injury or illness must render the service member medically unfit to perform his or her military duties and for which the service member is undergoing medical treatment, recuperation, or therapy, whether inpatient or outpatient, or is assigned to the temporary disability retired list.

The maximum twenty-six (26) weeks of leave to care for a service member includes, and is not in addition to, all other FMLA leave.

Qualifying Exigency - Unpaid leave of up to twelve (12) weeks may be taken by you for any “qualifying exigency” that arises because of your spouse, child or parent serving on active duty, or being notified of an impending call to active-duty status to support a contingency operation. Federal FMLA regulations define a “qualifying exigency” to include such activities as attending certain military events, arranging for alternative childcare or school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, time for the military member’s rest and recuperation, and attending post-deployment briefings. You may be required to provide documentation to verify eligibility for leave, including providing a copy of active-duty orders.

Intermittent Leave - You may be allowed to take FMLA leave on an intermittent or reduced schedule basis within the parameters set by law. Only the amount of leave taken will count against leave entitlements. Please contact Human Resources to discuss the parameters of intermittent or a reduced schedule leave.

Pay During FMLA Leave

In general, both Wisconsin and Federal FMLA leaves are unpaid. We may require you, or you may choose, to substitute paid leave (such as vacation days, sick leave, or compensatory time) for unpaid leave available under the federal FMLA; or, you may substitute any available accrued leave for unpaid Wisconsin FMLA.

Notification of Your Need for FMLA Leave

You must notify us of your need for FMLA leave. You should request leave in writing on forms provided by Human Resources. The information you provide must be sufficient to allow us to determine that the leave qualifies for FMLA. You will need to respond to our inquiries as needed so that we may determine if an absence qualifies as FMLA. If you do not provide sufficient information to support a determination, the leave may be denied or delayed. You need to provide thirty (30) days advance notice of FMLA leave when the need is foreseeable. If that is not possible, or the leave is not foreseeable, you must provide notice as soon as possible.

If you cannot give thirty (30) days’ advance notice for foreseeable leave, without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, your FMLA leave may be denied or delayed.

Medical Certification

If leave is for your own serious health condition, the serious health condition of a covered family member, or a qualifying exigency, you may be required to provide a medical certification form completed by the health care provider. You must submit the certification form within fifteen (15) calendar days of the request. If you make a diligent good faith effort but cannot meet the fifteen (15) calendar day deadline, we will give you additional time to provide the certification. We may require you to provide updated medical certification forms periodically to the extent permitted by law.

If you do not provide the medical certification form as requested, your leave (or the continuation of your leave) may be denied or delayed until you provide it. If you never produce a requested certification, the leave is not FMLA covered and will not be protected by FMLA laws.

Genetic Information Nondiscrimination Act (GINA) Notice

GINA prohibits employers and other covered entities from requesting or requiring your genetic information, except as allowed by the law. Please do not provide any genetic information when

responding to a request for a medical certification. Genetic information includes your family medical history, the results of your or a family member's genetic tests, that you or a family member sought or received genetic services, and genetic information of a fetus carried by you or a family member or an embryo held by you for a family member receiving reproductive services.

Insurance and Benefits

You may continue to receive health, dental and vision insurance coverage while on FMLA on the same terms as if you continued to work. You must continue to pay your share of the premiums through payroll deduction or by direct payment on the first of the month. Subject to COBRA, FMLA, and any other applicable laws, our obligation to maintain health, dental and vision benefits will stop if you inform us of your intent not to return to work at the end of the leave period, if you fail to return to work when your leave entitlement is exhausted, or if you fail to make required payments while on leave. You will continue to earn accrued benefits while paid leave is substituted for unpaid FMLA time off.

Return to Employment

When you return from FMLA for your own serious health condition, you must provide a return-to-work release signed by your treating physician showing that you can return to duty with or without work restrictions. We will delay your return to work until it is received. At the end of your FMLA leave, you will be returned to the position you held at the commencement of leave or, if the position is filled, to an equivalent position. The return-to-work entitlement will be no greater than if you had continued in employment without taking leave.

Under federal FMLA, the return-to-work entitlement does not apply to "key" employees. We will notify you regarding key employee status and its possible implications on job restoration at the time leave is requested.

You must notify your immediate supervisor if your return-to-work date changes. If you want to return to work before leave is scheduled to end, and work is available, you must notify us at least two (2) workdays prior to the desired return date. If you do not return to work from an FMLA leave at the designated time, we will consider you to have voluntarily ended your employment, unless you were unable, because of an emergency, to notify us.

If your FMLA leave expires, and you remain unable to perform the essential functions of your position, your right under the FMLA to your job will end with the expiration of the FMLA leave period. You should contact Human Resources to discuss options, which will take into consideration the circumstances of your particular situation and any obligation to reasonably accommodate a disability if one exists as defined by applicable state and federal laws.

VII. PERSONAL CONDUCT

A. GENERAL RULES OF CONDUCT

The orderly and efficient operation of the City requires that our employees maintain certain standards of reasonable conduct. Corrective discipline and certain standards of reasonable conduct are necessary to protect the health and safety of all employees and the public, to maintain uninterrupted services to the citizens of Watertown and to protect the City's goodwill and property.

The following are the rules for City employees but is not an exhaustive list. The City of Watertown reserves the right to impose any other rule or take any other corrective disciplinary action in cases it deems appropriate.

Employees shall:

1. Work safely at all times, will wear protective clothing, and utilize all safety equipment.
2. Be responsible for City tools, equipment and property assigned to or requisitioned by them, in their custody and care.
3. Not abuse, destroy, or deface City or another employee's tools, equipment, or property.
4. Immediately report defective equipment or safety hazards.
5. Report an injury or accident immediately. Employees under the care of a medical provider for an injury or illness will follow all medical recommendations to facilitate recovery.
6. Not have unauthorized, unexcused, or habitual absence or tardiness.
7. Not falsify any time reporting record.
8. Not bring to work unauthorized firearms and/or weapons or explosives of any kind except for lawful possession of a weapon in an employee's personally owned vehicle.
9. Not bring onto City property, or consume or use at work, intoxicating liquors, alcohol, narcotics, or illegal drugs. Should employees be tested for illegal drugs either randomly or for reasonable suspicion, or for other authorized reason, any positive test would be cause for termination.
10. Report for and remain at work at all times in a physically fit condition.
11. Not restrict or interfere with others in the performance of their jobs or engage or participate in any interruption or slowdown of work.
12. Not engage in fighting, threats, intimidation, discourteous treatment, horseplay, or harassment of the public or another employee, or use profanity or threatening gestures or abusive language.
13. Not refuse to follow the direct order of a supervisor or management, or will not refuse to perform assigned work, or to follow work instructions or established procedures.

14. Not falsify any reports, records, forms, or information (this includes providing false reasons to explain an absence).
15. Not violate any safety rule or practice or engage in any conduct which creates an unsafe work environment.
16. Not remove from the City work premises (area of use) without proper authorization, City property, records, or any other material, including the “pirating” of software.
17. Not gamble or engage in money lending schemes on the job.
18. Not leave the job prior to the end of the work shift without proper authorization from his/her supervisor.
19. Not post, distribute, remove, or alter City notices (or any printed or written material) without authority from the department head.
20. Be at work. Any absence for three (3) consecutive workdays without notice will be considered job abandonment and may be cause for termination.
21. Not disclose confidential information, or materials.
22. Not sleep, loaf, or loiter during work hours.
23. Not engage in unauthorized solicitations or distributions.
24. Not refuse to participate or cooperate in an authorized City investigation.
25. Not involve themselves in a conflict of interest which adversely affects the City.
26. Not engage in any outside business on City time.
27. Not operate city-owned or leased machines, tools, equipment, or vehicles without authorization or for personal use.
28. Not smoke, vape, or use any tobacco product in City-owned vehicles or buildings. Use of tobacco products shall be in designated areas.
29. Not engage in any other violation of City Policy, ordinance, or work rule, including the Ethics ordinance (WMC Chap. 65) and Fraud policy.

B. FRAUD PREVENTION POLICY

It is the policy of the City of Watertown to safeguard revenues, assets and resources against loss or misuse through deterrence, detection, and correction of fraudulent and dishonest conduct. The City of Watertown expresses *zero tolerance* regarding fraud and corruption.

It is the intent of the City to promote and maintain an environment of fairness and ethical behavior and prevent fraud or other dishonest behavior which may compromise City operations, resources, or finances. This policy establishes acts that are considered to be fraudulent; assigns responsibility for instituting and

enforcing controls to aid in the detection and prevention of fraudulent acts; requires City officials and employees to report such acts when suspected; develops procedures for the investigation of suspected fraudulent acts; and establishes consequences for such acts.

Accordingly, it is the policy of the City to investigate reports of suspected fraudulent activity promptly and thoroughly and when appropriate, ensure adequate consequences for such activity including but not limited to organizational discipline, referral to appropriate law enforcement authorities, pursuit of legal remedies and recovery of losses by any lawful means.

This policy applies to employees of any department of the City of Watertown; all elected or appointed officials of the City of Watertown and any consultants, vendors, contractors, outside agencies, or persons with a business relationship with the City of Watertown. All persons or entities to which the policy is applicable are prohibited from engaging in fraudulent conduct in the course of their employment, duties, or business relations with the City of Watertown.

This policy is an integral part of the City of Watertown's internal control framework and should be read and applied in conjunction with the City of Watertown Purchasing Policy, City of Watertown Ethics Code, and the City of Watertown Personnel Policies. Any question or concern arising as to interpretation or an actual or apparent conflict among or between this and any other City policy or directive will be brought to the attention of the City Attorney.

Fraudulent Acts

For purposes of this policy, fraud is defined as the use of deception by an individual with the intention of obtaining an advantage for him/herself or for a third party or parties, avoiding an obligation, or causing loss to another party. Fraud includes offenses such as, but not limited to, deception, bribery, forgery, extortion, corruption, theft, conspiracy, embezzlement, conversion, misappropriation, false representation, concealment of material facts, and collusion.

The City of Watertown specifically prohibits the following acts and considers the terms corruption; fraud; fraudulent acts, activity, incident, or conduct; dishonest acts, activity, incident or conduct to include but not be limited to:

- Any dishonest or fraudulent act;
- Any apparent violation of Federal, State of Wisconsin, or local laws related to dishonest activities and/or fraud;
- Intentional, false representation or concealment of materials or facts for the purpose of personal gain;
- Theft or misappropriation of funds, securities, supplies, or other City assets;
- Conversion of City assets or resources for one's own use or benefit;
- Unauthorized destruction or removal of supplies, furniture, computers, equipment, or other City assets;

- Theft of a City check, credit card, or other diversion of payment;
- Unauthorized use of a City check or credit card for a purchase not exclusively for the benefit of the City;
- Forgery or unauthorized alteration of any account, check, bank draft, contract, invoice, purchase order, or any other financial statement or document;
- Misrepresentation of information or falsification of any account, check, bank draft, contract, invoice, purchase order or any other financial statement or document;
- Improprieties in handling or reporting of financial transactions related to City activities;
- Authorizing or receiving payment for goods not received or services not performed;
- Any claim for reimbursement of expenses not made for the exclusive benefit of the City including falsification of expense reports and or timecards;
- Any computer related activity involving unauthorized alteration, destruction, forgery, or manipulation of data for fraudulent purposes or misappropriation of City-owned software;
- Hacking into or interference with City computer servers or systems;
- Soliciting, demanding, or accepting an exchange of anything of material value from those doing business with the City including vendors, consultants, contractors, lessees, applicants, and grantees. Materiality is defined in the City of Watertown Ethics Code and Subchapter 19 of the Wisconsin Statutes;
- Accepting a bribe or inducement by a supplier or partner;
- Disclosing confidential or proprietary information to outside parties;
- Obtaining profit or personal gain as a result of “insider” knowledge of City activities;
- Any similar or related irregularity.

Definitions

Employee- Any individual or group of individuals who receive compensation, either full or part time, from the City of Watertown for employment or providing services. The term also includes any volunteer who provides services to the City through an official arrangement with the City or a City organization, as well as consultants, vendors, contractors, outside agencies and/or any other parties with a business relationship with the City of Watertown.

External Auditor – Independent audit professionals who perform annual audits of the City’s financial statements and condition.

Fraud - Fraud is defined as the use of deception by an individual with the intention of obtaining an advantage for him/herself or for a third party or parties, avoiding an obligation, or causing loss to another

party. Fraud includes offenses such as, but not limited to, deception, bribery, forgery, extortion, corruption, theft, conspiracy, embezzlement, conversion, misappropriation, false representation, concealment of material facts, and collusion.

Internal Control(s) - A process, affected by the governing body, management, and other employees, designed to provide reasonable assurance that risks are managed so as to ensure the achievement of the organization's objectives.

Investigation - A search for or collation of evidence connecting or tending to connect a person or body with conduct that infringes the law or the City of Watertown's policies and procedures.

Management - Any administrator, manager, director, supervisor, or other individual who manages or supervises funds or other resources, including Human Resources and any other employee who has the authority to sign another employee's performance evaluation.

Officials - Elected officials, officers, and members of advisory or appointed boards, commissions, or committees of the City of Watertown.

Whistleblower Protection

Employees who observe and, in good faith, report a violation of the City's fraud policy shall be granted the protections contained herein. However, such protection shall not be afforded to employees on a retroactive basis to those employees who are the subject of pending disciplinary action. When informed of a suspected fraud incident, neither the City nor any person acting on behalf of the City shall:

- Dismiss or threaten to dismiss the employee reporting suspected fraud;
- Discipline, suspend or threaten to discipline or suspend the employee reporting suspected fraud;
- Impose any penalty upon the employee reporting suspected fraud; or
- Intimidate or coerce the employee reporting suspected fraud.

Violation of this section may result in discipline up to and including dismissal in accordance with applicable federal, state, and local administrative laws.

Whistleblower protections shall not apply to an employee who discloses information that the employee knows to be false.

Failure to Comply

Failure to comply with any portion of this policy is grounds for disciplinary action up to and including termination of employment, service to or business relationship with the City of Watertown.

Employees who have engaged in or concealed fraudulent or dishonest activity and those who intentionally report false or misleading information may be subject to disciplinary actions up to and including termination of employment. Any member of management who does not pass every report of suspected fraud made by an employee or other person to the City Attorney as required is subject to disciplinary action. In all cases, disciplinary action will be based on the circumstances of the violation and in accordance with the City's personnel policies.

Elected or appointed officials found to have violated this policy may be temporarily suspended or permanently removed from the committees, commissions, or boards on which they serve. Consultants, vendors, contractors, outside agencies or any other persons or entities conducting business with the City found to have violated this policy will be subject to cancellation of contracts and business relationships with the City of Watertown. Future business transactions may be suspended for a specified period of time.

If an investigation of suspected fraud or dishonest activity indicates a possible criminal act has occurred, the City of Watertown will refer the investigation to the appropriate law enforcement agency and/or District Attorney for possible arrest and prosecution. Where the City of Watertown has suffered pecuniary loss or loss of material assets, reasonable efforts will be made to recover such losses from individual(s) involved including court ordered restitution or other appropriate sources.

Responsibilities of Employees and Officials

All employees and officials, whether elected or appointed, have an obligation to conduct themselves lawfully and properly in the use of City resources and shall be responsible for understanding and adherence to this policy. All employees and officials are required to be alert to the possibility of fraudulent or dishonest acts and to report any such acts using the procedures described in this policy.

It is the responsibility of every employee or official to immediately report suspected fraudulent or dishonest incidents or practices that they have observed or been made aware of. Employees and officials shall report such incidents to their department head. Department heads are in turn required to refer all reports to the City Attorney, regardless of whether the report appears credible. Elected or appointed officials shall make reports of suspected fraud directly to the City Attorney. If a report of suspected fraud involves a department head, the report shall be made directly to the City Attorney. If a report of suspected fraud involves the City Attorney, the report shall be made directly to the Mayor who shall assign further investigatory responsibilities to special counsel. Reports of suspected fraud should be made in written form whenever possible and should include the names of individuals involved, dates, locations, and any other pertinent details.

Employees (including management) and officials shall refrain from any further investigation of the incident or activity, confrontation with the alleged violator or further discussion of the case or allegations with anyone unless specifically requested by the City Attorney, Mayor, law enforcement or external auditor involved with the investigation. Employees and officials shall not make accusations, alert individuals suspected of committing fraud that an investigation is underway, treat individuals suspected of committing fraud unfairly or make statements that could lead to claims of false accusations or other offenses. Any inquiries from the individual suspected of committing fraud or their legal representative should be referred to the City Attorney.

Employees and officials shall cooperate fully with investigations of fraud including prosecution of offenders. Employees and officials must allow free and unrestricted access to municipal records to any properly designated members of the investigative team. All City property is open to inspection at any time and there is no assumption of privacy. Failure to cooperate with an investigation may subject employees and officials to disciplinary action, up to and including termination of employment or service to the City of Watertown.

Management Responsibilities

Management, including anyone in a supervisory or department head role, sets the overall tone to reinforce the message that fraud will not be tolerated in the City of Watertown. Management has increased responsibility for acting with integrity and promoting ethical behavior within their respective departments. Management should encourage staff to report reasonable suspicions of fraud and treat all such reports received seriously.

Department heads are required to develop and enforce adequate internal controls to provide reasonable assurance for the prevention and detection of fraudulent or dishonest acts within their department. This requires becoming familiar with the types of improprieties that may occur within or involving their department and being alert for indications of such conduct. Department heads shall regularly review internal controls within their department to ensure they are properly and adequately complied with. Department heads must also implement and monitor any internal controls policies recommended by the City's external audit staff. Authority to carry out these additional responsibilities may be delegated. However, accountability for their effectiveness will remain with the department head.

Following a completed investigation, department heads are responsible for taking appropriate corrective action to ensure adequate controls exist to prevent reoccurrences of fraud. Management is also required to enforce appropriate corrective and disciplinary action, up to and including dismissal, where such action has been deemed advisable by the City Attorney, labor, bond, or other specially assigned counsel, in conformance with the City's personnel policies.

Investigation of Suspected Fraud

It is the intent of the City of Watertown to fully investigate all reports of suspected fraudulent or dishonest activity without regard to the position, title, length of service or relationship with the City of anyone suspected of such activity. The City Attorney has primary responsibility for the organizational response and investigation of reports of suspected fraud as well as keeping secure records of all such reports. In cases where the City Attorney is the subject of a report of suspected fraud, the Mayor assumes primary responsibility for the organizational response and shall assign investigatory responsibilities to special counsel.

Depending on the magnitude and complexity of the suspected fraud, the City Attorney may designate external law enforcement or an external audit firm with specialized forensic accounting expertise as part of the investigative team. Due to the sensitive nature of suspected violations, other employees or officials shall not under any circumstances investigate actual or suspected instances of fraudulent or dishonest behavior on their own. Financial allocations shall not be reasonably withheld from the City Attorney to the extent deemed necessary to make the foregoing designations. Any hindrance experienced by the City Attorney in attempting to secure necessary investigatory designations as he or she sees fit shall relieve the City Attorney of his or her obligations under this policy so long as the City Attorney gives due and immediate notice to the Mayor of any such hindrance.

Every effort will be made to protect the rights and reputations of everyone involved in an investigation of suspected fraud. Once a report of suspected fraudulent or dishonest activity is received by the City Attorney's office, the City Attorney shall conduct a preliminary review of the information provided to determine the credibility of the report. If the report is determined to be either not credible or not an

incident of fraud, the City Attorney shall document this determination in writing and present it to the Finance Committee in closed session. In cases where a report of suspected fraud is determined by the City Attorney to be credible or a possible case of fraud, he/she shall promptly begin investigation of the report.

The City Attorney and properly designated members of the investigative team have authority to examine, copy, and/or remove all or any portion of contents of records, files, desks, physical or electronic storage or any other items without prior knowledge or consent of any individual who uses or has custody of such items when it is within the scope of the investigation. Any items collected as part of the investigation shall be kept in a secure environment at all times by the City Attorney. Upon completion of the investigation, including all legal and personnel actions, all records, documents, and other evidentiary material obtained from the department under investigation shall be returned to the department.

In all circumstances where there appears to be reasonable grounds for suspecting that fraud has occurred, the City Attorney shall:

- Contact all appropriate law enforcement or prosecutorial agencies;
- Report the fraudulent activity to the Finance Committee during closed session;
- Take immediate action to prevent theft, alteration or destruction of evidentiary records including but not limited to removing records to a secure location or limiting access to such records;
- Discuss findings with management and the appropriate department head;
- Advise management of the appropriate disciplinary steps to be taken;
- Report to the City's external auditor to assess the effect of the illegal activity on the City's financial statements;
- Coordinate with the City's insurance carrier regarding filing of any claims and reporting losses;
- Respond appropriately to inquiries from media, accused persons, attorneys, law enforcement and other parties.

Upon completion of an investigation, the City Attorney shall prepare a final report documenting the content of the investigation, findings and any disciplinary recommendations and present the report to the Finance Committee in closed session. Unless exceptional circumstances exist, a person under investigation for fraud shall also be given notice in writing of the allegations and findings following conclusion of the investigation.

If any weaknesses in internal controls have been identified during an investigation of suspected fraud, the City Attorney will advise management of controls which need to be strengthened or implemented to mitigate the risk of future occurrence or losses. The City Attorney will also meet with management and assist in determining appropriate disciplinary action of perpetrators of fraud, up to and including dismissal. The City Attorney has authority to use any legal means to recover assets lost through fraudulent acts.

Media and Other Inquiries

All inquiries regarding alleged fraudulent or dishonest activity, and/or investigations of such activity shall be referred to the City Attorney, or in certain cases the Mayor, including but not limited to those from an attorney, press, law enforcement agency and the person or persons under investigation.

Alleged fraud investigations and substantiated cases of fraud should not be discussed with the media by anyone other than persons trained to do so. Any employee or official contacted by the media with respect to a fraud investigation or substantiated fraud is encouraged to refer the media to the City Attorney or Mayor. Employees may only release information when it is approved by the City Attorney or Mayor.

Exceptions and Clarifications

Exceptions to this policy must be approved in writing by the City Attorney and the Mayor. No exception will be valid if the person authorizing the exception is the subject of the related allegation.

Questions or other clarifications of this policy and its related responsibilities should be addressed to the City Attorney who shall be responsible for the administration, revision, interpretation, and application of this policy. If the City Attorney position is vacant or if the City Attorney is the subject of a current investigation, the Mayor shall be responsible for the administration, revision, interpretation, and application of this policy.

C. DISCIPLINE POLICY

General Provisions

All City employees are expected to meet a standard of conduct appropriate to the reputation of the City. While at work employees are responsible to be aware of and abide by existing rules and regulations. Under normal circumstances, the City endorses a policy of progressive discipline in which employees are provided with a notice of their deficiencies and an opportunity to improve. However, the City retains the right to administer discipline in the appropriate manner, and to terminate at-will employees with or without cause. Supervisors have the responsibility, with the guidance provided by Human Resources to apply discipline fairly and consistently without discrimination.

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

- Fraud in securing employment.
- Incompetency.
- Inefficiency.
- Unauthorized absences.
- Repeated absence or tardiness or improper use of leave.
- Neglect of duty
- Insubordination or willful misconduct

- Dishonesty
- Assuming duties while under the influence of controlled substances or intoxicants; or possession or use of intoxicants or controlled substances during work hours
- Conviction of a felony or misdemeanor, the circumstances of which are substantially related to duties performed
- Negligence or willful damage to property
- Discourteous treatment of the public or fellow employees
- Failure to obtain and maintain a current license or certification as required by law or Employer
- Failure to maintain effective working relationships with other employees or the public
- Discrimination or harassment in any form.
- Workplace violence
- Violation of any lawful order, directive, policy, or work rule

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

Disciplinary Procedures

The City's disciplinary procedures incorporate the following series of progressively severe penalties for repeated violations, misconduct, or for a series of unrelated problems involving job performance or behavior. Progressive discipline applies to the duration of the employee's employment. However, the progression or level of discipline may vary depending on the nature and severity of the behavior or misconduct. A record of every disciplinary action shall be maintained by the supervisor.

Counseling - Employee counseling typically involves an informal meeting between the employee and supervisor, where the employee is made aware of their inappropriate behavior, work rule violation, etc., and guidance is provided as to how the employee can improve their performance or behavior. Counseling may be more formal, involving a third party, if warranted. Counseling should be designed to resolve the problem early and avoid the need to take punitive action.

Verbal Warning - This type of notice occurs when a supervisor verbally warns an employee regarding inappropriate behavior, poor performance, a work rule violation, insubordination, etc. Verbal warnings are given when counseling has failed to produce the desired result, or the behavior is clearly unacceptable. Supervisors should meet with the employee in private to discuss their behavior or conduct and future expectations, including a clear explanation of the consequences of the failure to correct the problem. All verbal warnings should be documented in writing. A memorandum documenting the facts of the situation (specific violation(s), date/time of violation(s), prior related discipline, standards for future conduct, and warning of further corrective discipline for non-compliance, and any follow-up action to be taken) should be prepared by the supervisor. The memorandum should be given to the employee and forwarded to Human Resources.

Written Warning - A written notice occurs when an employee's behavior, misconduct or poor performance is documented in a written letter and retained in the employee's personnel file. The notice should contain the specific violation(s), the date and time of the violation(s) (or period of time), prior related discipline, specific standards for future conduct (including timelines, if appropriate), warning of further corrective discipline for non-compliance, and any follow-up action to be taken.

Suspension - A suspension occurs when an employee is involuntarily relieved from work for a certain number of days, with or without pay. Typically, this occurs when prior warnings have not been successful in correcting employee behavior or the misconduct or violation is more serious in nature. [Non-exempt Employees under the FLSA may be suspended in increments of any length; Exempt employees under Wisconsin law may only be suspended in increments of a work week].

Termination - Termination is the involuntary and permanent removal of an employee from City employment. Termination is administered in situations where previous attempts to correct an employee's behavior have failed or the severity of the level of misconduct justifies the termination. Prior to any suspension or termination, supervisors should undertake a proper and thorough investigation. Supervisors are prohibited from suspending or terminating an employee without consultation with the Mayor and approval of the City Attorney.

It is imperative for disciplinary proceedings to be properly, completely, and consistently documented. Proper documentation helps to support supervisor's disciplinary actions and is necessary to communicate to employees what behavior or action was inappropriate or a violation of City policy, procedure, or rule. Disciplinary actions are typically not taken against employees, without evaluating the circumstances surrounding the offending action, which includes the opportunity for the employee to explain their action(s). In some cases, the nature of the offense or level of misconduct may be severe enough to warrant termination for a first offense.

However, most rule violations, poor performance or misconduct are handled in accordance with the steps previously outlined. Steps in the disciplinary process include:

- Employee Notice and/or Investigation.
- Employee and supervisor meeting. The employee will be provided with a written notice of the misconduct and an explanation of the reasons for discipline. This meeting serves as an opportunity for an employee to provide additional facts prior the finalization of discipline.
- Discipline. If discipline is warranted following the employee and supervisor meeting, the employee will be provided a written notice of the discipline, including the infraction and a general statement of the reasons for the action. The administered discipline becomes a part of the employee's personnel file.

Corrective Action and Performance Improvement Plans

Depending on the seriousness and nature of an employee's performance, behavior, or infraction, it may be helpful and necessary for the supervisor to develop a corrective action plan or performance improvement plan. This type of plan emphasizes the need for improvement on behalf of the employee, and the primary goal is to assist the employee in solving the problem in order to improve performance or behavior. The following elements should be incorporated into a plan:

- Identification of the problem. What is the employee doing that must be corrected? How is their conduct influencing the work of the department, City, and other co-workers or citizens?
- Goals for change. What needs to be changed? What goals should be achieved?

- What the employee will do. Specific, measurable performance indicators should be established over a defined period of time. If training needs to be received, the employee should be told the type of training, how often, when the training should be completed and who will pay for the cost of the training.
- What the supervisor and department will do. The time frame(s) for supervisory conferences should be indicated and how the supervisor will assist the employee in seeking out training opportunities.
- The corrective action plan or performance improvement plan shall be discussed (and documented) with the employee on a monthly basis in order to assess progress and problems.
- Evaluate the employee's progress at the end of the agreed upon time frame to correct the deficiencies. This evaluation should be documented, and the memorandum should indicate whether the employee met the requirements of the plan or whether further follow-up with the employee is appropriate.

D. GRIEVANCE PROCEDURE

This policy is intended to comply with Section 66.0509(1m), Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline, and termination. This policy applies to all employees covered under Section 66.0509(1m), Wis. Stats., other than police and fire protective services employees subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, the following definitions apply:

Definition of Employee - For purposes of this provision, employee shall not include employees subject to a collective bargaining agreement addressing employee discipline, termination and workplace safety, elected officials, and independent contractors.

Definition of Termination = For purposes of this provision, termination is defined as a discharge from employment for rule violations, poor performance or other acts of misconduct. Excluded from the definition of termination are:

- Voluntary quit.
- 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.
- Workforce reductions.
- Job transfer or demotion.
- End of employment of a temporary, contract or part-time employee.

Definition of Discipline - For purposes of this provision, discipline does not include:

- Oral or written job evaluations.
- Placing an employee on paid administrative leave pending an internal investigation.

- Counseling, meetings, or other pre-disciplinary action.
- Actions taken to address work performance, including use of a performance improvement plan or job targets.
- Transfer or change in job assignment or location.
- Layoffs or workforce reductions.
- Performance evaluations or reviews.
- Actions taken pursuant to an ordinance created under sec. 19.59(1m).
- Non-disciplinary wage, benefit, or salary adjustments.
- Other personnel actions taken by the Employer that are not a form of progressive discipline.

Definition of Workplace Safety - For purposes of this provision, workplace safety includes any practice or condition, affecting an employee's physical health, mental health, or safety, the safe operation of workplace equipment or tools, safety of the physical work environment, personal protective equipment, workplace violence and training related to the same.

Definition of Mental Health - For purposes of this provision, mental health is regarding mental stresses and tensions which exceed those day-to-day mental stresses and tensions which employees of similar positions experience within their position.

Definition of Impartial Hearing Officer - For purposes of this provision, the role of the Impartial Hearing Officer will be to define the issues, identifying areas of agreement between the parties and identifying the issues in dispute, and to hear the parties' respective arguments. The Hearing Officer will have the authority to administer oaths and issue subpoenas at the request of the parties.

Definition of Governing Body - For purposes of this provision, the governing body is the Common Council of the City of Watertown.

Definition of Workplace Safety Committee - Committee appointed by the Mayor to review workplace safety grievances consisting of the following department heads (or their designees): Police Chief, Fire Chief, Park and Recreation Director, Health Officer, Finance Director, Director of Public Works, and Human Resources representative or any of the persons named designees.

Time Limits

The term "days" as used in this provision means business days in which the City Hall Offices are open. The Employer and grievant may mutually agree to waive time limits, in writing.

A grievance or decision or appeal is considered timely if received by the Employer during normal business hours or if postmarked by 12:00 midnight on the due date. The Employer and grievant may mutually agree, in writing, to waive any step to facilitate or expedite resolution of the grievance. If the grievance is not answered within the time limits, the grievant may proceed to the next available step within seven (7) days.

Costs

Each party shall bear its own costs for witnesses and all other out of pocket expenses, including possible attorney fees, in investigating, preparing, or presenting a grievance. The fees of the Hearing Officer will be paid for by the City.

Grievance Requirements

Any written grievance filed under this policy must contain the following information:

- The name and position of the employee filing it;
- A statement of the issue involved;
- A statement of the relief sought;
- A detailed explanation of the facts supporting the grievance;
- The date(s) the event(s) giving rise to the grievance took place;
- The identity of the policy, procedure or rule that is being challenged;
- The steps the employee has taken to review the matter, either orally or in writing, with the employee's supervisor; and
- The employee's signature and the date.

A grievance form is available.

Procedure for Grievances Concerning Employee Terminations and Employee Discipline

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

Time Limit: If the employee does not submit a written grievance within five (5) days after the facts upon which the grievance is based first became known, or should have been known to the employee, the grievance will be deemed waived. The supervisor will render a decision in writing to the employee within five (5) days after receipt of the written grievance.

Step 2: If the employee wishes to appeal the decision of the immediate supervisor, the employee will file a written grievance within five (5) days following the decision to the Human Resources Department.

Time Limit: If the employee does not submit a written grievance within five (5) days after receipt of the supervisor's written decision, the grievance will be deemed waived. The Mayor will render a decision in writing to the employee within ten (10) days after receipt of the written grievance.

Step 3: If the grievance is not settled in Step 2, and the employee wishes to appeal the decision of Human Resources, the employee shall submit a written request to Human Resources for a written review hearing by an impartial hearing officer. The Hearing Officer shall be appointed by the Mayor and shall not be a City employee. In all cases, the grievant shall have the burden of proof to support the grievance. The

Impartial Hearing Officer will determine whether the City acted in an arbitrary and capricious manner. The process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the Impartial Hearing Officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents.

Time Limit: If the employee does not submit a written grievance to Human Resources requesting a hearing before an impartial hearing officer within five (5) days after receipt of Mayor's written answer, the grievance will be deemed waived. If timely requested, the written review hearing will normally be scheduled within ten (10) days of receipt of the request for review. At conclusion of review of written documents or a hearing, the Hearing Officer shall render a written decision indicating the reasons for one of three decisions: 1) Sustaining the discipline/termination, 2) Denying the discipline/termination, or 3) Recommending additional investigation prior to final determination. In cases where the Hearing Officer recommends additional investigation, at the conclusion of the additional investigation, the matter will be referred to the Impartial Hearing Officer for final review and written determination.

Step 4: The Employer or employee may appeal the decision of the Hearing Officer to the governing body. The appeal shall be filed with the Common Council. The governing body shall not take testimony or evidence; it may only determine whether the Hearing Officer reached an arbitrary or incorrect result based on a review of the record before the Hearing Officer. The matter will be scheduled for the Common Council's next regular meeting. The Common Council will inform the employee of its findings and decision in writing within ten (10) days of the Common Council meeting. The Common Council shall decide the matter by majority vote and this decision shall be final and binding.

Time Limit: The employee or Employer may request a review of the decision of the Hearing Officer by the governing body by filing a request within five (5) days of receipt of the written decision of the Hearing Officer. If not timely submitted, the grievance can no longer be addressed in the grievance procedure.

Procedure for Grievance Concerning Employee Workplace Safety:

The procedure for a grievance concerning employee workplace safety shall follow the same process for a grievance described above.

E. POSSESSION OF WEAPONS

The possession of weapons by employees of the City of Watertown, except those authorized by the Police Chief, is strictly prohibited whenever the employee is on duty. Weapons are prohibited in all City buildings and all City vehicles, except as authorized by the Municipal Code. This does not apply to the lawful possession of a weapon in an employee's personally owned vehicle when that vehicle is used for City business. Employees may not remove such weapons from their personally owned vehicle in the course of their employment.

F. DRUG FREE WORKPLACE

The City reminds its employees that unlawfully manufacturing, distributing, disposing, possessing, or using a controlled substance in the workplace is strictly prohibited and will result in strong disciplinary action up to and including termination.

Because drug use can seriously jeopardize the health and safety of employees and the public, it is the policy of the City that a drug-free workplace will be maintained at all times. As part of the City's drug-free awareness program, employees who desire more information about the dangers of drug use or who need counseling regarding potential drug use problems are encouraged to contact the Employee Assistance Program. Employees who violate the City's policy of maintaining a drug-free workplace will subject themselves to strong disciplinary action up to and including termination.

The City will individually notify all employees that they must abide by the terms of the Drug Free Workplace Act of 1988 as a condition of employment. Further, employees must notify the City of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Violations must be reported to Human Resources.

Pre-employment Testing - Prior to the first time an employee performs safety-sensitive functions for the City, the driver must submit to testing for controlled substances. Until further notice, the Federal government has rescinded requirement of a pre-employment test for alcohol. Any measurement of a controlled substance will disqualify an applicant for employment.

Post-accident Testing = As soon as practicable following an accident involving a commercial motor vehicle, an employer shall test within eight (8) hours for alcohol and within thirty-two (32) hours for controlled substances each surviving driver or any other employee who could have contributed to the occurrence of the accident when:

- The accident involved a fatality.
- The driver received a citation under state or local law for a moving traffic violation arising from the accident.

Reasonable Suspicion - An employer must require a driver to submit to an alcohol or controlled substance test when the Employer has reasonable suspicion to believe the driver has violated the alcohol and controlled substance prohibitions. Reasonable suspicion must be based on contemporaneous, articulable, observations by two (2) trained supervisors concerning the appearance, behavior, speech, or body odors of the employee(s).

Return to Duty - Each employer shall ensure that before a driver returns to duty requiring the performance of a safety sensitive function, after engaging in prohibited conduct regarding alcohol or controlled substance misuse, the driver shall undergo a return to duty alcohol test indicating a breath alcohol concentration of 0.00 or a drug test indicating negative drug use.

Follow Up Testing - Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, each employer shall ensure that the driver is subject to announced follow-up alcohol and/or controlled substances testing as directed by the substance abuse professional. The driver shall be subject to a minimum of six (6) follow-up-controlled substance and/or alcohol tests in the first twelve (12) months.

Alcohol follow up testing shall be performed only when the employee is performing safety-sensitive functions, or immediately prior to performing or immediately after performing safety-sensitive functions.

The City will notify UMTA (Urban Mass Transit Administration) within ten (10) days of receiving notice that an employee has been convicted of a drug statute violation occurring in the workplace. Additionally, the City will take appropriate personnel action against such employee, up to and including termination; or by requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

The City is required by the Drug Free Workplace Act of 1988 to make a good-faith effort to maintain a drug-free workplace by continuing to follow the policy outlined above.

G. ALCOHOL AND DRUG TESTING POLICY FOR EMPLOYEES SUBJECT TO THE FEDERAL MOTOR CARRIER ACT

A pre-employment test for controlled substances shall be completed for all general employees prior to hire.

The Omnibus Transportation Employee Testing Act of 1991 mandates alcohol and drug testing of the City of Watertown employees who operate Commercial Motor Vehicles (CMV) beginning January 1996. The objective of the mandate, as well as the City, is to provide a safe drug and alcohol-free working environment for all employees and to provide services to the citizens of Watertown in the safest manner possible. This objective will be met by deterrence, detection and intervention of drug and alcohol related issues. A further objective of this policy is to outline employee and management responsibilities and to underscore the City's commitment to these issues. See policy manual for the current drug testing information.

H. CONFINED SPACE ENTRY

The City of Watertown will take all feasible and practical steps to safeguard employees assigned to enter and work in confined spaces. City employees are required to follow all confined space entry procedures developed for their departments which are mandatory as a means of preventing serious harm, injury, or death. Consult with your department head for proper confined space entry requirements.

I. ELECTRONIC INFORMATION SYSTEMS

The purpose of this policy is to outline the proper use of electronic information systems by employees of the City of Watertown.

It is the policy of the City of Watertown to give notice to its employees as to what conduct is specifically prohibited or required pertaining to electronic information systems. The intent of this policy is to ensure that electronic communications systems are used to their maximum potential for City purposes and not used in a way that is disruptive or offensive to others. All electronic communication systems provided by the City of Watertown, including but not limited to telephones, e-mail, voice mail, text messages, City of Watertown social media, pagers, the internet, and computer hardware and software, are the sole property of the City of Watertown. This includes all information transmitted by, received in or from, and/or stored on these systems. The City may routinely access and monitor these electronic communication systems including e-mail, internet usage, text messages, and voice mail, for legitimate business purposes, at any time, with or without prior notice. Employees have no right or expectation of privacy or confidentiality in their use of the City of Watertown's electronic communication systems

(including, specifically, e-mail, cellular telephones, internet access, mobile data computers, telephone voicemails or text messages, or any other electronic systems owned by the City).

No employee may use the City's systems to access (or attempt to access) stored materials or data that is not appropriate for that employee's position or is outside the scope of his/her employment duties. Employees shall not attempt to destroy data, damage systems or access other users' accounts. Employees shall not operate a personal business using the City's systems. Any violations of the City's policies will result in disciplinary action, up to and including termination of employment.

Email System

The City of Watertown provides an electronic communication system to employees to assist in conducting official City business. All email sent, received, or stored on the City of Watertown's electronic communication systems is the property of the City of Watertown.

Guidelines for Email System Use

- Although an employee may have a personal password, email can be accessed by the City with or without advance notice.
- All messages sent and received on the email system are the property of the City and may constitute a public record.
- Employees are strictly prohibited from creating, soliciting, and/or exchanging messages, audio recordings or images that are offensive, harassing, sexually oriented, defamatory, obscene, or threatening.
- Discrimination and/or harassment over the email system will not be tolerated and constitutes a clear violation of City policy.
- The City allows limited, occasional, or incidental personal use of the email system provided the use does not involve prohibited activities, interfere with productivity, consume storage capacity, or involve large file transfers.
- The general rule is that e-mail is a public record whenever a paper message with the same content would be a public record. Therefore, email messages may be subject to Open Records Requests by the public.
- Employees shall not distribute advertisements, chain letters or similar materials.
- Employees should not open links or attachments received from an unknown or unverified source.

Cellular Telephones

City employees shall not utilize a cellular telephone while driving a City vehicle. Employees operating a City vehicle shall refrain from dialing calls, texting, or accessing web pages while the vehicle is in motion.

Guidelines for City Issued Cellular Telephones

- Employees shall ensure that the cellular telephones assigned to them or their assigned City vehicle, are properly maintained, activated, and charged.

- Personal use of a City- issued cellular telephone should be kept to a minimum.
- All messages received on a City-issued cellular telephone shall be retained.

Guidelines for Personal Cellular Telephones

- The City allows limited, occasional, or incidental personal use of personal cellular telephones while on duty. This includes checking scheduling software programs and electronic calendars.
- Photographs or audio recordings should not be taken with personal cellular telephones at a crime scene or in connection with any law enforcement related business.
- Excessive personal use of a personal cellular telephone may lead to the termination of the employee's ability to use and carry their personal cellular telephone while on duty, or other disciplinary action.
- Employees may use their personal cell phone during scheduled breaks to access personal information.
- The City will not repair or replace personal cellular telephones should they be lost, stolen or damaged while on duty.

Internet Access

Internet access via City electronic communication systems will be granted to all employees capable of executing the computer technology programs unless specifically denied by their supervisor. Sites that are inappropriate and not authorized to be visited include sites that are sexually oriented, sites that discriminate based on sex, religion, national origin, or religious beliefs, or any other site deemed inappropriate by a supervisor of the City of Watertown. The above does not apply if the sites must be visited in the performance of a law enforcement function. The employee's immediate supervisor is to be contacted for clarification if questions arise as to the appropriateness of visiting the site. The City has the capability to monitor internet activity by users of City electronic communication systems and reserves the right to do so.

Guidelines for Internet Use

- Each employee accessing the Internet with a City computer shall log on and off at the beginning and end of each shift. Each employee shall use their individual access code. The use of another employee's code or password is strictly prohibited, without proper authority.
- Employees shall not save or distribute materials subject to copyright restrictions.
- Personal use of City computer, Internet, email, and IT systems that is excessive or recurring nature or use for purposes which, in the discretion of the department head, are not appropriate during hours of a work shift, are not permitted. Disciplinary action may be imposed if the department head or Mayor determine that the use of the City's computer, Internet, email and/or IT systems is excessively for personal use or otherwise unapproved or illicit under City policies or rules and/or unlawful.

- Abilities to download and conduct file transfers must be authorized by the employee’s supervisor. The purpose of this authorization is to ensure that downloads are for business purposes, and to minimize the impact of such operations on the overall network. This authorization also exists to prevent users from downloading and implementing software that has the potential to crash the City’s records management system. Other than portable equipment (i.e., laptop computers) employees shall not unplug, disconnect, nor move computer equipment or peripherals without approval from their supervisor after being coordinated through the City’s IT coordinator.

I. SOCIAL MEDIA POLICY

To address the fast-changing landscape of the Internet and the way citizens communicate and obtain information online, City of Watertown departments may consider using social media technologies. As more citizens in our community make the shift towards or include the use of social media technologies to receive and share information and communicate their opinions, it is imperative for the City to incorporate social media technologies into the existing communication infrastructure. Where appropriate, the use of social media technologies in work-related activities, events, and announcements is encouraged to enhance customer service, increase citizen involvement, and to further the goals of the organization.

The City has an overriding and legitimate interest and expectation in deciding what is spoken on behalf of the City on social media sites. It is a policy of the City that a standard for interaction with social media tools and their associated technology is hereby established, emphasizing that social networks of the City of Watertown and personal social networks of employees and affiliates must be kept separate at all times.

Definitions

Authorized User – shall mean any employee, and all persons acting on their behalf, who has been authorized by their department head and registered with and approved by the Mayor’s Office to establish, create, edit, or maintain any social media account and the posts it may contain in the transaction of official business of the City of Watertown.

Covered Personnel – shall include any City officer or employee (but shall specifically exclude any elected official) whether appointed, paid or unpaid, full or part-time, any member of any City Board, Committee, Commission or Authority, and any approved volunteer.

External Entity – shall mean any person or party not employed by, or an authorized representative of, the City.

External Information – shall mean any social media post by any external entity, and the information or substance it contains.

Personal Networking/Websites – any blog, chat room, forum, social networking site and/or website created or configured by an individual for individual, social, or entertainment purposes.

Post – shall mean any e-mail, message, picture, graphic, image, advertisement, notification, fee, stream, transmission, broadcast, podcast, video, instant message, text message, blog, microblog, status update, wall post, comment, and any and all other forms, means or attempts at collaboration or communication that is uploaded, posted to, or otherwise displayed on or transmitted by, any social media account or network.

Social Media – are various forms of user-created content tools such as social networks, blogs, video sharing, podcasts, wikis, message boards, and online forums. Technologies include but are not limited to: picture and video sharing, wall postings, email, instant messaging, and music sharing. Examples of social applications include but are not limited to: Facebook and MySpace (social networking), Twitter (social networking and microblogging), YouTube (social networking and video sharing), LinkedIn (business networking); Google and Yahoo Groups (reference, social networking). This policy covers all social media tools, both current and future.

Social Networking – is the practice of expanding one’s business and/or social contacts by making connections using a range of social media tools including blogs, video, images, tagging, lists of friends, forums, and messaging that use the Internet to promote such connections through Web-based groups established for that purpose.

Social Media Account – shall mean any registration, login credential, tool, forum, website, or network that is created or maintained by a Department for the purpose of establishing or perpetuating a social media presence.

Separate Personal and Professional Accounts

Covered personnel shall not blur or combine their personal and professional lives when operating Professional City Networking/Websites or Personal Networking/Websites.

Professional Guidelines

All City of Watertown social media site proposals and uses are subject to prior review and approval by the Mayor’s office. City social media sites are an extension of the City’s communication infrastructure. The City’s official website (www.ci.watertown.wi.us) will remain the City’s primary and predominant Internet presence. The best and most appropriate uses of social media tools fall generally into two categories:

As channels for disseminating time-sensitive information as quickly as possible (e.g. emergency information, cancellations/closures).

As marketing/promotional channels that increase the City’s ability to broadcast its messages to the widest possible audience (e.g. recreation programming information).

Whenever reasonable, content posted to a City social media site should also be available on the City’s official website and the main social media page via a link or tag. Whenever reasonable, content posted to a City social media site should contain links directing users back to the City’s official website for in-depth information, forms, documents, and online services necessary to conduct business with the City.

All social media sites should include the City of Watertown logo as well as any other branding or logos that identify the involved party. The City Logo must be displayed as most prominent, ideally as the profile picture or the cover photo. All authorized users should be using the tag line, “opportunity runs through it” or a variation of it as frequently as possible. Ex: advertising yoga class, “come and experience a new opportunity in Watertown.” #opportunityrunsthroughit#

Social media accounts will be maintained by authorized users, who must be approved as an agent of the social media account by the appropriate department head and the Mayor's Office. Authorized users are responsible for the content and upkeep of assigned Department social media sites.

All City social media sites and the conduct of authorized users shall comply with all appropriate City policies and standards. City social media sites are subject to State of Wisconsin and City of Watertown open records laws. Any content maintained in a social media format that is related to City business, including a list of subscribers, and posted communication, is a public record. Content related to City business shall be maintained in an accessible format so that it can be readily produced in response to a public records request. Wisconsin State law and relevant City records retention schedules apply to social media formats and their content. Social media sites shall clearly indicate that any content posted or submitted for posting are subject to public disclosure.

The Mayor's office reserves the right to restrict or remove any content that is deemed in violation of this Social Media Use policy and/or any applicable law found not to be in accord with City purposes and policies, or for any other reason.

Any exceptions to the policy are subject to the prior review and approval of the Mayor.

Personal Use

Covered personnel are allowed to have personal networking/websites. These sites must remain personal in nature and be used to share personal opinions or non-work related information. The covered person must maintain a distinction between sharing personal and official City views. In addition, covered personnel should never use their City e-mail account or password in conjunction with personal networking/websites.

When operating your personal networking/websites, prominently display a disclaimer on the homepage such as "The opinions expressed on this site are the views of the author alone as well as those of anyone who may post to this site" when you: refer to work done by the City; comment on any City related issue; or provide a link to a City website.

Covered personnel are responsible for the purposeful or inadvertent disclosure of any confidential information or information that violates the privacy rights or other rights of a third party. The City is free to view and monitor any covered personnel's personal networking/websites at any time without consent or prior approval. Covered personnel are prohibited from making statements about the City or any other covered personnel that would be considered harassing, threatening, libelous or defamatory. All postings on any covered personnel's personal networking/websites are subject to all municipal codes and ordinances as well as all employment rules.

Use of social media by covered personnel that adversely affects job performance of fellow associates, residents, family members, people who work on behalf of the City of Watertown or violates the HIPAA privacy laws may result in disciplinary action up to and including termination.

Responsibilities

MAYOR'S OFFICE

Reviews proposals for new social media accounts and grants formal approval.

Provides counsel to department heads as to the appropriate use of the social media tools and guidance as to the types of information that may be posted.

Monitors content on department social media accounts to ensure adherence to the guidelines in this policy. Inappropriate use may result in the removal of the content and/or department page or account from these social media sites.

Maintains credentials for social media accounts.

CITY ATTORNEY'S OFFICE

Reviews and approves any changes or additions to the Terms of Use Agreement, as requested.

Renders opinions on matters regarding disclaimers, terms of use, and privacy concerns as they arise.

Provides opinions on matters of public records, in accordance with any applicable federal, state, and local laws.

DEPARTMENTS

Establishing a Social Media Account

Contact the Mayor's Office to discuss objectives and desired outcomes for utilizing social media technologies and to help determine the site's effectiveness in reaching the department's objectives.

Obtain prior formal approval from the Mayor's Office to proceed with any proposed social media account.

The department head shall specify all initial authorized users for the project prior to establishing any social media account.

Obtain a completed and signed Authorized User Agreement Form for each employee responsible for managing social media accounts and return signed agreement(s) to the Mayor's Office.

Establish the social media account using a City e-mail address and provide the account username and password to the Mayor's Office, including all subsequent modifications to credentials.

Operating and Maintaining a Social Media Account

Include an introductory statement that clearly specifies the work-related purpose of the social media site. The City's website should accompany the purpose statement.

When reasonable, social media accounts should link back to the City website for the purpose of downloading any forms, documents, and other information.

Conspicuously post the approved Terms of Use Agreement for public to view.

Enable features for public comments, if such capability exists, and comply with and enforce the posted Terms of Use Agreement.

Only post about items that relate to City business and avoid making any comments that show favoritism to one group based on race, color, creed, ancestry, national origin, age, gender, disability, marital status, sexual orientation, protected veteran status or other protected class.

When possible, hide and DO NOT delete content that violates the Terms of Use Agreement. Maintain compliance with all applicable federal, state, and local laws related to public records requests and records retention.

All sites shall be monitored on a regular and frequent basis with an update to content (e.g. post, tweet) once each week.

When practical, questions and comments received from citizens on social media should be responded to within 48 hours to better serve the public and encourage conversation on social media.

When social media account credentials are unknown by the Mayor's Office or are intentionally excluded for the archive, department account holders manage public records requests for information found on social media sites.

Terms of Use Agreement for Public

It shall be the policy of the City that the following agreement must be conspicuously posted on each social media site established and maintained by the City if such capability exists. The agreement will also be posted on the City's website (www.ci.watertown.wi.us) for easy access.

Social Media Terms of Use Agreement

While this is an open forum, please keep your comments clean and appropriate. Inappropriate comments are subject to deletion by the administrator of this account. If you do not comply with the terms of use outlined below, your message will be removed. If you post inappropriate content a second time, your profile may be blocked from posting any more information to the site. This forum is not monitored at all times. DO NOT use this forum to report emergency situations or time-sensitive issues.

Please remember the following rules when posting:

All content is subject to public records law.

Content should be related to the subject matter of the social media site where it is posted.

If your post violates any of the below rules, it will be deleted:

Content that is graphic, obscene, or explicit.

Content that is abusive, threatening, hateful, or intended to defame anyone or any organization.

Content that suggests or encourages illegal activity

Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, protected veteran status, physical or mental disability, gender identity, sexual orientation, lawful source of income, or arrest/conviction record.

Content posted by person whose profile picture or avatar, username, or e-mail address contains any of the aforementioned prohibited conduct.

Solicitations or advertisements, including but not limited to, promotion or endorsement of any private financial, commercial, or non-governmental agency.

Content attempting to defame or defraud any person or private financial, commercial, or governmental agency.

Content that compromises the safety or security of the public or public systems.

You participate at your own risk and take personal responsibility for your comments, your username, and all information provided.

The appearance of external links on this site does not constitute official endorsement by or on behalf of the City.

Any public records request for information found on City of Watertown social media sites shall be directed to the City Clerk.

All information and materials generated by the City of Watertown and provided on City of Watertown's social media sites are the property of the City of Watertown. The City retains copyright in all text, graphic images and other content that was produced.

K. PERSONAL APPEARANCE

As a City of Watertown employee, your appearance reflects on us. The City expects employees to present themselves for work in a professional, presentable, modest, well-groomed manner at all times, in attire allowed by your department head or supervisor. You are required to adhere to the guidelines of the Safety Policy to the extent they apply to your position. Depending on considerations of individual departments certain employees may have to meet special dress, grooming, and hygiene standards that may be required for health or safety reasons, customer and public contact, or other professional/service considerations.

The following are general guidelines:

All Work Areas

- Clothing or grooming that appears to be dirty, ragged, or that does not appropriately cover your body is not permitted.
- Clothing that is imprinted with illustrations or messages that may be insulting, demeaning, harassing, or offensive to co-workers, customers, or the public is prohibited.
- Work duties may require following alternate personal appearance guidelines.
- Attire/clothing must cover all undergarments worn.

L. IDENTIFICATION CARDS

All regular full and part-time employees shall be issued a photograph identification card. Identification cards will have the individual's first and last name on the front of the card for display bearing the photograph of the identified individual. For reasons of safety or security, department head may recommend that only the employee's first name be printed on the front of the card. Identification cards may also be issued upon department head approval to individuals providing volunteer or special services.

Departments that routinely have volunteers, contractors, visitors, and clients accessing their work area, may issue temporary identification cards, without photographic or individual identification, upon department head approval, which will be provided on a daily basis to the individual for identification as a person with authorized access.

Display

The department head shall have the authority to establish identification card display standards.

Replacement

Employees losing or misplacing their identification card must immediately report same to their department head who shall immediately report same to the Chief of Police and Human Resources.

Unauthorized Use

Allowing use of the identification card by any other person or permitting or failing to stop any other unauthorized use, shall be considered to be a serious infraction and may be grounds for disciplinary action which may include immediate suspension or termination.

Return

Identification cards remain at all times the property of the City and must be returned to Human Resources at the time of departure from City employment or representation.

Policy Enforcement

Department heads shall be responsible for enforcing this policy and for documenting any serious violations of the policy. Individuals found to be in willful violation of the policy may be disciplined.

M. SECONDARY EMPLOYMENT

Employment with the City of Watertown by regular part-time and regular full-time employees should be considered the employee's primary employment. Secondary employment with other entities must not conflict, whether real or implied, with the duties of the employee. The City has priority upon the services of its employees regardless of any conflict with secondary employment. An employee who engages in secondary employment must clearly define himself or herself as an employee of the secondary employer and not act or treat himself or herself as an employee or agent of the City of Watertown.

Employees must still comply with all the policies, rules and general expectations of conduct when engaging in off-duty behavior regardless of such secondary employment. The City may terminate the employment of an employee whose secondary employment may interfere with the performance of his or her work, where a conflict, whether real or implied exists, where the interests of the City are impacted as a result of the secondary employment, or where such employment or conduct negatively affects the image of the City or employees. An employee will not be permitted to work for another employer whose

duties conflict with their work restrictions while on a leave of absence or while absent for illness from the City. Policies specific to individual departments may apply.

N. ATTENDANCE POLICY

Regular attendance, including punctuality, is essential to meeting the City's obligations. It is important to the City that its employees be present to perform their duties as scheduled. Further, it is necessary that tardiness and absences from work be handled in a systematic manner. An employee who fails to report for work as scheduled, to properly notify the City of an absence, to obtain approval for an absence or who has excessive absenteeism will be subject to discipline, up to and including discharge.

An employee who is unable to report for work must call in as soon as possible. The following definitions apply to this policy:

Absence Incident - Leaving, except for those reasons noted under Excused Absences, on a scheduled workday.

Early Quit/Early Out- Leaving work prior to the end of the scheduled work shift.

Excused Absence - The following are normally considered excused absences:

- Illness or injury.
- Vacation (provided approval is obtained in accordance with departmental policy).
- Military Leave.
- Jury duty.
- Funeral Leave (as per policy).
- Family Medical Leave.
- Approved Leave of Absence.
- Duty related injury and/or illness.

Absence from Duty

No employee, whether full-time or part-time shall receive compensation for absence from duty unless such absence is justified for cause and the cause of such absence shown on the statement required hereunder. Unexcused absence for three (3) consecutive workdays shall be considered by the City job abandonment and constitutes a resignation.

VIII. APPENDIX OF FORMS

Forms are located on the City website or contact Human Resources for a physical copy.

EMPLOYEE ACKNOWLEDGMENT

Unionized Public Safety Employees

I have received a copy of the Policy Handbook. I have read and I understand its contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand.

I understand it is my responsibility to comply with all Employer policies, rules and expectations as set forth in this Handbook, as well as policies, rules, and expectations that the Employer may otherwise establish or change from time to time. I further understand and acknowledge that this Handbook provides guidelines and information, but this Handbook is not, nor is it intended to constitute, an employment contract of any kind. I understand that my employment is governed by a collective bargaining agreement which was approved by Common Council of the City of Watertown. I acknowledge that this Handbook supplements that contract but if any portions of the handbook conflict with the contract, the contract overrides the Handbook. I understand that any changes to the contract must be authorized and approved by the Employer and Union to the extent required by law.

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

Supervisor's Signature

Date

Employee's Signature

Date

Print Employee Name

After you have read and signed this page, please detach the page from the Handbook and return to your department head, who will submit this to the Human Resources office to be placed in your personnel file.

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

Supervisor's Signature

Date

Employee's Signature

Date

Print Employee Name

After you have read and signed this page, please detach the page from the Handbook and return to your department head, who will submit this to the Human Resources office to be placed in your personnel file.