



**AMENDED**

**SPECIAL TOWN BOARD MEETING**

FREEDOM TOWN HALL

W2004 COUNTY RD S

THURSDAY, JANUARY 12, 2023

5:00 p.m.

1. CALL TO ORDER, ROLL CALL, INVOCATION, PLEDGE
2. VERIFICATION OF POSTING/ADOPT AGENDA
3. DISCUSSION & POSSIBLE ACTION ON EMPLOYEE HANDBOOK
4. DISCUSSION & POSSIBLE ACTION ON HIRING PROCESS
5. DISCUSSION & POSSIBLE ACTION ON POSITION DESCRIPTIONS & PAY SCALE
  - a. PUBLIC WORKS FOREMAN
  - b. PUBLIC WORKS LABORER
6. ADMINISTRATOR REPORT
7. ADJOURN

Posted on the 2 Boards at the Freedom Town Hall and on the Town website on the 10<sup>th</sup> day of January, 2023 at 4:00 p.m. by the Clerk's Office. Also posted at: Dairyland Depot, Freedom Mini Mart and Shop & Save Mart/ Halesi, LLC.

**Amended Agenda Posted on the 2 Boards at the Freedom Town Hall and on the Town website on the 11<sup>th</sup> day of January, 2023 at 4:00 p.m. by the Clerk's Office. Also posted at: Dairyland Depot, Freedom Mini Mart and Shop & Save Mart/ Halesi, LLC.**

Colleen M. Laha, Clerk/Treasurer

## MEMO

**To:** Freedom Town Board of Supervisors  
**From:** Diane Wessel, Interim Administrator  
**Re:** **Town of Freedom draft Employee Handbook**  
**Date:** January 9, 2023

### BACKGROUND

Wisconsin State Statutes requires local governmental to have certain written policies related to employment. It is also best practice to have standardized employee benefits, expectations, and procedures in a written document. These policies, benefits, expectations, and procedures are usually contained within an employee handbook.

### ISSUE IDENTIFICATION

- The Town of Freedom does not have established employee policies.
- An employee handbook that includes employment policies and expectations should be in place prior to hiring so that the employee/employer have a mutual understanding of expectations and conditions of employment.
- Some of the employee benefits for the Town of Freedom are not competitive with neighboring communities and are likely a contributing factor to lack of employee attraction and retention and therefore, the Town should consider improving employee benefits to be more attractive to potential candidates.

### ACTIONS TAKEN

I previously provided a draft employee handbook utilizing the League of Wisconsin Municipalities' sample and added notes/comments/questions for the Town to consider. Each of those comments that are a policy decision (not administrative, such as a forms, etc.) are listed in subsequent pages of this memo with recommendations.

## RECOMMENDATIONS

### 1. Benefited part-time

The Town of Freedom does not offer benefits for part-time employees. Many employers offer paid off time and holidays pro-rated to 40 hours (benefited part-time). Usually this is reserved for part-time employees that work an average of 20 or more hours per week. A common benefited part-time rate is 50% for 20-31.99 hours and 80% for 32+ hours. Some employers offer other benefits such as health and dental insurance at pro-rated rates (i.e. instead of the Town paying 80% of health insurance premiums, the Town pays 40% of premiums for half-time employees).

Recommendation: offer pro-rated paid time off (including holidays) to part-time employees. By offering paid time off benefits but not pro-rated health/dental etc. benefits, the Town will be more competitive than employers who do not. Limiting part-time benefits to paid time off limits the increased cost of part-time benefits.

### 2. Compensatory time

Implementing a compensatory time policy increases flexibility for employees and can reduce the cost of overtime by allowing employees to take time off rather than be paid out for overtime. However, compensatory time can be challenging for employers with staffing shortages. This can be managed by restricting the accumulation and use of compensatory time.

Recommendation: allow limited compensatory time off to increase employee flexibility and decrease overtime expenses. Limit the accumulation of compensatory time to 40 hours. Revisit the allowable accumulation when staffing levels increase.

### 3. Holidays

The Town of Freedom provides paid time off and closes the office for New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day; plus 2 "floating holidays". Not including the day after Thanksgiving and Christmas Day requires a staffed office and causes hardship for employees who travel for the holidays. Most local government offices are closed these days and provide paid time off to employees.

Recommendation: eliminate floating holidays and add the day after Thanksgiving and Christmas Eve Day. This would result in no net change in paid time, it would just designate these 2 days and close the offices for these days rather than providing floating holidays.

### 4. Funeral leave

The Town of Freedom provides 2 days of paid leave for immediate family which is defined as spouse, children, parents, grandparents, stepchildren, in laws, brothers, and sisters.

Recommendation: implement a paid time off program as outlined in #5. This eliminates the need to verify relationship.

If a PTO program is not implemented, increase funeral leave to 4 days for immediate family to include spouse/domestic partner, children (includes step and in-law), parents (includes step and in-law). Allow 2 days for siblings, grandchild, and grandparents – all categories include step and in-law.

**5. Paid time off**

Compared to surrounding communities, the Town of Freedom’s paid time off benefits are very restrictive. Restrictive paid time off encourages employees to work when sick, jeopardizing other employees’ and the public’s health. Such restrictive policies pose hardships to employees to care for their/their family’s health.

	Freedom	Seymour	Black Creek	Kaukauna	Ledgeview
	Days/Year				
Years of Employment	Total All Pots	Total All Pots	Total All Pots	Total All Pots	Total All Pots
1	9	23	20	24	18
2	14	23	25	24	18
3	14	28	25	29	18
4	14	28	25	29	18
5	14	28	25	29	23
6	14	28	30	29	23
7	14	33	30	29	23
8	19	33	30	34	23
9	19	33	30	34	23
10	19	33	30	34	28
11	19	33	35	34	28
12	19	40	35	34	28
13	19	40	35	34	28
14	19	40	35	34	28
15	24	40	35	34	28
16	24	40	35	34	28
17	24	40	35	34	28
18	24	42	35	34	28
19	24			34	28
20	24			39	33
21	24				
22	29				

Below is an example PTO / accrual scale from the League of Wisconsin Municipalities and is based upon surveys of local government employers in Wisconsin. Switching to PTO is less burdensome to track than using several different forms of leave and requires employees to earn time off before utilizing time off.

Years of Employment	PTO	Accrual
	Days/year	Hours/payperiod
1	20	6.15
2	20	6.15
3	20	6.15
4	20	6.15
5	26	8.00
6	26	8.00
7	26	8.00
8	26	8.00
9	26	8.00
10	26	8.00
11	26	8.00
12	26	8.00
13	26	8.00
14	26	8.00
15	31	9.54

Recommendation: implement an accrued paid time off (PTO) bank in accordance with the schedule above and allow staff to carry over up to 5 days (pro-rated for part-time).

## 6. Employee Assistance Program

An Employee Assistance Program (EAP) assists employees dealing with personal issues that may be affecting work. The cost of an EAP is about \$12-\$40/employee/year, depending on the size of the organization (more employees = lower rate).

Recommendation: reserve implementation for future consideration.

## 7. Flexible Spending Accounts (Section 125 Plans)

Allows employees to pay for some benefits with pre-tax dollars.

Recommendation: reserve implementation for future consideration.

## 8. Health Savings Account

Allows employees to use pre-tax dollars to build a savings account for health expenses. Oftentimes employers contribute to HSA for high-deductible plans. This is most commonly implemented when an employer goes from a moderate deductible plan to a high deductible plan.

Recommendation: reserve implementation for future consideration.

## 9. Life insurance

Most employers provide basic life insurance up to 1-1.5X the employee's annual earnings and allows employees to increase their coverage.

Recommendation: reserve implementation for future consideration. **High Priority.**

## 10. Clothing allowance

Most employers who employ people in positions that require safety equipment/clothing provide the equipment/clothing and provide partial reimbursement for employee specific safety clothing such as safety shoes.

Recommendation: provide safety equipment such as safety glasses, vests, etc. and reimburse employees for safety shoes with a max amount (i.e. 75% of cost, up to a reimbursement of \$100) only for employees working in conditions that require such clothing/equipment such as operating machinery

## 11. Drug and alcohol testing

There is no written policy/procedure for drug and alcohol testing.

Recommendation: CDL drivers must be tested in compliance with state law.

1. Pre-employment: CDL drivers
2. Reasonable suspicion: all
3. Post-accident: I recommend automatically testing after an accident. Doing so automatically removes the burden of determining "reasonable suspicion" and if negative, protects the town and employee from suspicion.
4. Random: CDL drivers
5. Return to duty: all if tested positive or refused a drug test

## 12. Safety handbook

The Town needs a safety handbook to protect employees from harm and to reduce the Town's liability risk. This should be developed as soon as possible and reviewed in person with staff.

Recommendation: adopt the employee policy handbook without this for now, develop and incorporate ASAP. **High Priority.**

### **13. Social media**

The use of social media is an efficient and broad-reaching means to get information out, especially time-sensitive announcements. However, Town representatives should only post information on social media and not participate in back and forth interactions. This is because such interaction constitutes public record and the Town is therefore responsible to track, archive, and reproduce if requested. This is very burdensome to do, some companies offer expensive archival services because it is so difficult for local governments. Therefore, if the Town creates a Town social media account, representatives of the town (employees, board members, committee members) should refrain from such discussion and posts must be one way information only.

Recommendation: create a Town of Freedom Facebook page for one-way communication only. Clearly post that town representatives cannot/will not engage in two-way communication through social media, and clearly post that the town website remains the primary and predominant internet presence.

### **14. Smoking/Tobacco policy**

There is no adopted policy regarding smoking/use of tobacco in Town owned facilities, equipment, or vehicles. By state law, smoking is prohibited inside buildings. However, the Town is responsible for regulating (or not) smoking in Town-owned vehicles and may restrict smoking by employees during work hours (if desired).

Recommendation: prohibit smoking/use of tobacco in town vehicles and equipment and restrict smoking to regular break periods only.

### **15. Performance Assessments**

There is no formal performance assessment/evaluation process in place.

Recommendation: adopt the employee handbook with this provision and implement a standardized employee evaluation process immediately.

### **16. References to administrator throughout**

There is not a position with the Town of Freedom that is responsible for human resource functions. Current staffing levels and positions do not support adding duties to existing positions. Because of the staffing levels, lack of job descriptions, and sub-par internal communication, Important human resource functions are not being done. This causes risk to the Town and is likely a contributing factor to employee turnover.

Recommendation: adopt the employee handbook with this provision and create the administrator position that includes the human resources function for future town board consideration. **High Priority.**

**Summary of recommendations:**

1. Provided pro-rated benefits to part-time employees
2. Allow limited use of comp time
3. Replace floating holidays with the day after Thanksgiving and Christmas Eve
4. Increase funeral leave (does not apply if implementing PTO bank)
5. Paid time off bank/accrual/rate at rates recommended by League of Wisconsin Municipalities
6. Employee assistance program – remove for now
7. Flexible spending account – remove for now
8. Health savings account – remove for now
9. Life insurance – remove for now, high priority
10. Clothing allowance – provide safety glasses and vests, limited reimbursement for shoes
11. Drug and alcohol testing – implement as noted
12. Safety handbook – remove for now, high priority
13. Social media use – administratively implement when time allows
14. Use of word “administrator” in handbook – keep for now, create administrator position for future vote by board
15. Performance assessments: implement immediately
16. Administrator position: keep references to administrator, work on creating position for future vote.

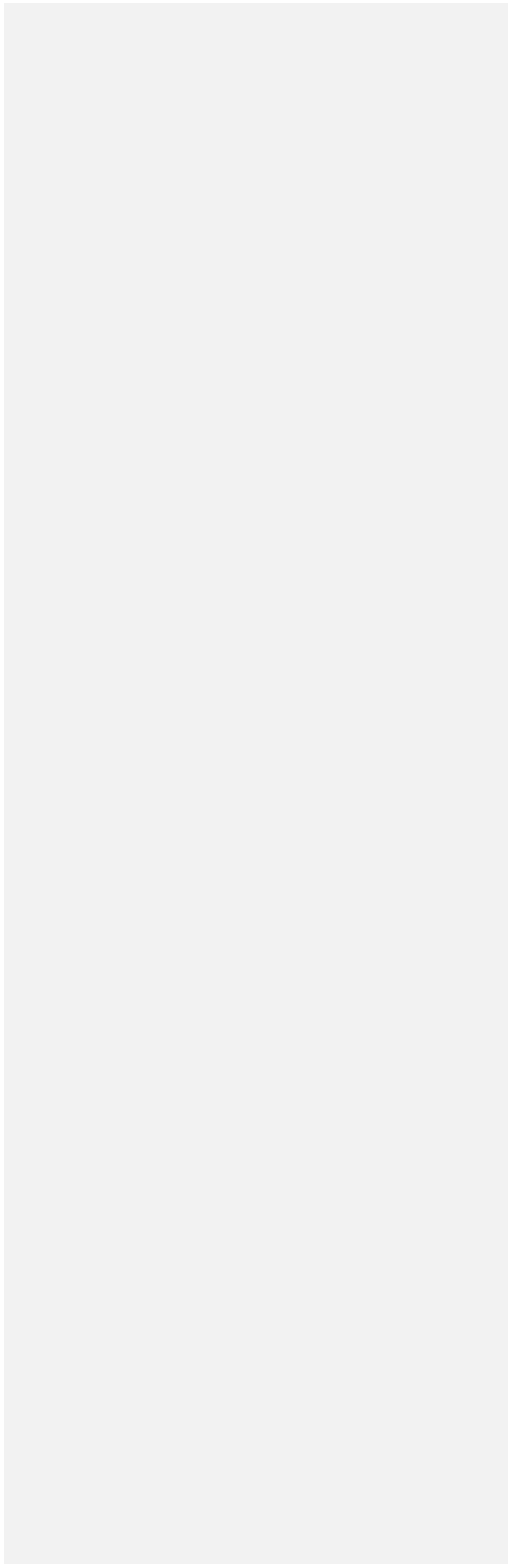
**Suggested motion:**

- a) If all recommendations are desired: *Motion to adopt the Town of Freedom Employee Handbook incorporating the recommendations as presented.*
- b) If only some recommendations are desired: *Motion to approve the Town of Freedom Employee Handbook incorporating recommendations (list by number).*

**TOWN OF FREEDOM  
OUTAGAMIE COUNTY  
EMPLOYEE HANDBOOK**

Adopted: 2022

DRAFT





### **WELCOME**

The Town of Freedom is a rapidly growing community in Outagamie County Wisconsin with a population of over 6,100. Freedom is at the crossroads of the Fox Valley, located halfway between Appleton and Green Bay along County Road E and halfway between Kaukauna and Seymour along State Highway 55.

The Town of Freedom is governed by a Town Board of 5 members who are elected at large. Terms of office is 2 years and are staggered.

### **IMPORTANT FACTS ABOUT THIS HANDBOOK**

We are pleased to present you with this Employee Handbook containing information in summary form about our workplace, the major benefits available to you, and your obligations as an employee. This handbook is for informational purposes only. Nothing in it constitutes a guarantee of employment or of any right or benefit, nor is it a contract of employment, expressed or implied, and it does not eliminate or change the employment-at-will status of the relationship between you and the Town of Freedom.

We reserve the right to alter, change, delete, deviate from, suspend or discontinue any part or parts of the policies in this handbook, including but not limited to any employee benefit without prior notice. No one other than the Town of Freedom Board of Supervisors may alter or change any of the policies in this handbook. Any alteration or modification by the Board of Supervisors must be in writing. No statement or promise by an elected official, administrator, department head, supervisor, agent or other representative may be interpreted as a change in policy, nor will any such statement or promise constitute an agreement with any employee.

Should any provision of this handbook conflict with any statute, law, ordinance, regulation, or lawful provisions of a valid collective bargaining agreement to which the Town of Freedom is a party, the statute, law, ordinance, regulation or collective bargaining agreement shall control. Nothing in this handbook shall restrict employees from engaging in any concerted or other activity protected by Wisconsin or federal law.

It is your responsibility to read and become familiar with the information in the handbook and to follow the policies and procedures contained herein. If you have questions regarding the handbook or matters that are not covered in it, please discuss them with the [Town Administrator](#).

## EMPLOYMENT STATUS

**Nature of Employment:** Except as specified in a valid collective bargaining agreement or an individual employment contract, or as otherwise provided by law, employment with the Town of Freedom is not governed by any written or oral contract and is considered an “at will” arrangement. This means that you or the Town of Freedom can end the employment relationship at any time for any reason.

### Employee Classifications

We define an employee as a person who works for the Town of Freedom for compensation in the form of wages and excludes unpaid volunteers, independent contractors, elected officials, and persons appointed to serve on boards, commissions, or committees. We use the following classifications to determine your employee benefits and eligibility for overtime.

1. **Benefited Full-Time** – an employee who is regularly scheduled to work more than 32 hours per week on a regularly scheduled basis for the calendar year. A benefited full-time employee is eligible for those benefits described in this handbook as well as any that are required by law.
2. **Benefited Part-Time** – an employee who is regularly schedule to work XX or more hours each work week throughout the year. A benefited part-time employee is eligible for those benefits described in this handbook on a pre-rated basis as well as any that are required by law.
3. **Non-benefited Part-Time** - an employee who is generally scheduled to work less than XX hours per week throughout the year. Non-benefited part-time employees are only eligible for benefits required by law.
4. **Temporary/Seasonal/Casual** - an employee who works full-time or part-time hours on a temporary, sporadic, varying, seasonal, or as-needed basis. These employees are only eligible for benefits required by law.
5. **Exempt** - an employee whose position meets the overtime exemption requirements established by the Fair Labor Standards Act (FLSA). These employees must be paid on a salary basis and are exempt from overtime pay requirements.
6. **Non-Exempt** – an employee whose position does not meet FLSA overtime exemption requirements. Non-exempt employees are paid on an hourly basis and are eligible for overtime pay.

**Commented [DW1]:** Do part-time employees get pro-rated holiday/PTO? Is there a minimum # of regular hours to get benefits?

## **EQUAL OPPORTUNITY, DISCRIMINATION, AND ACCOMMODATIONS**

### **Equal Opportunity and Non-Discrimination**

We are an equal opportunity employer. All employment decisions, including but not limited to, recruitment, hiring, compensation, benefits, promotions, transfers, layoffs, discipline, and termination are made without regard to an individual's age, arrest/conviction record, ancestry, color, national origin, race, religion, disability, marital status, military service, pregnancy, childbirth, sex, sexual orientation, off-duty use or nonuse of lawful products, or any other characteristic protected by federal, state, or local law.

1. Supervisors will see that the provisions of this section are met. It is also the duty of every employee to help create a work environment that promotes equal opportunity. You must report any incident or situation that you believe violates this policy using the Complaint Procedure outlined under the DISCRIMINATION AND/OR HARRASSMENT COMPLAINT PROCEDURE section of this document.
2. Anyone who engages in unlawful discrimination will be subject to disciplinary action or termination. We will not tolerate retaliation against another person for filing a complaint, reporting alleged discrimination, or participating in an investigation. Anyone who engages in retaliation will be subject to disciplinary action or termination.

### **Reasonable Accommodations for Disabilities**

We are 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. You should submit a request for workplace accommodations to your supervisor. Any supervisor who receives a request for a workplace accommodation must forward it to the Town Administrator immediately. After receipt of the request, the Administrator or your supervisor will meet with you to discuss all of the facts and circumstances necessary to make an accommodation determination.

### **HARRASSMENT POLICY**

We are committed to providing a professional work environment that maintains employee equality, dignity and respect. We strictly prohibit and will not tolerate discriminatory practices or harassment against our employees based on their protected class status by anyone, including elected officials, supervisors, co-workers, visitors, vendors, citizens or any other persons. Similarly, employees are prohibited from harassing or discriminating against any other persons based on their protected class status.

1. Any protected class harassment is unacceptable and will not be tolerated. Anyone who violates this policy will be subject to disciplinary action or termination.
2. Harassment includes any conduct, whether verbal, physical, or visual, that is based on a person's protected status, including age, arrest/conviction record, ancestry, color, national origin, race, religion, disability, marital status, military service, pregnancy, childbirth, sex, sexual orientation, off duty use or nonuse of lawful products, or any other characteristic protected by federal, state, or local law. Conduct need not be directed at a particular individual to be considered a violation of this policy. Harassment can take many forms and may include, but is not limited to:
  - epithets, slurs, or negative stereotyping.
  - threatening, intimidating or hostile acts.
  - denigrating jokes.
  - verbal abuse.
  - written or graphic material that denigrates or is hostile toward a protected class.
  - nonverbal conduct, such as staring or making denigrating gestures.
  - physical conduct, such as stalking, assault, unwanted touching.

### **Sexual Harassment**

This policy protects all gender employees from sexual harassment. Our policy prohibits all conduct, whether physical, verbal, written, or visual that is based on gender, including but not limited to:

- unwelcome sexual flirtations, compliments, advances, requests, or propositions.
- unwelcome touching, patting, pinching, brushing against another's body, attention to an individual's body, or physical assault.
- any statements or referencing one's sexuality, gender, or sexual experience, sexual gestures, innuendoes, suggestions, "kidding," "teasing" or jokes.
- the display of sexually-related or suggestive pictures or objects including emails or other computer images.

## **DISCRIMINATION AND/OR HARRASSMENT COMPLAINT PROCEDURE**

We are committed to maintaining a workplace free of discrimination and harassment and take seriously all complaints or reports of harassing or discriminatory conduct by or against any of our employees, supervisors, elected officials, visitors, vendors, citizens, or any other party. The timely reporting and prompt effective resolution of complaints is crucial to preventing and ending prohibited conduct; therefore, the following procedures are in place to address prohibited conduct:

- If you believe that you have experienced or witnessed conduct that violates this policy, you must report the matter as soon as possible to your supervisor, department head, Administrator, or any other member of management with whom you feel comfortable.
- Do not bring your complaint to your immediate supervisor first if your supervisor is the subject of the complaint, or if you feel more comfortable bringing the matter to the attention of one of the other designated representatives identified above.

Investigations and Remedial Action:

- All complaints will be promptly and thoroughly investigated.
- We will take corrective action designed to end any harassment or discrimination in our workplace and prevent it from recurring.
- Corrective and preventive action may include the imposition of discipline or termination, training, referral to counseling, monitoring, demotion or reassignment, or any other action we deem appropriate under the circumstances. We will make follow-up inquiries to ensure that the harassment or discrimination has not resumed.

We recognize that false allegations of harassment or discrimination may have a serious impact on innocent individuals and we will take appropriate action against anyone who makes a false claim of harassment or discrimination.

### **Confidentiality**

We understand that matters of harassment or discrimination can be sensitive, and when possible we will keep complaints and related information in confidence. Disclosure will occur only when necessary to investigate and resolve the matter and when required by law.

### **Retaliation**

Any employee who reports harassment or discrimination, files a complaint, or takes part in an investigation, is protected from any retaliatory action. No reprisal or adverse action will be taken against you for coming forward or participating in the investigatory process. If you believe you are the subject of retaliation, even if the behavior is subtle or you are unsure that the conduct is retaliation, report it immediately to your supervisor, or the **administrator**. Anyone who violates this retaliation prohibition will be disciplined or terminated.

## HOURS OF WORK, ATTENDANCE AND PAY POLICIES

### Work Hours

For most full-time staff, the regular work week will be 40 hours, excluding meal periods. Specific hours of work shall be decided by your department head.

- Your supervisor may authorize variations in your work schedule to accommodate your or departmental needs, or to eliminate or reduce overtime.
- Hourly employees cannot perform any work during their unpaid lunch period without specific authorization from a supervisor; if work is authorized, then the entire lunch period must be included as hours worked on your timecard.
- Exempt Employees. We expect exempt employees to work a normal full-time 40-hour work week and any additional hours required by your workload, which can include special and regular meetings and events outside of normal hours. In return, you may occasionally take time off without using time from your accrued leave banks when the workload of your office permits, provided you let your supervisor know. This flexibility is not an accrued benefit nor does it constitute compensatory time; use of personal time on an hour-for-hour basis for time worked in excess of a 40-hour work week is not permitted by exempt employees.

### Time-Keeping for Non-Exempt Employees

Non-exempt staff shall maintain a daily attendance record in the format we provide. This record shall reflect daily your start and end times, including start and end times of your lunch period, overtime hours worked, and all absences for vacation, illness, holidays, use of compensatory time, etc.

You must keep an accurate record of your time. You must certify the accuracy of your time report by signing it, or by forwarding it by email for approval to your supervisor. If any corrections or modifications are to be made, both you and your supervisor must verify the accuracy of the changes by initialing the record at the time you are aware a change is needed.

- Reportable hours include any work performed out of the office, or outside of normal workhours, including but not limited to, texting, checking email or doing other job-related computer work or phone calls. Supervisors are not to knowingly permit you to perform work without recording the time. Failure to record time worked violates wage and hour laws and our policies and could lead to disciplinary action.
- However, you must get permission from your supervisor before working any overtime. Failure to obtain advanced approval for overtime may result in disciplinary action.
- Accrued paid leave must be used if you are absent from work during your normal work hours. You may only take time off unpaid with approval from your supervisor; you will not be allowed an unpaid absence for the purpose of avoiding the use of accrued paid leave.
- Altering, falsifying, or tampering with time records, or recording time on behalf of another without authorization from a supervisor, is prohibited and will lead to disciplinary action.

### Time-Keeping for Exempt Employees

Exempt employees must report use of accrued and personal time taken using an exception report form.

**Commented [DW2]:** Does the Town have a form for using PTO?

### Attendance

We require regular attendance of all employees. Excessive absenteeism and tardiness interfere with the delivery of services and is prohibited.

- Reporting Absences/Tardiness. If you will be absent from or late for work you must notify your supervisor prior to the normal start of your work day. You must indicate a reason and an expected return to work. If the return to work date changes, you must notify your supervisor of the new date as soon as possible.
- Leaving During Work Hours. You must get permission from your supervisor prior to leaving during work hours, unless there is an emergency.
- Whenever your department head believes that a work release from your doctor is needed to ensure your ability to safely return to your job, or if your return will include certain restrictions that may require accommodation, you will be asked to provide a doctor's report. We may also request a doctor's report or fitness for duty certification in cases of suspected sick leave abuse or to determine fitness for duty when needed.
- Seniority and the employment relationship shall be ended if you:
  - are absent from work without notification to your supervisor or other member of management (unless you cannot notify us for a valid reason).
  - fail to report to work within 10 days after having been recalled from layoff.
  - fail to report for work at the termination of an authorized leave of absence.

### Overtime

We do not permit overtime without prior authorization from your supervisor or the **Town Administrator**. If you work overtime hours without pre-authorization, you will be subject to disciplinary action. Department heads shall assign overtime work only as necessary and when circumstances prevent the accommodation of additional work through reassignment of work priorities or the rescheduling of hours within the same work week.

Non-exempt employees shall receive overtime pay for any hours worked over 40 hours in a work week. Our work week begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday. We use only hours worked in calculating overtime. Time spent traveling for work related activities (attending training sessions, conferences, etc.) count towards hours worked. Paid time off does not count towards hours worked. Overtime will be calculated separately in each work week of the pay period. We pay overtime at 1.5 times your regular rate of pay.

### Compensatory Time

Non-exempt full-time employees may elect compensatory time instead of overtime pay subject to the provisions of this section. This selection must be made within the week in which the time is earned.

- You will receive compensatory time at the rate of 1.5 hours for each 1 hour of overtime worked. No more than 240 hours of compensatory time may be accumulated in your bank per calendar year. Any overtime hours worked beyond the maximum will be paid as overtime compensation. Unused compensatory time will be paid out at the end of the calendar year.
- You must seek permission to use compensatory time from your supervisor. You may use such time within a reasonable period after making the request if use of the time does not unduly disrupt the operations of the department. Likewise, supervisors may require you to use compensatory time within a reasonable period after receiving notice to do so.
- An employee who has accrued compensatory time off shall, upon termination of employment, be paid for the unused compensatory time at the wage rate in effect during the year in which the compensatory time was earned.

**Commented [DW3]:** Does the Town allow compensatory time? If not, does the town want to?

**Commented [DW4]:** This is the maximum allowed by FLSA. Recommend reducing to avoid unplanned extended absences. Recommendation to accrue 100 or fewer hours

**Pay Policies:** You shall be compensated at your approved pay rate on a bi-weekly basis. Payday is the Friday following the completion of the two-week pay period. When the normal payday is a designated non-workday, you will receive your pay on the workday preceding the normal payday.

- Direct Deposit. Wages will be paid by direct deposit.
- Exempt Employees.
  - **Salary Basis.** We pay exempt employees on a salary basis, meaning you receive a pre-determined amount of compensation each pay period. By law, the pre-determined amount cannot be reduced because of variations in the quality or quantity of your work.
  - **Deductions.** Deductions from exempt employees' salaries may occur under the following circumstances:
    - Absences of one or more full days for personal reasons where you elect not to substitute any accrued leave time or you do not have any accrued leave time available;
    - Absences of one or more full days for sickness or disability if the deduction is made under a bona fide sick leave plan, policy, or practice;
    - To offset amounts you receive as jury or witness fees, or for military pay;
    - Disciplinary suspensions of one or more full days imposed in good faith for violations of workplace conduct or safety rules;
    - As otherwise permitted by law.

If you believe that we have made an improper deduction to your salary, report this information as soon as possible to the Town Administrator. If we made an improper deduction, we will reimburse you at the next pay date and will take steps to ensure the improper deduction is rectified in the payroll system.

**Resignation/Retirement/Final Pay:**

- Notice and Return of Property. Should you decide to leave employment, please provide your supervisor with at least 2 weeks' notice prior to your last day on the job. If you are retiring, please notify your supervisor at least 30 days prior to retirement or as far in advance as possible. Employees who provide the requested notice will be considered to have resigned in good standing.
- You must turn in all Town of Freedom property prior to your last day on the job.
- Pay at Termination. We will pay you all earned wages, compensatory time, and earned vacation time when you leave employment.



## TIME OFF AND LEAVE OF ABSENCE POLICIES

### Holidays

The following paid holidays will be granted to all benefited employees and the Town of Freedom offices will be closed on these days.

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Day

- Holiday pay for benefited part-time employees is paid on a pro-rated basis.
- Whenever one of the above-designated holidays occurs on a Saturday, the Friday immediately preceding shall become the official holiday. Whenever a designated holiday occurs on a Sunday, the Monday immediately following shall become the official holiday.
- Whenever it is necessary as determined by the department head or Administrator for a non-exempt employee to work on a holiday to continue essential services, compensation for the actual hours worked shall be at the rate of 1.5 times your regular rate of pay.

**Commented [DW5]:** Add the day after Thanksgiving and Christmas Eve and remove floating holidays.

**Paid Time Off (PTO)** is available to all fulltime and benefitted part-time employees. PTO includes vacation, sick leave, personal time, emergency or bereavement leave, and time off to care for dependents. Paid Time Off (PTO) is earned bi-weekly on the following basis:

**Commented [DW6]:** Update based on board decision

Completed Years of Service	Accrual Rate	Max Accumulation
0-4.99 years	20 days (6.15 hours/pay period)	40 days
5-14.99 years	26 days (8 hours/pay period)	40 days
15+ years	31 days (9.53 hours/pay period)	41 days

**Commented [DW7]:** Keep only if PTO accrual is adopted.

- You may not take PTO until earned.
- PTO should be used in the year earned. You may carry-over up to X days to the next calendar year, but the amount carried over must be used by March 31<sup>st</sup>. You will forfeit any unused PTO.
- PTO requests must be submitted to your supervisor and approval given before taking PTO.
- Time off must be scheduled in advance in increments of at least one hour and approved by your department head except for illness and emergencies.
- Approval of PTO requests will be based on seniority, staffing needs, and workload.

**Military Leave:** We support the military obligations of employees and grant leave for uniformed service under applicable state and federal laws. If you need time off for uniformed service, immediately notify your supervisor who will provide details regarding the leave. If you cannot provide notice before leaving for uniformed service, a family member should notify your supervisor as soon as possible. Upon return from military service, we will grant you seniority, pay, and benefits as required by applicable state and federal laws. We will consider failure to report for work within the prescribed time periods a voluntary termination of employment.

**Jury or Witness Duty:** If you are directed by a court of law, or compelled by subpoena, to perform jury duty or to appear as a witness in a legal proceeding on a scheduled workday, you shall be granted time off without loss of pay to cover your regular work hours. We will consider you to be a witness only where you are not a party and are compelled to attend by subpoena. Your status for the purpose of determining seniority, status, responsibility, and salary shall be unaffected by jury duty or witness leave.

- Should you be required by subpoena to appear as a witness in any legal proceeding that arose out of or is related to your job duties with us, you will be paid for such time, even if that time is outside of your normal work hours.
- You must submit any stipends you receive for attendance at jury or witness duty to the Treasurer's office. You may keep reimbursements you receive for parking or mileage.
- Employees are to indicate jury, court, or deposition hours on their timecards.

**Funeral Leave:**

**Lactation Policy:** Reasonable break times are granted to nursing mothers who desire to express milk while at work. The space provided will meet all of the privacy requirements of the law and will not be in a restroom. Please contact your supervisor or the administrator to make arrangements concerning times and locations.

**Voting Leave:** If you are eligible to vote, you may take up to 3 consecutive hours of leave on Election Day for the purpose of voting. You can use vacation, holiday or compensatory time, or choose to take the time unpaid. You must notify your supervisor when you intend to vote prior to Election Day.

**Commented [DW8]:** Remove if switching to PTO

**Commented [DW9]:** Edit depending on board choice for PTO/comp time

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## EMPLOYEE BENEFITS

COBRA: The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives you and your qualified beneficiaries the opportunity to continue insurance coverage under our plans when a “qualifying event” results in the loss of coverage. Under COBRA, you or your dependents pay the full cost of coverage at the group rates plus an administration fee. We provide written notice of COBRA rights and obligations when a qualifying event occurs.

### Deferred Compensation

We offer the Wisconsin State Deferred Compensation Program to supplement your retirement income. Participation in the program is voluntary and 100% funded by you through payroll deduction in the amount you authorize.

### Employee Assistance Program

The EAP is offered to all employees at no cost to them. It is completely confidential counseling program that offers support through short term counseling issues.

### Flexible Spending Accounts (Section 125 Plans)

Eligible employees can elect to take part in our Section 125 plan. This plan allows you to pay for qualified benefits, such as health insurance premiums, medical expenses not covered by the insurance plans, and dependent care costs, with pre-tax dollars. Payments and contribution amounts are subject to the procedures, rules and regulations of the plan. Plan details are set forth in a separate document issued to you when you become eligible to participate and each year during open enrollment. The Town does not contribute to this account for you.

### Health, Dental, and Vision Insurance

We provide group health, dental, and vision insurance to eligible employees. Insurance is effective 30 days after the first of the month following hire. Plan details are set forth in separate plan documents issued when you become eligible to participate. We reserve the sole discretion to determine what insurance and level of benefits to offer. You may be required to contribute toward the cost of the monthly premiums as established by the Town of Freedom and contributions will be payroll deducted.

### Health Savings Account

A HSA is type of savings account that lets you set aside money on a pre-tax basis to pay for qualified medical expenses. By using untaxed dollars in a Health Savings Account (HSA) to pay for deductibles, copayments, coinsurance, and some other expenses, you may be able to lower your overall health care costs. For employees who choose the HSA health insurance plan, the Town will contribute 75% of the in-network deductible (pro-rata if joining mid-year) to an HSA for you. The employee is also able to deduct additional pre-tax money from their paycheck to add to their HSA up to the annual IRS maximum. An HSA is a savings account and rolls over from year to year; there is no “use it or lose it” requirement.

Identity Theft Insurance: We provide identify theft insurance paid for by the Town.

Commented [DW10]: Need info on policy

### Life Insurance:

The Town covers the cost of basic life insurance through the State Life Insurance pool. This benefit covers 1x the employee's annual earnings. Employees can purchase additional life insurance up to 5 times their salary. Smaller benefits can also be purchased for spouses and children.

#### Long-term Disability Insurance:

This benefit is fully paid by the Town. Claimed benefits continue if the employee is disabled until their normal retirement age. The benefit covers 60% of annual earnings up to a monthly maximum of \$6,000 after a 60-day elimination period.

#### Payment in Lieu of Benefits

Employees have the option to elect to not participate in the health or dental insurance programs. Selection of this option must occur upon initial employment or annually during open enrollment. Changes cannot be made outside of those times unless the employee has a qualifying life event, and the change must be made within 30 days of that qualifying life event. **Employees will receive \$500/month** for the waiver of health insurance benefits. Payments will be included with the employee's regular payroll. While payments will be taxable, payments will not be included for the computation of wages including, but not limited to, WRS-eligible wages, COLA, overtime or other pay.

Retirement: Eligible employees shall be covered under the State of Wisconsin Retirement System (WRS). We will pay our contribution as set by the Department of Employee Trust Funds (ETF), and you shall pay your contribution as set by ETF via payroll deduction. Information regarding the WRS plan can be found at <https://etf.wi.gov/>.

#### Supplemental Insurance

If the employee chooses to have additional insurance coverage, they can participate in Aflac insurance and the Town will facilitate payment of the premium with paycheck deductions.

#### Worker's Compensation:

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

1. Medical and Hospital care
2. Disability benefits
3. Death benefits

To qualify for WC, an employee who is injured on the job must strictly follow the Town's accident reporting procedures, including immediate notification to a supervisor or the Town Administrator that an accident has occurred. All legal requirements established by the State and Federal Governments must be followed. The time lost from work for a worker's compensation accident shall not be charged against an employee's accrued sick time.

The Town will attempt to provide an employee with light duty work if the employee is able to return to work but unable to perform his or her regular assignment.

The Town's first and foremost objective is to do all that can be done to prevent injury by providing safety awareness, specific safety related skill training, and by continually encouraging each employee's active participation in the mutual quest for a safe workplace.

## EMPLOYEE EXPENSES

### Clothing

**Commented [DW11]:** Does the Town provide clothing (i.e. safety boots, hard hat, safety vest, etc)?

### Job-Related Training

You may be permitted to attend, with pay, work-related meetings, conferences, trainings, institutes, and seminars, and appropriate State of Wisconsin courses or examinations for continued certification related to your position and approved by your department head, provided the costs are included in the approved budget. We will pay you for this time under applicable state and federal laws.

### Mileage

When you must use your personal vehicle to travel as part of your duties from the workplace to a destination other than home, you will be reimbursed for authorized travel at the current rate established by the Internal Revenue Service (IRS). Employees seeking mileage reimbursement are required to provide evidence of insurance on their personal vehicle at least annually.

### Travel Reimbursements

Meals and Lodging. If we require you to travel outside the Town of Freedom, we will reimburse you for meals and necessary overnight lodging. Reimbursements are paid after submission of a Travel Expense Form along with receipts for meals and lodging and any out-of-pocket expenditures. Failure to submit a reimbursement request within 30 days of the date the expense was incurred may cause denial of the reimbursement.

- Lodging reimbursement is limited to the rate for a single room/single person at a licensed hotel or motel. When possible, you must make advance reservations. It is the employee's responsibility to charges reflect proper tax exemption.
- Reimbursement for meals is set at the levels used by the State of Wisconsin. You must submit an itemized copy of your meal bill(s). A credit card receipt is insufficient. Alcoholic beverages will not be reimbursed. Reimbursable meal expenses are for employees only.

### Other Travel Expenses and Requirements

Other expenditures that qualify for travel reimbursement include parking, tolls, baggage handling, and necessary equipment rental. Receipts for fees must be attached to the Travel Expense Form. Tickets for driving infractions, unauthorized parking or other violations will not be paid or reimbursed.

## CODE OF ETHICS

We expect you to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between your personal interests and those of the organization. We expect that the transactions you take part in are ethical and within the law, both in letter and in spirit.

There is no way to develop a comprehensive detailed set of rules to cover every business situation. We require you to act ethically when performing your duties so that your actions will reflect positively on you and on us. You must comply with all local, state, and federal laws.

Our policy and state law prohibit employees from engaging in the following conduct:

1. Soliciting or receiving from any person or acting as a mediator for any fee, gift, or other thing of value in the course of your work, when such fee, gift, or other thing of value is given in the hope or expectation of receiving a favor or better treatment than that accorded any other person.
2. Threatening or attempting to use or using political influence or giving or being in any way involved in giving any money or any other thing of value in return for appointment, promotion, transfer, leave of absence, change in pay or other tangible employment benefit.
3. Engaging in political activity by making use of your position to further the candidacy of any person or engaging in political work during regular work hours. Nothing in this section shall be construed to interfere with your right to become a member of a political club, to attend political meetings, to express your opinion on political subjects, and to enjoy freedom from all interference in casting your vote.
4. Accepting anything of value from any person, business, or organization if it may be viewed as a reward for any official action or inaction taken by you. State law also prohibits any local public official or public employee from accepting anything of value if it could reasonably be expected to influence your official actions or independent judgment.

Speak with your supervisor or the Administrator regarding questions, concerns or issues addressed in or related to this policy.

### DRIVING REQUIREMENTS AND PRACTICES

The following policies cover operation of Town of Freedom vehicles and personal vehicles used in performing your job. We reserve the right to make specific decisions regarding your ability to drive based on the particular circumstances of the situation.

1. Employees assigned Town of Freedom-owned vehicles are to use those vehicles for official business only; we do not permit personal use.
2. You will follow safe driving practices and will comply with all federal, state and local laws governing operation of motor vehicles and rules of the road. This includes taking all steps to ensure your total concentration and safe operation of vehicles. In addition, the following rules apply:
3. Smoking is prohibited in any Town of Freedom vehicle; there are no exceptions.
4. You will not manipulate radios, telephones, tablets, or other equipment while the vehicle is moving. You will not talk on cell phones while the vehicle is moving, unless using a hands-free device or an emergency renders the use of such device impractical.
5. You will not take your eyes off the road while the vehicle is moving.
6. You will not operate a vehicle when your ability to react is impaired.
7. You will not text in any manner on a cell phone, smart phone, tablet, or other device.
8. You must keep headlights and seat belts on at all times.
9. You must abide by all provisions of the Drug-Free and Alcohol-Free Policy in this handbook.
10. You must maintain an acceptable driving record to drive for your job. You must report all infractions or violations incurred while driving, whether during work time or personal time, to your department head. We will also check driving abstracts through the Department of Motor Vehicles.
11. If you use your personal vehicle, you must carry insurance coverage as required by Wisconsin law. You must submit a copy of your insurance card to the assistant to the administrator annually or when your insurance coverage changes.
12. You must notify a supervisor immediately when a Town of Freedom vehicle is inoperable, unsafe, or damaged.
13. You are responsible for all Town of Freedom vehicles that you operate, and you shall not permit any non-employee to drive them.
14. If you are involved in an accident, you must:
  - a. Stay at the scene and turn on the four-way flashers.
  - b. Immediately contact law enforcement and your supervisor, department head, or the Administrator.
  - c. When requested, give your name, address, Town of Freedom affiliation and show your driver's license and proof of insurance to the other party and law enforcement personnel.
  - d. Upon return to work, obtain and complete all necessary worker's compensation and incident report forms from your supervisor or administration.

**Commented [DW12]:** My understanding is that this currently occurs... this inclusion would prohibit smoking in vehicles.

## DRUG AND ALCOHOL-FREE WORKPLACE

We will maintain a drug-free and alcohol-free workplace. Accidents, injuries, absenteeism, decreased productivity and property damage can result if you are under the influence of drugs, alcohol or other substances at work.

### Conduct and Discipline

A violation of the following rules may result in disciplinary action or termination:

1. You are prohibited from using, possessing, manufacturing, selling, distributing, purchasing or dispensing alcohol or controlled substances/illegal drugs or drug paraphernalia on Town of Freedom property, while performing your job duties or engaged in a Town-sponsored activity, or while on Town business.
2. You are prohibited from reporting for or remaining on duty or performing assigned job duties while under the influence of alcohol or a controlled substance/illegal drug or having the prohibited level of alcohol or an illegal drug/controlled substance in your system as indicated by a positive test result.
3. You may not bring or consume prescription drugs that are not prescribed for you, or that impair your ability to do your job to the workplace. You must notify your supervisor or administrator before engaging in any work if your prescription medication could affect job performance and/or safety.
4. Criminal convictions for manufacturing, distributing, dispensing, possessing or using controlled substances/illegal drugs in the workplace must be reported in writing to the administrator no later than 5 calendar days after such conviction.
5. If you refuse to submit to a drug and/or alcohol test when directed to do so under circumstances consistent with this policy, you will be immediately placed on suspension pending investigation. You may not engage in any conduct that prevents completion of a test, or provide false information when tested, or attempt to falsify a test result.
6. You may not use any alcohol within 8 hours following an on-duty accident.
7. You must comply with requirements for treatment, after care, and return to duty, if applicable.

### Employee Assistance Program (EAP)

~~Employees are encouraged to voluntarily seek professional, confidential assistance for alcohol and drug problems. Contact and other information for the EAP provider is located in the administrative offices. You are also encouraged to utilize any programs offered by our insurance programs.~~

### Testing

We will require drug and/or alcohol testing under the following circumstances:

1. Pre-Employment: Drug testing is part of the evaluative procedure for new and returning employees and will be conducted upon a conditional offer of employment.
2. Reasonable Suspicion: You will be required to test if there is a reasonable suspicion that you are impaired, under the influence of, or have drugs or alcohol in your system. "Reasonable suspicion" means observations of objective facts sufficient to lead a prudent person to conclude that you may be under the influence or have a prohibited substance in your system.
3. Post-Accident/Work Related Incident: We may require drug or alcohol testing following a work-related incident/accident.
4. Random: Drug testing may be required on a random basis for those in any safety sensitive positions.
5. Return-to-Duty: Any employee found to have violated this policy and who is allowed to return to work will be required to test prior to returning to duty, and then randomly thereafter, for a one-year period. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable laws.

**Commented [DW13]:** Does the Town currently test for drugs as a condition of employment?



## EMPLOYEE CONDUCT

To ensure orderly operations and provide the best work environment, we expect you to conduct yourself at all times in a manner that is respectful and will protect the interests and safety of all employees and the organization. This handbook cannot address every conceivable circumstance that may arise. We consider all of our employees to be professionals, and you are expected to exercise responsible judgment.

We reserve sole discretion to determine when certain behaviors, conduct, decisions, etc. are inappropriate, even if they are not expressly prohibited or addressed in this handbook. The consequences for any infraction will depend on all relevant circumstances and may include discipline or termination as we determine appropriate.

It is not possible to list all the behavior that is unacceptable. The list below is illustrative and not intended to be all-inclusive. These are examples of infractions that may result in disciplinary action or termination:

1. Any form of theft, dishonesty or inappropriate removal, use or possession of property.
2. Falsification of timekeeping or other records or documents.
3. Any form of violence.
4. Verbal or physical abuse; discourteous, disrespectful, insulting or inflammatory language or conduct, or any other form of behavior that could be deemed "bullying" towards another person.
5. Negligence or improper conduct leading to damage of Town-owned property or property belonging to others, or injury to another person.
6. Insubordination or other failure to follow directives or instructions.
7. Violation of safety or health rules.
8. Smoking in prohibited areas or Town-owned buildings, equipment or vehicles.
9. Possession of dangerous or unauthorized materials, such as explosives or firearms.
10. Unacceptable attendance record.
11. Unauthorized use or misuse of telephones, mail system, computers, social media or other Town-owned equipment.
12. Unsatisfactory or inappropriate performance or conduct.
13. Violation of any other policies/rules in this handbook.

**Corrective Action:** The purpose of corrective action is to eliminate inappropriate conduct, violation of policies, improper behavior or performance problems. Corrective action may include, but is not limited to, oral or written warnings, suspensions without pay, work restrictions, job transfers, termination or any other form of discipline, counseling or correction deemed necessary under the circumstances. The specific measures taken will depend upon the nature and severity of the conduct and the surrounding circumstances.

## GENERAL INFORMATION

### Appearance and Demeanor

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

### Bulletin Boards

We use bulletin boards to inform you of important developments and legal rights. They are used only for official notices or announcements. You must familiarize yourself with the information communicated on the bulletin boards.

### Confidential Information

You may have access to confidential Freedom, resident, personnel or other sensitive information as a part of your job duties. The protection of confidential information is vital to our interests, and to the interests of our employees and citizens. You shall not disclose any confidential information to any Town of Freedom personnel who does not have a legitimate business need to know such information, or to any persons outside the Town of Freedom organization, without the authorization of the administrator. If you receive a request for information that you know or should know is confidential, whether you are on or off duty, you will direct the person asking for the information to the Town Clerk. Should you improperly use or disclose confidential information, you will be subject to disciplinary action.

### Emergency Closings

When an emergency, such as severe weather, fires, power failures, etc., requires the closing of a Town of Freedom facility, you may elect to use accrued leave time to cover lost hours. If you choose not to use accrued leave time, or if you do not have any accrued time, the hours missed will be unpaid. If you cannot report to work due to weather, you may substitute accrued time to compensate for hours not worked, otherwise, the time off will be unpaid. Employees in essential service functions may be required to work when operations are closed.

### Employee Information

It is important that you notify the Administrator of any change in your personal information, including any changes in name, mailing or email address, phone number, marital status, dependents, beneficiary designations, and emergency contact information.

### Employment of Family Members or Close Friends

Departments can hire relatives, domestic partners, and close friends of employees, but not if they would be in a direct supervisory relationship, or where such employment would otherwise create potential problems, safety or security concerns, or where a potential conflict of interest is deemed by us not to be in the best interests of the department or the Town of Freedom.

#### Medical Privacy Policy

We strive to protect personal and medical information of our employees and have adopted the following practices:

- We keep medical information in separate employee medical folders in a locked file cabinet devoted only to medical information.
- Only Administration maintains employee personnel information, including medical records.
- Medical record access is limited to the Administrator and Finance Director/Treasurer.
- Medical records are not to be kept in any other location and are not to be kept by individual supervisors or department heads. All medical documentation is to be sent to the Finance Director/Treasurer, and no copies are to be retained in paper or electronic formats by any other person or department.
- Disclosure is limited to legitimate business purposes, such as administration of benefits, reasonable accommodation decisions, and medical leave determinations, and any other purpose mandated by law.
- We limit disclosure of medical information to supervisors on a need-to know basis when necessary to disclose a staff member's need for time off, work restrictions or needed accommodations.
- Under Wisconsin Statutes § 103.13, employees can request to see their medical records in accordance with the provisions outlined in that section.

Municipal Property: Personal use of the Town of Freedom resources, such as equipment, tools, physical spaces or buildings, and other items for personal reasons is prohibited. If you are contemplating the personal use of a Town of Freedom resource for a reason that you believe is justified, you must get the written permission of the Administrator prior to using the resource.

Open Door Policy: Your opinions, suggestions and questions are important to us. Talk with your immediate supervisor about issues at work that concern you or conflicts that you are having with a co-worker. We will attempt to provide straightforward responses to your questions and comments. If you/your supervisor cannot resolve your issues, please contact the Administrator.

Outside Employment: We expect all regular employees to place the responsibilities and obligations of their positions with us first. You may engage in outside, non-Freedom employment, subject to the following conditions:

1. There is no conflict of interest between your secondary employment and your work with us and/or the work we do.
2. We may request you to cease any outside work or end your employment in the event of a refusal to surrender the secondary employment, if such work is affecting the efficiency, quality, and effectiveness of your work with us or a potential conflict of interest develops.
3. There shall be no professional consulting work or side job by employees within the Town of Freedom limits where such work would pose a conflict of interest with your job duties or the work we do.
4. No outside employment or consulting work shall be carried on during your work hours with us, nor shall our vehicles, equipment, supplies, machines, or other property be used for your secondary work.
5. We will require you to provide us with a list of your outside employment annually on the proper form.

Performance Assessments: Performance evaluations will be conducted on an annual basis, coordinated with the Town budgeting process. These are an important opportunity to let you know how you are performing, how performance can improve, and to receive input from you concerning training, supervision, job difficulties and other valuable feedback. In addition, performance directly relates to our annual compensation decisions.

Your performance evaluation shall be an immediate supervisor or the Town Administrator. In the case of the Town Administrator, the Board of Supervisors shall designate the evaluator. Each supervisor shall utilize the Town Performance Review Form.

Personal Appearance: As a Town of Freedom employee, your appearance reflects on us. We expect you to present yourself for work in a professional, presentable, modest, well-groomed manner at all times. 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.

Personal Communications on Town resources: Personal communications including calls and texts using Town resources (Town resources includes paid time and/or Town owned equipment) must be kept to a minimum during work hours. You should make and receive communications during breaks.

Personal Property: We reserve the right to conduct searches and inspections of employees, their personal items, and Town of Freedom provided property when a business need, probable cause or reasonable suspicion exists in our opinion. We may conduct searches and inspections without notice.

Personnel Records and Employment References: Personnel records are the property of the Town of Freedom and we restrict access to them, in accordance with Wisconsin Statutes. Access to your personnel records is governed by Wisconsin Statutes 103.13. Should you want to review your record under 103.13, you must contact the Administrator. All requests from sources outside the Town of Freedom for personnel information or employment references concerning applicants, current employees, and former employees shall be forwarded to the Administrator and will be addressed in accordance with Wis. Stats. 19.36 (10)(10).

Public Records/Media Contact: Only our designated records custodian(s) may respond to a public record request. Should you receive a request, please forward it to the Clerk. Only the Administrator or his/her designee will serve as the authorized media spokesperson for the organization. Any requests for comment or interviews regarding official business must be directed to the Administrator.

Safety: Job safety is very important to all of us. We require safe work practices of all employees and expect you to conduct yourself carefully and safely at all times. You are expected to observe all safety procedures and rules, and use required personal protective equipment (PPE) as outlined in the Safety Handbook.

All work areas must be kept clean and free from debris and clutter. Tools and equipment must be kept clean and in good repair. Any accident, hazard, or unsafe condition or equipment is to be corrected and reported to a supervisor. If you are involved in or witness an accident while working, you must report it immediately to a supervisor. Supervisors must maintain a safe work environment, enforce safety rules, and train staff.

A copy of our Safety Handbook is distributed separately from this handbook to each employee. You must familiarize yourself with these rules and abide by them. If you have questions about one or more of the rules, contact your supervisor.

Social Media: We encourage use of social media to further our goals and the mission of our departments. Departments may use social media to conduct departmental business, provided they follow the policies outlined below.

1. Social media sites must be approved by the Administrator prior to implementation. **Unless approved otherwise, departmental use of social media will be for one-way communication only.** Two-way communication creates a public record that must then be tracked and produced for public records requests. Therefore, back and forth discussion should not occur.
2. Social media sites are subject to the State of Wisconsin public records laws. Any content maintained in social media format that is related to our business, including a list of subscribers and posted communications, is a public record. Social media sites shall clearly indicate that any articles and other content posted or submitted for posting are subject to public disclosure.
3. Our website shall remain the Town of Freedom's primary and predominant Internet presence. Social media is used to disseminate time-sensitive information as quickly as possible, and to increase our ability to communicate with the widest audience. Where possible, content posted to social media sites will be posted to our website.
4. Social media sites shall comply with all other applicable policies and standards, including but not limited to, the Code of Ethics and Anti-Harassment and Discrimination Policy.
5. Personal Use. Personal use of social media sites is prohibited during work hours. You should have no expectation of privacy in use of social media accessed during work hours and/or via Town-owned technology resources. The Town of Freedom may monitor employees' social media activities during work hours and/or Town owned resources.

Tobacco Policy: Smoking, including electronic cigarettes, and use of tobacco products, is prohibited in any Town of Freedom buildings, vehicles, while operating any equipment, or inside any roofed, permanent structures in Freedom parks. Smoking will be permitted only outside of Town of Freedom buildings and vehicles/equipment in designated areas, during designated work break times, and in accordance with Wisconsin law.

**Commented [DW14]:** Does the Town have a safety handbook? If not, this is very high priority. Insurance carrier may have template.

**Commented [DW15]:** Develop ASAP and incorporate

Weapons Policy: We intend to promote a safe environment for employees and other individuals who interact with our employees.

1. A "weapon" is any device designed as or intended to be a weapon and capable of producing death or harm to another person including, but not limited to, firearms, handguns and explosive devices.
2. We strictly prohibit the possession, control, use, or threatening the use of a weapon in the course of employment whether on or off our premises. This prohibition does not apply to law enforcement officers performing their official duties.
3. Weapons stored in your personal vehicle while the vehicle is on our property or while the vehicle is being used in the course of your employment must be in accordance with Wisconsin law and kept and secured in the vehicle.

Workplace Violence: We will not tolerate any threatening or abusive conduct or acts of violence against an employee or by an employee in the course and scope of employment or at function that we sponsor. You must report to any member of management any threats or violence that you have suffered or witnessed. Even without a specific threat, you should report any behavior you have witnessed that could be perceived as threatening or violent or that could endanger the health and safety of another person. We will take steps to protect you from retaliation or intimidation for making a report or participating in an investigation.

Any reported act or threat of violence will be taken seriously and investigated promptly. To the extent possible, we will keep any such report confidential; however, we cannot guarantee absolute confidentiality. Any person reported to have made threats, exhibited threatening behavior or engaged in violent behavior will be removed from the premises as quickly as safety permits and shall remain off our property pending the outcome of an investigation.

Any violation of this policy by an employee may result in disciplinary action or termination. We reserve the right to take any legal steps needed to protect our employees and third parties including involving law enforcement.

## GRIEVANCE PROCEDURE

This grievance procedure implements the provisions required by Wis. Stat6s. 66.0509(1m). This policy is not intended to create a legally binding contract or change at-will nature of employment.

1. This grievance procedure applies to employees, but not to elected officials or persons appointed to serve on boards, commissions or committees.
2. This grievance procedure applies only to issues concerning workplace safety, discipline, and termination.
  - a. For purposes of this policy, “workplace safety” means conditions of employment affecting physical health or safety, safe operation of workplace equipment and tools, personal protective equipment, and workplace violence. “Workplace safety” does not include general working conditions unrelated to physical health and safety, such as hours, overtime, leaves of absence, work schedules, breaks, vacation, performance reviews, compensation, etc.
  - b. For purposes of this policy, “termination” does not include layoffs, workforce reductions, voluntary terminations including resignations and retirements, job abandonment, end of employment because of disability, lack of qualifications or licensure or other inability to perform job duties, and any other cessation of employment not involving involuntary termination.
  - c. For purposes of this policy, “employee discipline” shall include any employment action that results in an unpaid disciplinary suspension, disciplinary reduction in pay or benefits, or disciplinary demotion; it includes verbal and written warnings. It shall not include plans of correction or performance improvement, performance evaluations or reviews, documentation of employee acts and/or omissions, counseling, coaching, meetings, or other pre-disciplinary action, administrative suspension with pay, administrative suspension without pay pending investigation of alleged misconduct or nonperformance, non-disciplinary wage, benefit or salary adjustments, or any other action taken for non-disciplinary reasons.
3. Every reasonable effort should be made by supervisors and employees to resolve questions, problems, and complaints together. Thus, you should first discuss any issues concerning the subjects covered by this grievance procedure with your immediate supervisor.
4. If the complaint is not resolved by your immediate supervisor, you may file a written grievance with the department head no later than 7 workdays from the date that you first knew, or should have known, of the condition or circumstance giving rise to your grievance. If the complaint involves the department head, submit the complaint to the administrator.
  - a. The written grievance must include your name, job title, a statement of the grievance, the date of the event or circumstances giving rise to your grievance, identification of the policy/procedure/rule that is being challenged, your signature and date; grievance forms are available from Administration.
  - b. The department head may schedule a meeting with you and other relevant parties, but this meeting must occur within 10 workdays of the department head’s receipt of the grievance. The department head will provide a written response within 10 workdays of receiving the grievance or within 10 workdays of the meeting. These same time requirements apply if the grievance is being considered by the Administrator.
5. The written decision of the department head shall be final unless you file a written request for review with the administrator no later than 5 workdays of the date of the written decision. The administrator may schedule a meeting with you and other relevant parties, but this meeting must occur within 10 workdays of receiving the request for review. The administrator will provide a written response within 10 workdays of either receipt of the request for review or the date of the meeting, whichever is later. If the administrator has already reviewed the matter as set forth above,

**Commented [DW16]:** Local governments are required to have a grievance procedure that contains certain elements. The procedure outlined in this document includes the necessary requirements.

the provisions of this paragraph do not apply and the next step is before an impartial hearing officer.

6. The written decision of the administrator shall be final unless you file a written request with the Personnel Committee no later than 5 workdays after the date of the written decision, requesting a hearing before an impartial hearing officer (IHO) selected by us. The IHO shall not be a Town of Freedom employee. The hearing shall be held as soon as practicable.
  - a. The hearing shall be transcribed only if one or both parties agree to bear the cost. Witnesses may provide oral information if they are present, but written witness statements in lieu of a personal appearance are prohibited. Written documents may be submitted.
  - b. The IHO will determine which witnesses may speak and which documents will be accepted. The hearing is to be informal and the rules of evidence do not apply; however, no factual finding can be based solely on hearsay. There shall be no discovery. The IHO may request oral or written arguments. The IHO may also decide that a hearing is not necessary, and that he or she can make a decision solely on submission of written documents.
  - c. The sole question to be answered by the IHO is whether our decision was arbitrary and capricious. The grievant shall bear the burden of proof. The IHO must sustain or deny our decision; the IHO does not have the authority to modify the decision, nor to grant, in whole or part, the specific request of the grievant. The IHO shall provide a written decision within 30 calendar days of the hearing date or final submission of written documents.
7. The decision of the IHO shall be final unless the grievant or the Town of Freedom files with the Clerk's office a written request for review by the Town Board no later than 5 workdays of the date of the IHO's written decision. The Town Board shall review the matter as soon as practicable. Only the issues raised before the IHO may be appealed and considered by the Board. The Board shall not hear from any witnesses or take any additional documents or any other evidence, but rather will limit its review based on the written record before the IHO. The Board is not to substitute its judgment for that of the IHO, but rather will limit its determination to whether a rational basis exists for the IHO's decision. A simple majority vote of the Board shall decide the appeal. The Board decision shall be final and not subject to any further review.
8. Failure of the grievant to process a grievance within the time limits, or pursuant to agreed-upon written extensions, shall constitute a termination of the grievance; it shall not be processed any further and cannot be re-filed. Our failure to meet the timelines shall cause the grievance to automatically move to the next step.
9. All expenses incurred by either party in investigating, preparing, presenting or responding to a grievance shall be borne by the party incurring the expense. The cost of the IHO shall be borne by us.



**EMPLOYEE HANDBOOK RECEIPT**

I have received the Employee Handbook. I understand that it is my responsibility to read and to comply with the policies contained in it and any revisions made to it. I also understand that if I have any questions about the content of the Handbook, I can speak with [identify position or department] for answers to my questions.

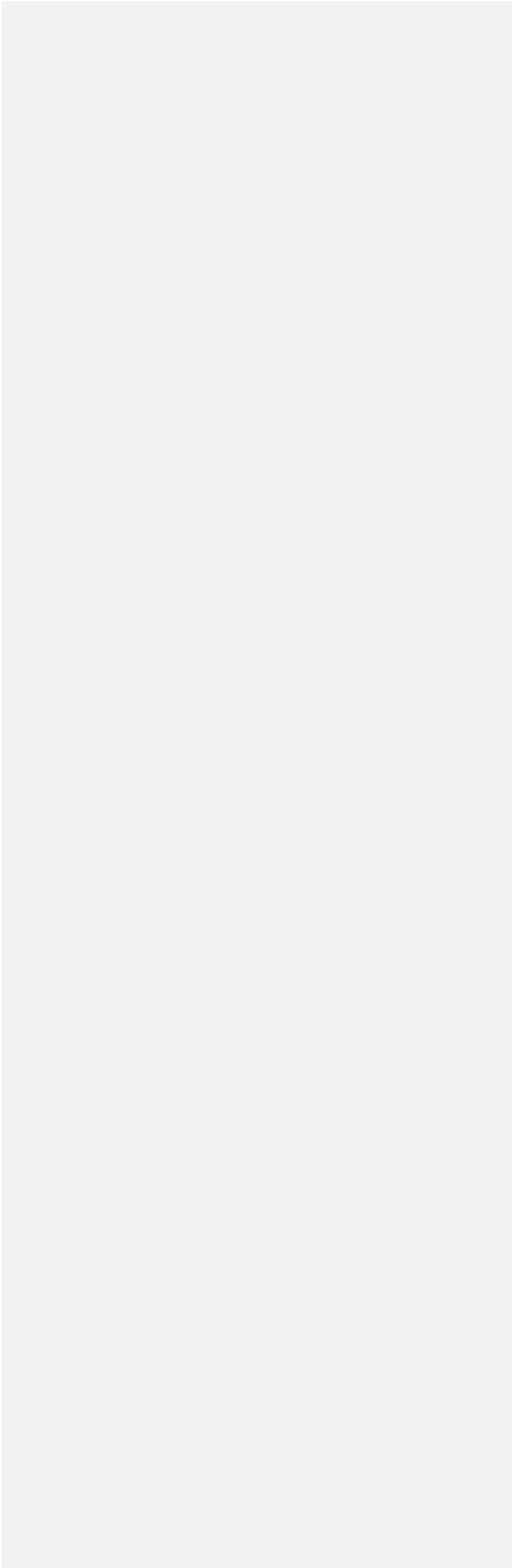
I understand the Town of Freedom has the right to change any provision in this Handbook at any time and that I will be bound by any such change. I acknowledge that nothing in the Employee Handbook constitutes a guarantee of employment or an employment contract of any kind. I understand that my employment is "at-will" unless otherwise provided by Civil Service, applicable law or ordinances, or a collective bargaining agreement. Where employment is "at-will," I understand that it can be terminated at any time for any reason, with or without cause or notice.

Name: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

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

DRAFT



## MEMO

**To:** Town of Freedom Board of Supervisors  
**From:** Diane Wessel, Interim Administrator  
**Re:** **Hiring Process**  
**Date:** December 27, 2022

### **BACKGROUND**

The Town of Freedom does not have a standardized formal hiring process.

### **ISSUE IDENTIFICATION**

The lack of a standard hiring process presents challenges to internal and external communication, fair and equal treatment of potential candidates, and efficiency. Missteps while navigating these challenges can result in missed opportunities and/or legal risk.

### **STAFF ACTIONS**

I have attached a standardized hiring process. Because this is a standard operating procedure (SOP), not a policy, it is an administrative function and therefore may be implemented administratively.

Some actions within the SOP are policies and therefore, are subject to board approval. Policy items are identified in red.

## **POSITION DESCRIPTION**

All positions must have a description. **New position descriptions require board review and approval. Substantive modifications to existing and approved position descriptions require board review and approval.** No hiring may take place unless it is to fill an approved position description. All position descriptions must contain, at a minimum:

1. Job title
2. Reporting
3. Classification (exempt, non-exempt)
4. Job summary
5. Key areas of responsibility
  - a. Essential job duties
  - b. Non-essential job duties
6. Desired education and/or training
7. Equal opportunity statement

## **POSITION ADVERTISEMENT**

Although no state or federal law requires that local government positions be advertised, it is better practice to do so. The League of Wisconsin Municipalities advises local governments to develop a procedure for soliciting applications to maximize equal opportunity and minimize the risk of discriminatory hiring. Therefore, all open positions will be posted on the Town of Freedom's website and other locations if applicable to the position and may include:

- League of Wisconsin Municipalities Classified Ads: <http://lwm-info.org/712/Classified-Ads>
- Wisconsin Towns Association Classified Ads: <https://www.wisctowns.com/resources/classified-ads/>
- Wisconsin Public Works Association: <http://wisconsin.apwa.net/PageDetails/8175>

## **WAGE / SALARY RANGE**

Each employment position within the Town will have a minimum/maximum pay scale. **Pay scales will be adjusted annually during the annual budget process** and will be based upon:

- Review of market rates of comparable positions with comparable employers OR
- \*Wisconsin Employment Relations Commission Consumer Price Index for urban consumers (CPI-U) for November 1 of the current year.

[WERC Chart of CPI-U Percentages for Various CBA terms \(wi.gov\)](#)

\*Using CPI for wage increases ensures that they account for changes in the cost of living. If employee wages are not increased by at least the CPI, the net effect is a cut in pay.

## **APPLICATION**

Candidates for employment may apply for open positions by either:

- completing a Town of Freedom Application for Employment  
OR
- submitting a letter of interest and resume.

## **INTERVIEWS**

Town Board will conduct interviews for department head positions such as Director of Public Works and Clerk / Treasurer.

Department heads will conduct interviews for supervisors and all non-exempt (hourly) employees within their department.

## **REFERENCE CHECKS**

ALL offers of employment will be contingent upon satisfactory reference checks.

## **BACKGROUND CHECK**

ALL offers of employment will be contingent upon satisfactory background screening.

The Town of Freedom's insurance carrier offers discounted background screening packages for clients: [Background Screening - IntelliCorp | Glatfelter Healthcare Practice \(glatfelterpublicentities.com\)](http://Background Screening - IntelliCorp | Glatfelter Healthcare Practice (glatfelterpublicentities.com))

- Package 2 (current price: \$32.40)
  - Validated Criminal Database (Includes Validated Nation-wide Sex Offender & Validated Department of Corrections)
  - Unlimited Single County Searches (unlimited address history and Arrest records search)
  - SSN Verification w/Address History
  - Government Sanctions (Terrorist Search)
  - Arrest Record Driven Recommendations
- Positions that require operating of town vehicles or equipment will also require:
  - Motor vehicle reports
  - Drug testing

## **OFFERS OF EMPLOYMENT**

Town Board will vote on offers of employment for department head positions.

Department heads are authorized to extend offers of employment to supervisors and non-exempt employees within their department provided:

- the wage/salary does not exceed the midpoint of the adopted wage/salary scale for the position  
AND
- the paid time off does not exceed the paid time off for 8 years of employment on the approved paid time off scale. (negotiating above the minimum for paid time off is necessary if the Town intends to attract employees with experience).

**ONBOARDING**

The Town of Freedom requires all employees to enroll in direct deposit.

WHAT	INITIALS	WHEN COMPLETED
<b>Payroll</b>		
Direct deposit information		
W-4 Payroll Tax Information		
New employee contact information		
I-9		
<b>Enrollments</b>		
Health Insurance or waiver payment		
Dental & Vision Insurance		
State Disability Insurance		
Deferred Compensation		
Wisconsin Retirement System		
AFLAC		
<b>Employee start</b>		
Employee Handbook		
Computer access / login/ email		
Building access		
Emergency contact form		
<b>Notifications</b>		
<b>Training</b>		
Respectful Workplace		
Manager training:	<a href="http://www.glatfelterpublicentities.com">The Respectful Workplace - Manager Training   Glatfelter Healthcare Practice (glatfelterpublicentities.com)</a>	
Employee training	<a href="http://www.glatfelterpublicentities.com">The Respectful Workplace - Employee Training   Glatfelter Healthcare Practice (glatfelterpublicentities.com)</a>	

## MEMO

**To:** Town of Freedom Board of Supervisors  
**From:** Diane Wessel, Interim Administrator  
**Re:** Department of Public Works Job Descriptions  
**Date:** January 11, 2022

### BACKGROUND

- A position description is an internal document that identifies roles and responsibilities, used to determine pay grade, in employee evaluations, Fair Labor Standards Act status, and other human resource functions. Position descriptions may provide protection after terminations. A position description is usually reviewed/approved by the elected body.
- A job posting is an advertisement used for marketing that usually provides summary information of the position description. A job posting's purpose is to attract candidates and should sell both the organization and the employment opportunity.

### ISSUE IDENTIFICATION

The Town of Freedom appears to lack formally approved position descriptions and wage ranges.

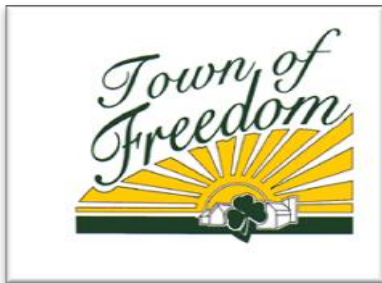
### RECOMMENDATIONS

All employment positions should have a formal job description and pay grade approved by the Town Board and updated regularly. Hire within the pay range with consideration for candidate qualifications.

Staff has drafted position descriptions for the positions of public works foreman with a suggested pay range of \$26-\$29/hour dependent upon qualifications and public works laborer with a suggested pay range of \$23-\$26/hour dependent upon qualifications.

### ATTACHMENTS - POSITION DESCRIPTIONS

1. Public Works Foreman: Responsible for supervision of personnel engaged in all street/road division activities including street and storm sewer maintenance, storm sewer locating, park maintenance, yard waste site, snow and ice control and removal, and sign maintenance in addition to public works laborer duties.
2. Public Works Laborer: Perform work that is semi-skilled and manual in nature pertaining to the operation of trucks and equipment in the performance of various public works construction, maintenance, and operation activities.



# TOWN OF FREEDOM

## PUBLIC WORKS LABORER

REPORTS TO: Public Works Foreman  
SUPERVISES: None  
FLSA STATUS: Non-Exempt

### BASIC FUNCTION:

Perform work that is semi-skilled and manual in nature pertaining to the operation of trucks and equipment in the performance of various public works construction, maintenance, and operation activities.

### TYPICAL DUTIES (May include but is not limited to the following).

- Operate trucks of various sizes and weights in the loading, hauling, and unloading of various materials, equipment, and attachments.
- Plow snow during snow removal operations and adjust to schedule changes due to weather and increased need for snow and ice removal operations.
- Assist in traffic control, storm sewer cleaning, street cleaning/maintenance, traffic signing, brush/rubbish collection, grass cutting and other miscellaneous public works activities.
- Operate loaders, tractors, mowers, and other equipment, as needed.
- Perform daily routine inspection and preventative maintenance on assigned equipment and refer defects or needed repairs to Public Works Foreman.
- Consult with the Public Works Foreman on all operational issues and matters.
- Ensure the proper maintenance of equipment and tools by cleaning and checking equipment and tools before and after use.
- Maintain prompt, predictable and reliable attendance.
- Maintain the ability to lawfully operate a motor vehicle
- Assist all other Town services as needed.
- Utilize public relations skills on a regular basis in contact with residents, taxpayers, regulators and other customer questions and concerns.
- Perform other duties as assigned.

### WORK CONDITIONS

- While performing the duties of this job the employee regularly works outside in all weather including, rain, sunny, hot, humid, freezing, snow and blizzard conditions.
- The employee works near moving equipment and mechanical parts and is exposed to dirty conditions, high noise levels and vibration.
- The employee occasionally works in high precarious places and occasionally is exposed to fumes, and airborne particles.

## WORK HOURS/ATTENDANCE

- Maintain prompt, predictable and reliable attendance.
- Typical working hours are 40 hours per week ranging from 6:00am to 2:30pm (half hour lunch not paid) Monday through Friday. Work also includes weekends and holidays as directed.
- In emergencies, must be able to answer phone calls 24 hours per day / return missed calls within 1 hour.
- Respond to after-hours emergencies such as salting, plowing, storm sewer backup, etc.

## MINIMUM QUALIFICATIONS

### Knowledge, Abilities and Physical Demands

- Comprehensive knowledge of the operation and maintenance requirements of the various types of trucks or other related equipment, together with the ability to make minor adjustments and do the necessary servicing work. Thorough knowledge of the traffic laws, ordinances, and rules involved in truck operation. Knowledge of occupational hazards and safe work practices in order to operate trucks and equipment safely and effectively.
- Skill in the operation of equipment needed to effectively perform the duties and responsibilities of the position, including modern office equipment.
- Ability to learn general layout of the Town and learn the routes to other locations.
- Ability to communicate effectively both orally and in writing with business representatives, elected officials, department heads, the general public, and other Town employees with courtesy and tact. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships with staff and the public.
- The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.
  - The employee must frequently move and/or transport up to 50 pounds and occasionally move and/or transport up to 75 pounds.
  - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
  - Frequent sitting, standing, walking, and occasionally climbing, balancing, reaching, stooping, kneeling, crouching and crawling.
  - While performing the duties of this job the employee is required to use hands, fingers, talk and hear, as well as read and write English.
- Must be able to work in a team environment and be able to accomplish tasks independently with little direct supervision.

### Education and Experience

- Graduation from high school or GED equivalent.
- One (1) or more years' experience in the construction field.
- Previous use of municipal heavy equipment is required for this position

### Licenses

Possess a valid Wisconsin Driver's License and CDL certification to include Class B and D with air brakes and N (Tanker) endorsement.



SELECTION GUIDELINES

- Formal application, rating of education and experience, oral interview, reference checks and tests will be required.
- The duties listed above are intended only as illustrations of the various types of work that may be required in the performance of the job. The omission of specific statements of duties in this description does not exclude them from the duty to perform the work assigned to the employee.
- This job description does not constitute an employment agreement between the employee and employer and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

By signing this Public Works Laborer job description, the employee hereby acknowledges they have read and completely understand the duties as described. A copy of this job description will be provided to the employee after it is fully executed. The original shall be placed in the employee's personnel file.

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Employee Signature

Date

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Director of Public Works

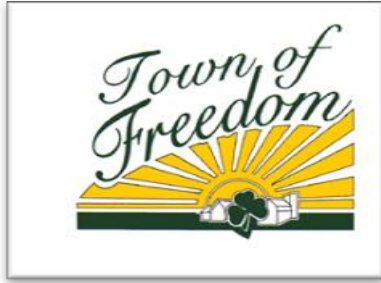
Date

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Town Administrator

Date

*The Town of Freedom is an equal opportunity employer. All qualified candidates are encouraged to apply. Employment selection and related decisions are made without regard to sex, race, age, disability, religion, national origin, sexual orientation, gender identity or any other protected class.*



# TOWN OF FREEDOM

## PUBLIC WORKS FOREMAN

REPORTS TO: Director of Public Works  
SUPERVISES: Public Works Staff  
FLSA STATUS: Non-Exempt

### BASIC FUNCTION:

Responsible for supervision of personnel engaged in all street/road division activities including street and storm sewer maintenance, storm sewer locating, park maintenance, yard waste site, snow and ice control and removal, and sign maintenance.

### TYPICAL DUTIES (May include but is not limited to the following).

- Plan, organize, schedule, and monitor daily operations of the street maintenance department.
- Plan, organize, schedule, and monitor snow and ice removal operations.
- Supervise and assist employees engaged in all aspects of the street/road maintenance department, including inspecting work in progress and upon completion. Review and approve staff time sheets and vouchers.
- Conduct safety and equipment training, advise employees of changes in policies and procedures, and ensure employees are following all safety policies and procedures.
- Prepare and administer street maintenance department budgets along with the capital improvement plans. Review and approve invoices for payments in a timely manner.
- Create or revise policies, ordinances, documents, specifications, etc.
- Assist in preparation of street equipment specifications
- Provide information to the public regarding public works services. Respond to and resolve complaints and questions from the general public regarding all street/road department operations including snowplowing, storm sewer backups, street problems, signage problems, snow and ice issues, etc.
- Coordinate department activities with other Town services as needed, including Water, Sewer, Engineering, Parks, Police, Fire, etc.
- Oversee hiring of public works laborers. Manage and evaluate employee performance and conformance with Town policies and work rules. Advise employees of changes in policies and procedures.
- Consult with the Director of Public Works or equivalent on all operational issues and matters.
- Act as Town's representative and/or technical adviser on various committees dealing with issues such as fleet maintenance, street/road maintenance, snow plowing.
- Purchases supplies and maintains inventories.
- Operate trucks of various sizes and weights in the loading, hauling, and unloading of various materials, equipment, and attachments.

- Plow snow during snow removal operations and adjust to schedule changes due to weather and increased need for snow and ice removal operations.
- Assist in traffic control, storm sewer cleaning, street cleaning/maintenance, traffic signing, brush/rubbish collection, grass cutting and other miscellaneous public works activities.
- Operate loaders, tractors, mowers, and other equipment, as needed.
- Perform daily routine inspection and preventative maintenance on assigned equipment and refer defects or needed repairs to Public Works Foreman.
- Consult with the Public Works Foreman on all operational issues and matters.
- Ensure the proper maintenance of equipment and tools by cleaning and checking equipment and tools before and after use.
- Maintain prompt, predictable and reliable attendance.
- Maintain the ability to lawfully operate a motor vehicle.
- Assist all other Town services as needed.
- Utilize public relations skills on a regular basis in contact with residents, taxpayers, regulators and other customer questions and concerns.
- Perform other duties as assigned.

#### WORK CONDITIONS

- While performing the duties of this job the employee regularly works outside in all weather including, rain, sunny, hot, humid, freezing, snow and blizzard conditions.
- The employee works near moving equipment and mechanical parts and is exposed to dirty conditions, high noise levels and vibration.
- The employee occasionally works in high precarious places and occasionally is exposed to fumes, and airborne particles.

#### WORK HOURS/ATTENDANCE

- Maintain prompt, predictable and reliable attendance.
- Typical working hours are 40 hours per week ranging from 6:00am to 2:30pm (half hour lunch not paid) Monday through Friday. Work also includes weekends and holidays as directed.
- In emergencies, must be able to answer phone calls 24 hours per day / return missed calls within 1 hour.
- Respond to after-hours emergencies such as salting, plowing, storm sewer backup, etc.

#### MINIMUM QUALIFICATIONS

##### Knowledge, Abilities and Physical Demands

- Knowledge of equipment, facilities, materials, methods, techniques and procedures used for the operation, construction, maintenance and repair of Town infrastructure.
- Skill in planning, organizing, scheduling and implementing Town operations.
- Ability to read and interpret construction plans and apply engineering theory to resolve complex field and operational problems. Ability to perform heavy manual tasks for extended periods of time, ability to work safely, ability to communicate effectively both verbally and in writing, ability to establish and maintain effective working relationships with employees, other departments, the public and the ability to understand and carry out written and oral instructions.

- The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.
  - The employee must frequently move and/or transport up to 50 pounds and occasionally move and/or transport up to 75 pounds.
  - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
  - Frequent sitting, standing, walking, and occasionally climbing, balancing, reaching, stooping, kneeling, crouching and crawling.
  - While performing the duties of this job the employee is required to use hands, fingers, talk and hear, as well as read and write English.
- Must be able to work in a team environment and be able to accomplish tasks independently with little direct supervision.
- Ability to handle confidential information with discretion.

#### Education and Experience

- Graduation from high school or GED equivalent.
- Three (3) or more years' experience in the construction field.
- Previous use of municipal heavy equipment is required for this position.

#### Licenses

Possess a valid Wisconsin Driver's License and CDL certification to include Class B and D with air brakes and N (Tanker) endorsement.

#### SELECTION GUIDELINES

- Formal application, rating of education and experience, oral interview, reference checks and tests will be required.
- The duties listed above are intended only as illustrations of the various types of work that may be required in the performance of the job. The omission of specific statements of duties in this description does not exclude them from the duty to perform the work assigned to the employee.
- This job description does not constitute an employment agreement between the employee and employer and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

By signing this Town of Freedom Public Works Foreman job description, the employee hereby acknowledges they have read and completely understand the duties as described. A copy of this job description will be provided to the employee after it is fully executed. The original shall be placed in the employee's personnel file.

---

Employee Signature

Date

---

Director of Public Works

Date

---

Town Administrator

Date

*The Town of Freedom is an equal opportunity employer. All qualified candidates are encouraged to apply. Employment selection and related decisions are made without regard to sex, race, age, disability, religion, national origin, sexual orientation, gender identity or any other protected class.*

### **REQUESTED MOTION**

1. To approve positions descriptions: *Motion to approve the Public Works Foreman and Public Works Laborer position descriptions as presented.*
2. To approve pay ranges: *Motion to approve the pay scales of the positions of Public Works Foreman and Public Works Laborer as presented.*
3. To authorize staff to fill the positions: *Motion to authorize staff to fill the position of Public Works Foreman. (Because the interim administrator and interim public works director are contracted staff, the Clerk will hire based upon recommendation from the interim public works director).*

### **NEXT STEPS**

1. Advertise both positions, begin the process of hiring the public works foreman and have the public works foreman oversee the hiring of the public works laborer.
2. Draft job descriptions for remaining Town of Freedom positions for board review and approval.
  - a. Public Works Director
  - b. Clerk/Treasurer
  - c. Deputy Clerk/Treasurer
  - d. Seasonal employees

## Town of Freedom, WI

**DATE: JANUARY 11, 2022**

**CLIENT LIAISON**

Diane Wessel

Phone: 920-306-5285

E-mail: [dwessel@msa-ps.com](mailto:dwessel@msa-ps.com)

**TO: TOWN CLERK**

**TOWN BOARD**

**TOWN STAFF**



**OVERVIEW**

**Completed**

- New mailbox policy in effect January 1, 2023 – sets standards for installation (to allow passage of snowplows) and standard procedures/amounts for replacement. Provides a standard reimbursement for qualifying mailbox replacement. The policy does not utilize staff resources for repair/replacement.
- Draft employee handbook
- Draft hiring process
- Draft position descriptions

**Ongoing**

- Communication with East Central Wisconsin Regional Planning Commission (ECWRPC) regarding services they can provide to the Town.
  - Create snowplow route maps – RPC agreed to provide this service to the Town
  - Future consideration for formal technical assistance requests:
    - Transportation Technical Assistance Program
    - Economic Development Technical Assistance Program
  - I notified ECWRPC that the Town of Freedom is planning a new TID/industrial park expansion that if implemented, will require a Sewer Service Area amendment.
- Identify funding opportunities

**Upcoming Short-term**

- Fill public works positions
- Purchasing policy – authorizing staff up to a set \$ amount, when to go out for bid/RFP, etc.
- Capital policy – identify capital purchases (\$ and lifespan) vs. operational purchases.
- Tax Incremental Finance District Plan
- Engineering/lot staking ordinance
- Check-in w/Baird regarding Capital Improvement Plan
- Personnel file management

## IDENTIFIED NEEDS

- Ordinances:
  - Engineering/lot staking ordinance
  - Underage drinking
  - Create administrator position?
- Internal policies
  - Human Resources
    - Job descriptions for all positions
    - Wage ranges for job descriptions
    - Future considerations for employee handbook, identified in memo
    - Personnel file management
  - Financial
    - Capital policy (what expenditure and life span)
    - Procurement/purchasing policy (include rebate handling)
    - Debt management policy
- Procedures
  - Human Resources
    - Hiring
    - Employee evaluations
    - Personnel records: in accordance with law and best practices.
  - Legal
    - Handling notices of claim
    - Reporting accident/legal action to insurance
  - Communication
    - Posting board packets online w/agendas for increased transparency
    - Internal
    - External – social media for efficiency (faster and broader than website)
  - Safety
    - Safety manual, especially for public works/parks
- Training
  - Employees
    - Regular safety training (check with insurance carrier for programs)
  - Board members
    - Annual training after April election
- Agreements
  - There appears to be unofficial “verbal” agreements. To continue with the terms of these arrangements, the Town must enter into written agreements reviewed by counsel.
- Grant review/opportunities
  - WiDNR Forestry start-up, regular, and catastrophic grants: educational information to committees and board
- Plans
  - Capital Improvement Plan (Baird?)
  - ARPA funds – priority list/rankings
  - Comprehensive Outdoor Recreation Plan