



Employee Handbook of Policies and Procedures

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I. GENERAL INFORMATION

A. INTRODUCTION

The employee handbook is a summary of some of the employment policies, procedures, rules and regulations of the City of Watertown (hereinafter “Employer” or “City”). It has been prepared to acquaint all employees with these policies, procedures, rules and regulations and to provide for the orderly and efficient operation of the City. It is the responsibility of each employee to read and become familiar with this information and to follow the policies, procedures, rules and regulations contained herein.

Most questions should be answered by this handbook. However, if you have questions regarding the handbook, or matters which are not addressed, please direct them to your immediate supervisor or department head.

Payroll and benefit questions may be directed to the office of the City Clerk at (920) 262-4007 or elissam@cityofwatertown.org.

B. EMPLOYMENT AT WILL DISCLAIMER

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

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

C. RELATIONSHIP WITH UNION CONTRACTS

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

D. COMMENTS AND SUGGESTIONS

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

Employee suggestions should be submitted in writing to the appropriate department head or Employee Advisory Committee representative, and should explain the present rule or method of operation, the proposed change, the reason for the proposed change, and the benefit that the employee believes will

result from such change. The department head will respond to the employee within 30 days of the receipt of the suggestion or if submitted to the Employee Advisory Committee (EAC) representative, he/she will respond within ten (10) days following the next EAC meeting. If the department head or EAC representative does not respond in the stated time, the suggestion may be submitted directly to the Mayor.

The City believes that the future goals of the City and its employees will best be accomplished by mutual efforts and through direct and honest communications and relationships.

E. EXCLUSIVE RIGHTS OF THE CITY

Employees shall recognize that the City possesses certain exclusive powers and authority in the operation and management of the City. These include but are not limited to the rights:

1. To determine general business practices and policies of the City, including the purchase and utilization of equipment, and to utilize personnel, methods and means efficiently and flexibly.
2. To manage and direct employees of the City, to make assignments of jobs, to determine the size and composition of the work force, to train or retrain employees, to establish standards of job performance, to determine and schedule the work to be performed by the work force and each employee, and to determine the competence and qualifications of the employees needed to perform their job duties.
3. To determine the methods, means and personnel by which and the location at which the operations of the City are to be conducted.
4. To take whatever action it deems necessary in situations of emergency.
5. To utilize temporary, provisional, part-time or seasonal employees when it is deemed necessary.
6. To hire, transfer, lay off and recall employees and to make promotions and assignments to supervisory positions.
7. To suspend, demote, discipline or discharge employees.
8. To establish or alter the number of shifts, hours of work, work schedules, methods or processes.
9. To schedule and assign overtime work when required in the manner most advantageous to the City.
10. To create new positions or departments, to introduce new or improved operations or work practices, to terminate or modify existing positions, departments, operations or work practices, and to consolidate existing positions, departments or operations.
11. To subcontract or contract out work.
12. To make and alter rules and regulations for the conduct of its business and of its employees.
13. To determine what benefits will be provided.

F. COMPLAINT AND APPEAL PROCEDURES

Employment at Will

Employment with the City of Watertown is at will. Employment at will means that employees of the City may be reprimanded, suspended, demoted or dismissed for reasons including but not limited to incompetence, inefficiency, insubordination, unexcused or excessive absence from work, unsatisfactory performance, misconduct and any other reason that the City deems appropriate. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any

individual employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to or delete from any section of the employee handbook of policies and procedures as it deems, in its judgment, to be proper. See Grievance Procedures for procedures to appeal a disciplinary action.

Fair Treatment Policy

Employees who have job problems or problems with fellow employees, or have any questions concerning the interpretation or application of any provision within this handbook should take up these problems or questions with their department head. If an employee does not feel satisfied with the department head's answers, the employee may contact the Mayor and request a meeting with the Common Council's Finance/Personnel Committee to discuss the problem or question.

II. EMPLOYMENT PRACTICES AND POLICIES

A. EQUAL OPPORTUNITY EMPLOYMENT POLICY

The City of Watertown is an Equal Opportunity Employer, therefore all applicants for positions with the City will be given equal consideration without regard to race, creed (religion), color, sex, national origin, handicap as defined in the Americans with Disabilities Act, ancestry, marital status, membership in the Military Reserve, sexual orientation or age, except where such matters constitute a bona fide occupational qualification necessary for proper and efficient functioning in the position.

The City does not discriminate against a qualified person with a disability who is able to perform essential job functions with or without reasonable accommodation that may be made regarding job application procedures, hiring, advancement, termination, compensation, job training, and other terms, conditions and privileges of employment. If a job applicant indicates the need for accommodation at any time during the recruitment process, such matter will be discussed with the person to determine the accommodation the person wants or suggests. Technical sources may be contacted about the potential for accommodation. Such discussion with a job applicant and the information obtained shall be documented and maintained separately with the medical files. The applicant will be asked to sign the document acknowledging the discussion and the requested accommodation.

The overall responsibility for ensuring compliance and continued implementation of the City's Equal Opportunity Employment Policy is assigned to the City Clerk, with all managerial and supervisory personnel being held responsible for its execution.

Any applicant or employee who feels adversely affected in the opportunity for employment or advancement because of such discrimination shall have the right to appeal, in writing, to the Mayor within thirty (30) days of the alleged act. The Mayor shall conduct an investigation and render a decision regarding such appeal as soon as possible but in no more than fifteen (15) working days from the date the appeal was received. A copy of the determination shall be forwarded to the appealing individual, the appropriate department head and the City Clerk. The decision of the Mayor is in all cases final without further appeal.

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

It is the intent of the City to guarantee persons with disabilities equal opportunity to participate in or enjoy the benefits of city services, programs, or activities, and to foster a bias-free work environment. The City, upon request, will provide reasonable accommodation in compliance with the law.

The City has a commitment to ensure equal opportunities for employees with disabilities. Every reasonable effort will be made to provide an accessible work environment and additional accommodations, including auxiliary aids and services. Employment practices (e.g. hiring, training, testing, transfer, promotion, compensation, benefits, termination, etc.) will be administered in such a manner as to not promote discrimination of employees with disabilities.

C. IMMIGRATION REFORM ACT NOTICE

It is the policy of the City not to employ persons who are not legally eligible to work in the United States.

The Immigration Reform and Control Act of 1986 requires the City to verify the identity and work eligibility of all persons hired after November 6, 1986. This law will be enforced by the Immigration and Naturalization Service (and other government agencies). Any City employee hired after November 6, 1986 will be required to sign a verification form (currently Form I-9) and furnish both proof of identity, normally a driver's license or state identification card, and proof of eligibility to work in the United States, normally a social security card or birth certificate. If you have any questions about the law or about this policy, please contact your department head.

D. WORKPLACE HARASSMENT

It is the policy of the City that all employees have the right to work in an environment where they are treated with respect and dignity and are free from all forms of harassment. The City will not tolerate, condone, or allow harassment by any employee or non-employee who conducts business with the City. Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on color, sex, religion, age, disability, sexual orientation or national origin.

The City considers harassment and discrimination of others to be forms of serious employee misconduct. Therefore the City shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment and discrimination.

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

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

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

Identifying Sexual Harassment

1. Definition. Sexual harassment is defined as being unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
 - Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.
2. Identification Guidelines. Guidelines for identifying sexual harassment behavior include any of the following:
 - The behavior is repetitive, i.e. constant touching, remarks or jokes.
 - The behavior is unwelcome.
 - The behavior is one-sided.
 - The harasser usually has some kind of authority over the victim or there are conditions attached to either compliance or non-compliance.
 - The complainant, for whatever reason, cannot stop the abusive behavior.
 3. Examples. Examples of conduct that could be considered to be sexual harassment in the work environment:
 - Unwanted physical conduct:
 - Bumping into or brushing up against another person.
 - Touching a person's hair, clothes or body.
 - Cornering or blocking someone's path.
 - Hugging, patting, stroking or kissing.
 - Giving neck rubs or massages.
 - Unwanted visual conduct:
 - Photographs, drawings, cartoons or magazines of a sexual nature.
 - Sexual gestures.
 - Graffiti of a sexual nature.
 - Staring, elevator eyes.
 - Unwanted verbal conduct:
 - Jokes or stories of a sexual nature.
 - Lewd or suggestive remarks or conversation with a sexual overtone.
 - Sounds of a sexual nature (e.g. whistling).
 - Comments on another's appearance, body or dress.
 - Invitations to lunch, for dates, for sexual relations.

Responsibilities

1. Department Heads. Department heads are responsible for explaining the complaint procedure and to make employees aware of the City's policy and to obtain additional information on the subject and other assistance for them. They are responsible for ensuring that an effective investigation of a complaint is initiated as soon as it is received. In most instances, the department head will be the investigating authority. However, in appropriate circumstances, the department head may appoint, with the concurrence of the Mayor, a department supervisor as the investigating authority. Whenever a department head is accused of sexual harassment, the Mayor shall be the investigating authority. The employee shall be informed that the City Clerk will be notified of the complaint.
2. City Clerk. The City Clerk will maintain a confidential file on all charges of sexual harassment.

Confidentiality

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

Complaint Procedure

1. Filing. An employee or job applicant who believes he/she has been sexually harassed may file a complaint with any City department head or with the Mayor. An employee may have another employee guide them through the process for moral support.
2. Access to Records/Personnel. The investigating authority will have access to all applicable City records and all personnel deemed appropriate in conducting an investigation unless nondisclosure is prescribed by law.
3. Processing Complaints. The following is a step by step outline of the actions to be taken under this procedure. There are two major components of the complaint process. They are respectively, the informal and formal action procedures. A complaint may proceed to the formal action procedure of this policy only if the matter in question is not satisfactorily resolved within the prescribed limits of Step 1 (the informal complaint procedure) detailed as follows:

STEP 1 – Informal Complaint Procedure:

- The complainant meets with the alleged harasser's department head to discuss the issue. A preliminary, informal investigation shall then be conducted. Investigations will be given top priority and all complaints shall be treated seriously and with full confidentiality.
- Whenever possible, the investigating authority will attempt to resolve the issue within ten (10) working days after the initial interview with the complainant.
- The investigating authority shall keep a detailed record of the investigatory activities.
- If the issue is not informally resolved to the satisfaction of the complainant, the complainant may proceed to STEP 2 of this procedure. In order to proceed to STEP 2, a [formal written complaint](#) must be filed.

STEP 2 – Formal Complaint Procedure:

- A written complaint, using the [authorized form](#), will be submitted to the alleged harasser's department head.
- Following review of the complaint, the department head shall initiate a formal investigation or forward the complaint to the Mayor, if appropriate.
- The investigation shall be initiated within three (3) working days from receipt of the formal complaint.
- The investigating authority shall prepare a fact-finding report upon completion of an investigation. Such report shall be completed as soon as practicable and not later than twenty (20) working days from initiation of the investigation.

Disciplinary Action

After completing the formal investigation and fact-finding report, the department head (or Mayor as appropriate) shall determine the appropriate discipline for any employee found in violation of this policy.

1. Severity. What disciplinary action shall be taken depends on the circumstances and the variables of each individual situation. Disciplinary action may range from verbal counseling to employment termination.
2. Disciplinary Administrative Guidelines. The following is provided as a guideline for determining the severity of a violation in administering appropriate discipline. Each incident will be processed on a case-by-case basis and all the circumstances objectively reviewed to determine the appropriate corrective action.
 - An environment where offensive sexually oriented jokes, comments, insinuations, innuendo, suggestive looks, other language and materials cause embarrassment, discomfort or distraction from work activities is sexual harassment. These types of violations generally warrant verbal or written reprimand.
 - Repetitive, one-sided and unwanted touching or fondling which causes embarrassment, discomfort or distraction, is sexual harassment. These types of violations generally warrant corrective disciplinary suspension.
 - Overt forced physical actions, such as grabbing, kissing, hugging, physically restricting, sexual assault or rape is sexual harassment. These types of violations warrant immediate suspension or employment termination.
 - Unfounded complaints made which result in embarrassment to an innocent employee and a waste of City resources will generally warrant a verbal or written reprimand. Intentional complaints which result in embarrassment, discredit to one's character, loss of privacy, emotional duress, or hinder the opportunities of an innocent employee and results in a waste of City resources will generally warrant immediate suspension or employment termination.

Appeal Procedure

Appeals will be made in accordance with the following procedure:

1. If the harasser or complainant is dissatisfied with the investigating authority's determination, then a written request for appeal along with the investigative report shall be immediately forwarded to the Mayor, or if the Mayor was the investigating authority, to the Finance Committee. This appeal shall be reviewed within ten (10) working days.
2. The Mayor or the Finance Committee shall issue a determination as soon as possible but no more than fifteen (15) working days from the date the appeal was received. A copy of the determination shall be forwarded to the appealing individual, the complainant, the appropriate department head and the City Clerk. The decision of the Mayor or Finance Committee is in all cases final without further appeal.

Training

The Finance Committee shall ensure that periodic training is conducted on the topic of Work Place Harassment. Attendance will be mandatory for all City employees.

Communications

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

Preemption

This policy shall supersede all existing department policies on Work Place Harassment.

III. HIRING AND PROMOTION POLICIES

A. APPLICATION FOR EMPLOYMENT

All vacancies or job openings for full-time and regular part-time City positions (except for intra or inter-department transfers) for non-elected City employees not otherwise covered in the employment policy of any board or commission, shall be advertised in the official City newspaper as a Class 2 publication and shall be made known to all existing employees by means of a posting on the main bulletin board in City Hall and on the City web site.

The normal closing date for applications shall be two (2) weeks after the first advertisement appears. No application for employment will be accepted which is dated earlier than the first day after the advertisement appears. All applications for full-time and regular part-time employment shall be reviewed by the appropriate department head, unless the Library Board or the Police and Fire Commission that governs those departments have a different written policy. The department head will choose three (3) applicants and forward these names to the Finance Committee with a recommendation for final selection by the Committee. The selection process for hiring all seasonal and temporary part-time employees shall be the responsibility of the appropriate department head.

B. EMPLOYMENT CATEGORIES

The City employs different types of employees depending on the number of hours worked each week and the length of employment. The City employs the following categories of employees:

- Regular Full-Time: Employees regularly assigned to forty (40) hours of work per week. Full-time employees receive full benefits.
- Regular Part-Time: Employees regularly assigned to less than forty (40) hours of work per week. Part-time employees receive pro rata benefits if they are regularly scheduled to work twenty (20) hours or more per week except as mandated by Wisconsin statutes.
- Seasonal and Temporary: Employees normally working full-time or part-time for temporary periods, such as summer help, in positions having irregular workloads, or in experimental positions. Such employees shall not be entitled to any benefits except as mandated by Wisconsin Statutes.

C. SHIFT SELECTIONS

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

D. EMPLOYMENT OF RELATIVES/NEPOTISM

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

For purposes of this policy, immediate family member includes anyone in the direct relationship by blood or marriage up to and including first cousin. Included are spouse, parent, child, sibling,

grandparent, grandchild and first cousin of the employee or the employee's spouse or any person residing in the employee's household.

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

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

IV. EMPLOYMENT COMPENSATION

A. COMPENSATION PLAN

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

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

Compensation Objectives

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

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

Pay Structure/Ranges

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

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

Step Plan

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

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

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

Existing Employees as of January 1, 2014:

Employees whose pay was below the minimum of the pay range were brought to the minimum of the range on January 1, 2014. Employees whose pay was between the minimum and maximum of the pay range were placed at the next step that provided a pay increase.

Employees whose pay was above the recommended maximum of their pay range as of January 1, 2014 had their pay red-circled until such time that the pay structure is adjusted to a point where the employee's pay rate falls below the maximum of the recommended pay range. At that time, the employee may then be considered as eligible for pay increases.

Compensation Policies

Compensation upon Promotion

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

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

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

Transfer

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

Compensation upon Interim Assignment

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

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

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

Compensation upon Involuntary Demotion

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

Compensation upon Voluntary Demotion

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

Pay Range Assignment for New and Reclassified Positions

New Position

In order for a new position to be considered for approval, a job description questionnaire (JDQ) outlining the major duties, responsibilities, knowledge, skills, and ability requirements, reporting relationships, and working conditions of the proposed position; and a draft job description that

summarizes information from the questionnaire must be completed and signed off by the supervisor, department head, and Mayor.

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

Reclassification of Current Positions

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

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

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

Carlson Dettmann Consulting provides the service of reviewing classification requests and making a recommendation for placement onto the existing pay schedule for both new positions and existing positions submitted for classification review at a rate of \$250 per position reviewed.

Placement of Reclassified Positions onto the Pay Schedule

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

Positions Requiring a Market Adjustment

A circumstance could develop where a position may command higher pay than that which is established due to unusual market demands. Such positions will not be permanently placed in a

higher pay range because market conditions may change. Market adjustments will generally be considered under only one or more of the following circumstances:

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

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

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

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

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

Positions Requiring a Compression Adjustment

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

skills/knowledge possessed by a subordinate, market demands and/or difficulty in recruiting for a specific skill.

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

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

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

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

Determining Pay for New Hires

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

Determining Annual Pay Structure Increases

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

Sources of such information could include: annual published surveys; surveys of comparable municipalities; economic indicators such as CPI; planned or negotiated pay structure

adjustments with the City's unions; financial condition of the City and the City's ability to fund increases in pay for the upcoming year.

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

B. PERFORMANCE REVIEWS

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

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

C. PERSONNEL FILES

Each employee has an official personnel file maintained in the Office of the City Clerk/Treasurer. Information retained in the personnel file includes personal information such as forms for federal and state taxes, enrollment forms for benefits, address changes, and specific work-related information such as application for employment, resume, performance evaluations, salary adjustments, job changes and other designated records. An employee may request an opportunity to review the records in his or her personnel file that the employee has a lawful right to review by submitting a written request to the City Clerk/Treasurer.

The Employer will use employee medical information only in a manner that is lawful, job-related, and consistent with business necessity. Employee medical information will be maintained in separate medical files, and will be treated confidentially to the extent required by law.

It is important that each employee's personal information and decisions regarding benefit selection be accurate at all times. It is each employee's responsibility to notify the Employer promptly of any changes to the employee's personnel file or personal contact information or family information used for insurance and tax purposes. The employee must promptly notify, in writing, the City Clerk's office of any change in personal information including name, address, telephone number, marital status (for benefits and withholding purposes), names, address and phone numbers of the employee's spouse and dependents (for benefit purposes), beneficiary designations, and emergency contact information.

D. HOURS OF WORK

Daily Hours

All City Hall offices of elected and appointed officials and those departments as prescribed by the Mayor and the Council shall be open to conduct City business from 8:00 a.m. to 4:30 p.m., Monday through Friday. Other departments, such as Police, Fire, Library, Street, etc., shall be open to conduct City business during the times prescribed by the department head or board.

The City is always open for business, regardless of weather conditions, unless otherwise determined by the Mayor or his/her designee. Weather conditions may prevent employees from getting to work or cause them to arrive late. Employees are expected to make every reasonable effort to report to work during inclement weather. When severe weather conditions exist, it will be the responsibility of each employee to contact the employee's supervisor before the start of his or her shift if he or she is unable to report to work on time. Work time missed due to inclement weather is without regular pay for non-salaried employees. Employees may request to use vacation or comp time, but in the event of severe weather or other emergency circumstance, as determined by the Employer, the Employer's need for the employee's attendance to perform his or her duties will prevail.

Work Schedule

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

Each employee is responsible for and required to accurately record his or her work time and break time each day and each employee will be held accountable for failing to completely and accurately record his or her time. Each employee should record his or her time card only and is prohibited from completing the timesheet or time card of another employee. Each employee is responsible for accurately reporting his or her hours of work or use of paid time off. Each employee will be required to verify that the hours on the employee's time card record are complete and accurate by signing the time card. Errors must be immediately reported by the employee. Employees should never assume a supervisor or payroll clerk would notice or edit any time discrepancy, as this is the employee's responsibility.

E. OVERTIME AND COMPENSATORY TIME

It is the City's policy to provide a consistent system for distributing overtime in compliance with the overtime pay provisions of the Fair Labor Standards Act. It is the policy of the City, wherever possible, to avoid the necessity of overtime. No overtime shall be performed without the approval of the department head or his/her representative. Prior approval is required whenever possible. Employees shall be required to work any overtime when requested by their department head or his/her representative. Department heads and other supervisory employees may also be required to work over 40 hours per week.

The following definitions shall apply to this section:

- **Exempt Employees:** Those employees who are exempt from provisions of the Fair Labor Standards Act of 1938 as amended and include executive, administrative and professional employees of the City.
- **Non-Exempt Employees:** Those employees who are not exempted from FLSA coverage, and to whom the City is legally obligated to pay overtime compensation.
- **Work Week:** A week shall be considered to start on Wednesday and end on the following Tuesday.
- **Computation:** For the purpose of computing overtime for full-time employees, hours worked in excess of an employee's normally scheduled workday or regular scheduled workweek will be considered for overtime purposes.

Non-Exempt Employees

All non-exempt employees of the City are to receive overtime compensation for all hours worked in excess of their normal workday and/or their regular scheduled workweek. Compensation may be in the form of compensatory time off at the rate of one and one-half hours for each hour of overtime worked or in the form of pay at the rate of one and one-half times the employee's normal hourly rate. The employee may elect to take compensatory time in lieu of monetary payment. Use of compensatory time off shall be at the discretion of and with the approval of the department head and with due consideration of workload.

Compensatory time off may be accumulated to a maximum balance of 65 hours during the calendar year with the understanding that no more than 40 hours of compensatory time will be allowed to be carried over at year end. An employee may add to any carryover balance a maximum of 65 new hours of compensatory time during any calendar year, however, at any point in time the compensatory account balance cannot exceed the 65 hours maximum balance. Unused compensatory time may be exchanged for the cash equivalent payable on the first pay date of December of each year. Any compensatory time in excess of 40 hours prior to the last pay date of the year will be paid out to the employee on the last payroll check of the year.

Exempt Employees

Department heads and other salaried exempt personnel are not employed on a forty-hour per week schedule. It is expected that such personnel will spend the necessary time to complete workloads. Such employees will have the flexibility to take off during the normal workday, on occasion, to attend to personal matters without a reduction in pay. Any such time off will be

with the prior approval of the department head or in the case of department heads with the prior approval of the Mayor or his designee.

Salary rates for all department heads and salaried exempt employees are established with the understanding that such employees may be required to work more than forty (40) hours per week as circumstances require. A periodic attendance, for example, at council and committee meetings which occur outside the normal workday is a regular requirement of any such positions.

There shall be no compensatory time off or overtime payments for this category of employees.

Fire Department Assistant Chiefs

Fire Department Assistant Chiefs who work a platoon schedule may trade duty hours or shifts on the same basis as represented employees covered by a collective bargaining agreement, with all such trades being subject to established Fire Department Policy.

Police Sergeants

Sergeants working overtime involving court appearances will receive a minimum of three (3) hours pay, provided that if the court appearance is scheduled within two (2) hours of the start or finish of the employee's assigned shift, the employee shall receive overtime based upon actual time worked. The employee may elect to take compensatory time in lieu of monetary payment. Use of compensatory time off shall be at the discretion of and with the approval of the Department Head and with due consideration of workload. Unused compensatory time may be exchanged for the cash equivalent payable on the first pay date of December of each year. Any compensatory time in excess of 40 hours prior to the last pay date of the year will be paid out to the employee on the last payroll check of the year.

F. CALL-IN/CALL BACK TIME

All employees shall respond to a call to work outside of their regular schedule of hours. Employees responding to snow operation call-ins shall receive a minimum of three (3) hours of pay at time and one-half (1 ½). In other situations, a minimum of two (2) hours pay at a time and one-half (1 ½) shall be granted except where the call-in is within two (2) hours of the start or finish of the employee's assigned shift. Scheduled weekend work assignments shall be compensated at the rate of a minimum of two (2) hours pay. Water/Wastewater employees responding to alarms from remote locations shall receive one (1) hour of pay for each event, however, if the employee is required by the nature of the alarm to return to the worksite, the employee shall receive full call-back as described above. Employees that get called back to work a second time and the call back falls into the two (2) hours that they received for the first call back, will be compensated at time and one-half for the additional time that may extend beyond the original two (2) hours. Example is that employee is called at 12:00 a.m., employee fixes problem and leaves, employee gets called back at 2:00 a.m. and must work until 4:00 a.m. will be compensated for 4 hours at time and one-half (1 ½). Employees may trade weekend assignments, provided that there is sufficient coverage.

G. ADDITIONAL JOB COMPENSATION

Communications Training Officer

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

Water/Wastewater Cell Phone Compensation

Employees assigned to on-call duty will be compensated on the following basis: \$18 for each workweek day so assigned; \$27 for each weekend day and \$30 for each holiday so assigned. Cell phones will continue to be assigned in the present manner and employees may continue to either trade or relinquish duty in the current manner, provided sufficient coverage is maintained. Employees that receive pager pay will drink no alcohol for the entire time they are being compensated (complies with Federal CDL law) and will not be more than 60 minutes from the main facility depending on which department they work for. In addition, employees must respond to alarms immediately upon receiving a call/text.

Out of Classification

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

Water/Wastewater Certifications

Employees who complete new water/wastewater grade certifications will be eligible for a step placement review to be determined by the Mayor and Finance Committee.

Non-Union Paramedics

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

V. BENEFITS

A. SICK LEAVE

Full-time and eligible part-time employees, except those in the Fire Department who work on a platoon basis, shall be allowed to accumulate sick leave with pay at the rate of one working day for each calendar month of full-time service beginning with the first full calendar month of employment. Sick leave may be accumulated to a total of not more than 120 days. No such leave shall be accumulated for any month in which the employee does not receive pay for ten (10) regular work days. Regular work days shall include paid holidays, paid vacations and paid time actually spent on the job.

Reasons

Sick leave shall be available for absences from duty on a scheduled workday because of an employee's illness or exposure to contagious disease or because of a serious health condition in the employee's immediate family, i.e. parent, child, or spouse. The term "serious health condition" is defined as that term as used in the both Federal and State Family Medical Leave Acts.

Up to three (3) sick days per year total will be allowed for the care of an employee's minor child due to illness or injury. These days will be labeled as Minor Child Sick Leave Days. If the child's illness or accident qualifies for FMLA leave and requires care as indicated above, the Minor Child Sick Leave Days will be credited back to the employee to be used at a later date.

Eligibility

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

- Report promptly to the employee's department head or on-duty supervisor the reason for absence. Such report, to the extent possible, shall be made a minimum of one hour prior to the employee's starting time for each workday.
- In cases of known extended illness or injury, the employee will file the appropriate Family Medical Leave forms and will periodically notify the department head of his/her progress.
- Submit a certificate from a physician for any absence, if requested by supervisor.
- For medical or dental appointments which could not be scheduled outside of work hours, employees will qualify for sick leave on an hour for hour basis to accommodate the appointment and appropriate travel time to and from the appointment. Employees shall provide advance notice as soon as possible. When possible, the supervisor will be allowed to adjust the employee's work schedule to accommodate the appointment.

Fire Department Assistant Chiefs

Full-time employees in the Fire Department who work on a platoon basis, including those who are classified as management and are working on a 56 hour platoon basis, shall be entitled to sick leave with pay on the basis of twenty-four (24) hours for each calendar month of full-time service. Unused sick leave may be accumulated to a total of not more than 1,248 hours.

B. VACATION

Full-time and eligible part-time employees, except employees in the Fire Department who work on a platoon basis, shall be entitled to annual vacations in accordance with their continuous service with the City. Continuous service shall not accrue during any period of layoff or unpaid leave of absence in excess of 30 continuous calendar days.

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

All vacations must be taken within the anniversary year after accrual or they shall be considered lost, unless the vacation is deferred at the request of the employee or by the City and approved by the employee's department head. In the case of department heads, approval is given by the Mayor.

Any employee who terminates employment for any reason will be entitled to pay for all unused vacation accrued as of the employee's last anniversary date and for a prorated amount of vacation accrued from the employee's last anniversary date to the date of termination based on the employee's eligibility on his or her last anniversary date. Employees with less than one year of continuous service shall not be compensated for accrued but unused vacation at the time of separation. Vacation shall not accrue during any period of unpaid leave except in the cases of military leave.

General, Non-Exempt Employees

Non-exempt employees regularly working 40 hours per week shall be entitled to annual vacations based on continuous service as follows:

After 6 months of continuous service	5 days (to use prior to 1 year)
After 1 year of continuous service	10 days
After 3 years of continuous service	12 days
After 5 years of continuous service	13 days
After 7 years of continuous service	15 days
After 10 years of continuous service	17 days
After 12 years of continuous service	18 days
After 14 years of continuous service	20 days
After 17 years of continuous service	22 days
After 19 years of continuous service	23 days
After 21 years of continuous service	25 days

Fire Department, Platoon Basis Employees

Fire Department employees working on a platoon basis, whether or not represented by a collecting bargaining unit, shall be entitled to annual vacations (exclusive of holidays) based on continuous service as follows:

After 1 year of continuous service	7	24-hr workdays (168 work hours)
After 7 years of continuous service	9	24-hr workdays (216 work hours)
After 14 years of continuous service	11	24-hr workdays (264 work hours)
After 21 years of continuous service	14	24-hr workdays (336 work hours)

All personnel working a platoon schedule will be granted the following amount of time off for vacation and holiday time combined:

After 1 year of continuous service	12	24-hr workdays
After 7 years of continuous service	14	24-hr workdays
After 14 years of continuous service	16	24-hr workdays
After 21 years of continuous service	19	24-hr workdays

Police Sergeants

Police Sergeants shall be entitled to vacation days defined as follows: Detective Sergeant, Support Services and Communications Sergeant receive vacation days of eight (8) hours in length and the Patrol Sergeant receives vacation days of nine (9) hours in length. Additionally, Detective and Communications Sergeants shall receive annually an additional three (3) days vacation time added to the chart below. Vacation time may be taken in a fraction of a day or whole days at the discretion of the Captain.

After 1 year of continuous service	11 days
After 7 years of continuous service	16 days
After 14 years of continuous service	20 days
After 21 years of continuous service	25 days

Dispatch/Communications Center

All personnel in the Dispatch/Communications Center shall be entitled to the following amount of time off for vacation time:

After 1 year of continuous service	82.5 hours
After 7 years of continuous service	123.75 hours
After 14 years of continuous service	165 hours
After 21 years of continuous service	206.25 hours

Salaried/Exempt Employees

Exempt employees hired from outside the City of Watertown shall receive credit for the number of years of public service with their previous employer(s) as verified by the Wisconsin Retirement System, or other public pension systems, or private employer. Exempt employees shall be entitled to annual vacations based on the combination of previous verified service and continuous service to the City of Watertown as follows:

During the first 8 years of service	15 days
Years 9-15 of service	20 days
After 16 years of service	25 days

Regular Part-Time Employees

Regular part time employees working at least 20 hours or more per week shall earn a prorated amount of paid vacation based upon their anniversary date of employment in accordance with the schedule provided above for full-time employees. The amount of prorated vacation shall be calculated by averaging the number of hours worked per week in the previous anniversary year and comparing to 40. (Example: Employee averaging 30 hours per week in the previous calendar year shall receive 75% of the vacation provided to full-time employees.)

C. HOLIDAYS

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

New Year's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve Day

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

In the event that a paid holiday falls when an employee is on paid vacation, it shall be charged as a paid holiday and not deducted from the employee's vacation time. To be eligible for holiday pay or time off for any holiday, the employee must work the last regular work day preceding the holiday and the next regular work day following the holiday, unless on an excused absence.

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

Police Sergeants

A holiday shall be defined as follows: Detective, Support Services and Communications Sergeants a day of 8 hours in length and Patrol Sergeant a day of 9 hours in length. Sergeants shall receive pay for ten (10) holidays each year for those days listed above. In the event an employee takes holiday time off before the holiday occurs and terminates employment prior to the date of the holiday, pay for such advance time off shall be deducted from the employee's final check.

Fire Department

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

Dispatch Center

Employees shall be granted eighty-two and one-half (82-1/2) hours off with pay at a time mutually agreed upon between the employee and the Police Chief or his/her representative in lieu of the above listed holidays.

Solid Waste

Employees shall be granted eighty (80) hours off with pay at a time mutually agreed upon between the employee and the Street Superintendent or his/her representative in lieu of the above listed holidays.

Water/Wastewater

Employees scheduled to work on any of the holidays listed above, shall receive double (2x) at their regular straight time hourly rate for all hours worked with a minimum of four (4) hours in addition to the holiday pay provided. For this section, "holiday" is defined as meaning on the day the holiday legally occurs (for example Christmas will be noted on December 25 only) rather than the date it may be celebrated.

Regular Part-Time Employees

Regular part time employees working at least 20 hours or more per week shall earn a prorated amount of holiday time. The amount of prorated holiday shall be based on the number of hours regularly scheduled to work per week comparing to 40. (Example: Employee scheduled to work 30 hours per week shall receive 75% of the holiday provided to full-time employees or 6 hours per holiday.)

D. LONGEVITY

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

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

After 16 years of continuous service

\$526.50

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

E. HEALTH INSURANCE

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

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

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

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

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

Coverage for Retired Employees

For any employee who elects to retire consistent with the terms of the Department of Employee Trust Funds and as long as participation is allowed by the group health insurance provider, the City will establish a health insurance premium account for such employee in an amount equal to \$60 per day of accumulated unused sick leave (for 24 hour shift personnel, \$60 for every 12 hours of accumulated sick leave) remaining in such employee's sick leave account as of his/her retirement date (maximum value of \$7,200). Such premium account shall only be used for the purpose of making future payments of premiums towards the City's group health insurance program on behalf of the retired employee.

Payments of such premiums from said premium account will be on the basis of one-half the premium cost per month and coordinated with the retired employee's own payment for the

other half of the premium cost paid two (2) months in advance until such premium account is depleted or the retired employee is no longer a participant in the City's group health insurance program.

F. DENTAL INSURANCE

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

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

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

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

G. LIFE INSURANCE

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

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

H. PENSION

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

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

I. WISCONSIN DEFERRED COMPENSATION

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

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

J. SECTION 125 PLAN

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

The City has established a Section 125 plan which provides for reimbursement for dependent care and health care expenses as permitted by the Internal Revenue Code. Employees may elect to reduce their wages by making contributions to the Section 125 plan to the extent permitted by law. At the end of the plan year, any unused funds remaining in the Section 125 plan shall be used to reimburse the City for the costs associated with administering the Section 125 plan.

K. WORKERS' COMPENSATION

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

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

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

1. Consistent with the work restrictions outlined by an employee's individual physician concerning weight lifting, mobility and/or other prohibited job functions, the City may, at its sole discretion, assign an employee on Workers' Compensation leave or medical disability leave to gainful employment with the City consistent with said restrictions. Should a question concerning work restrictions arise, the City reserves the right to require that the employee submit to a physical examination, at no cost to the employee, by a physician selected by the City.
2. An employee shall be eligible for a modified/restrictive duty work program for up to six (6) months and only one time per running twelve (12) month period.
 - a. Failure to accept a modified/restrictive duty assignment within the established limitations eliminates any Workers' Compensation payments, sick leave pay and duty incurred disability pay as provided herein. Acceptance of the modified/restrictive duty assignment assures continuation of these provisions.
 - b. While on a modified/restrictive duty program, the employee shall receive his/her regular straight-time hourly wage rate or salary for his/her classification for all hours worked regardless of work performed.
 - c. While on the modified/restrictive duty work program, the City, at its sole discretion, may assign an employee to any work within medical restrictions regardless of whether the work is within the jurisdiction of the employee's regular department.
 - d. It is not the intent of this program to deprive an employee of Workers' Compensation benefits to which the employee is rightfully entitled.

- e. In case of a situation involving a permanent disability, the City and the Employee shall evaluate the individual's employment status to determine whether or not continued employment by the City is feasible under the circumstances.
- f. Employees will not work at secondary employment while on Workers' Compensation or assigned to light duty.

L. UNIFORM ALLOWANCE

Police and Fire Department

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

Dispatch and Police Support Staff

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

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

Termination of Employment

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

M. EMPLOYEE ASSISTANCE PROGRAM

The City recognizes that problems of a personal nature can have an adverse effect on an employee's job performance. It is also recognized that most personal problems can be dealt with successfully when identified early and referred to appropriate resources. The purpose of the Employee Assistance Program is to provide these services through special arrangements with [Directions Clinic](#) EAP (920-262-4800) or a similar agency of the City's choice.

The program is designed to deal with a broad range of human problems such as alcohol and/or drugs, emotional/behavioral, family and marital, financial, legal and other personal problems. The program provides problem assessment and referral. If costs are incurred for services that are not covered by

insurance or other benefits, those costs are the responsibility of the employee. The overall objective of the Employee Assistance Program is to maximize employee functioning in personal matters and maximize performance on the job.

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

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

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

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

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

N. MILEAGE REIMBURSEMENT

An employee, whether full-time or part time, required to use his or her personal automobile in the discharge of his or her duties during normal work hours shall be reimbursed at .02 per mile less than the IRS approved rate. Mileage will be calculated from the closest point of origin to destination.

O. TUITION REIMBURSEMENT

The City will reimburse up to twenty-five percent (25%) of the cost of tuition (but in any event no more than five hundred dollars (\$500) per year) for any educational courses related to a degree program pertaining to their present job or for potential promotion as approved by their department head.

P. SAFETY EQUIPMENT

For the protection of its employees, the City shall provide all necessary safety and first aid equipment, including safety shoes and safety glasses and any necessary replacement(s) thereto, in order to minimize the risk of accident. The City agrees to continue to maintain a clean and hygienic environment. All unsafe conditions shall be remedied as soon as practicable. The City shall provide upon request; safety gloves and a laceration-proof hard hat at no cost to the employee. The City shall reimburse employees for safety shoes at the rate of 75% of the cost of the shoes up to a maximum cost of \$125 (\$93.75 reimbursement) per calendar year and safety glasses at the rate of \$75. Eyeglasses broken in the line of duty will be replaced.

Q. MEMBERSHIPS AND LICENSES

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

VI. LEAVES

A. BEREAVEMENT LEAVE

The City will grant leaves of absence with pay for the purpose of bereaving the loss of the following: three (3) days in case of the death of a parent, step-parent, child, step-child or spouse; two (2) days in case of the death of a sibling or step-sibling; one (1) day in case of the death of an in-law (mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law) or of a grandparent, step-grandparent, grandchild or step-grandchild of the employee or employee's spouse.

B. JURY DUTY

Full-time employees required to perform jury duty shall be paid their regular wages during such period and shall turn over to the City Clerk any monies, excluding mileage allowance that the employee receives as a result of such jury duty. Employees on jury duty shall report for work on any workday as soon as possible after being released from such jury duty for that day.

C. MILITARY LEAVE

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

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

D. LEAVES WITHOUT PAY

The department head, at his/her sole discretion, may grant up to five (5) days leave of absence without pay in any calendar year. Any leaves other than the 5 days previously mentioned or outside of Family Medical Leave, shall be approved by the Finance Committee and Common Council. For leaves of absence in connection with Family Medical Leave, the provisions of State of Wisconsin and Federal law shall apply.

E. FAMILY MEDICAL LEAVE

It is the policy of the City of Watertown to comply with the requirements of both the [Wisconsin](#) and [Federal Family and Medical Leave Act \(FMLA\)](#) laws. This policy explains the rights, responsibilities and procedures which employees must follow in requesting and using FMLA leave. Recognizing that on occasion an employee may request a leave of absence, the City of Watertown has established these guidelines in assessing these requests in order to provide consistent management of leave of absence procedures. It is the policy of the City to consider, based on individual need, the conditions under which

various leaves of absence may be granted to employees. The City reserves the right to approve or deny any leave request and to place restrictions on the length of the leave being requested.

Family and Medical Leave Act = FMLA

Wisconsin Family and Medical Leave Act = WFMLA

General Guidelines

- No leaves of absence will be granted to any employee to seek or have outside employment.
- All leaves must be requested in writing and documentation as to the necessity of the leave may be required. Forms may be obtained from your department head or the City Clerk/Treasurer's office.
- Leaves of absence, if possible, must be approved in advance by the appropriate supervisory authority.
- The length of the leave granted will be contingent upon the reason for the leave and the department operations.
- As benefits may be affected by a leave of absence, employees are encouraged to contact their department head and the office of the City Clerk prior to the leave taking effect. Benefits impact will be explained at that time. Failure to make these contacts prior to going on leave may result in the loss of benefits for part or the duration of the leave.
- Failure of an employee to return to work on the return to work date will be considered as a voluntary termination of employment (quit).

Eligibility and Coverage

If an employee has worked for the City of Watertown for a minimum of 12 months, and worked 1,250* hours in the past 12 months, the employee is eligible for family and medical leave. All of an employee's time away from work, paid or unpaid, that meets the criteria for FMLA or WFMLA will be charged to the benefits available under those Acts, including but not limited to Workers' Compensation or sick leave. (*WFMLA – 1,000 paid hours)

The City will grant family and medical leaves of absence to eligible employees for the following reasons:

- The birth of the employee's child
- The placement of a child with the employee for adoption or foster care
- The serious health condition of an employee's family member
- The employee's own serious health condition
- A qualifying emergency for a family member called to active duty
- The serious illness or injury of a family member which is incurred while the family member is on active military duty

Computation of Available Leave

FMLA grants eligible employees up to a maximum of 12 weeks leave in a 12 month period. The City has established that leave under FMLA will be computed on a calendar year basis for leave taken under the Wisconsin FMLA and for leave taken under the Federal FMLA.

If the employee's request for leave meets the requirements for family and medical leave, as outlined in this policy, and the employee has not used up the number of weeks of leave to which the employee is entitled, the employee's request for leave will be approved.

Where the employee and the employee's spouse are employed by the City, they are entitled to total combined leave of up to 12 weeks for the birth, adoption or placement of a child for foster care or to care for a sick parent.

Intermittent and Reduced Schedule Leave

Leave for serious health conditions may be taken intermittently or on a reduced leave schedule when that type of scheduling is medically necessary. If the employee requests intermittent leave or leave on a reduced schedule, the City may require that the employee transfer to a temporary alternative position for which the employee is qualified and that better accommodates the intermittent or reduced hours leave than the employee's regular job assignment. The temporary position will have pay and benefits equivalent to the employee's regular work assignment. The City will decide, on a case by case basis, whether or not intermittent or reduced schedule leave will hinder or be a help to the schedule of the requesting employee's department.

Status While on Leave

Family and medical leave is unpaid leave.

Substitution

Under FMLA* eligible employees may choose to substitute accrued paid leave – vacation, or compensatory time for statutory family leave. Even if the employee does not elect to substitute paid accrued leave during family leave, the City may require its use. (*WFMLA – additionally allows use of accrued sick leave in substitution.)

In the case of a serious health condition of the employee, the same rule applies. However, the available accrued leave includes paid vacation, compensatory time, or sick leave.

Substitution of paid accrued leave during the family and medical leave does not extend the length of the leave allowance. Rather it takes the place of unpaid leave. For example, if the City provides an employee four (4) weeks of paid vacation in substitution of unpaid family leave, and the federal or state law provides 12 weeks total, the employee would have a maximum allowance of 12 weeks of leave – 4 paid and 8 unpaid – not 16 weeks of leave. The fact that the employee may choose to substitute paid accrued leave or that the City may require the employee to use paid accrued leave does not mean that the City is required to provide paid leave that it otherwise would not have provided.

Advance Notification

In order for the City to prepare for an employee's absence during a leave for the birth or adoption of a child, the City requires the employee give advance notice, in a reasonable and practicable manner, of the expected birth or adoption. Generally, this means an employee must give at least 30 days notice of the need for FMLA leave due to birth or adoption.

For medical leave due to planned medical treatment or supervision of a child, spouse, or parent, or the employee, the employee shall make a reasonable effort to schedule the medical treatment or supervision so as not to unduly disrupt the affected department's operations.

Employees will submit requests for WFMLA or FMLA on the authorized City form "Request for Family or Medical Leave" in accordance with the time guidelines of the acts. The form will be hand delivered by the employee to the department head or designated representative. The form will be dated when received by the department head and expeditiously forwarded with a recommendation to the office of the City Clerk for final disposition.

If, due to emergency or unforeseen circumstances, the employee is unable to provide notice in accordance with the guidelines of the acts before taking leave, notice as soon as possible and practical is acceptable. The City reserves the right to inquire as to the reason why advance notice of the leave could not be given.

Medical Certification

When requesting leave for the serious health condition of a family member or for the employee's own serious health condition, the City requires the employee provide advance written certification issued by the attending health care provider of the need for leave, except in a medical emergency situation. Certification will be presented to the department head along with the required Family Medical Leave Request form. Both forms will be immediately forwarded to the office of the City Clerk.

Medical certification forms will be completed (legibly) by the health care provider and include the date the serious health condition commenced, its probable duration and all appropriate medical facts. When leave is requested to care for a family member, the certification will also state that the employee is needed to care for the ill family member and an estimate of the time necessary to do so.

When intermittent or reduced schedule leave is requested for planned medical treatment, the City will require the certification to include the dates and duration of the treatment as well as a statement the intermittent or reduced leave schedule is medically necessary for the employee or to the care of the family member.

If the City finds that a medical certification form is incomplete or insufficient, it will contact the employee and allow the employee an additional 7 calendar days to correct any deficiencies in the medical certification form submitted. If the employee fails to correct the deficiency, the City does reserve the right to contact the employee's medical provider and seek clarification of the medical information provided.

If the City finds reasons to doubt the validity of the certification, it may require, at its expense, a second medical opinion from a health care provider designated or approved by the City. Should the second opinion differ from the original certification provided by the employee, the City, again at its expense, may require the employee obtain a third opinion. The opinion of the third health care provider, designated and approved by both parties, is final and binding.

The City requires re-certification of the continued need for leave every 30 days while the employee is still taking such leave or if the circumstances related to the leave have changed.

Reinstatement

While on family and medical leave, the employee's benefits, including health care coverage, will be continued as if the employee were not on leave.

Contributions ordinarily made by the employee must be continued during the period of leave. The employee's total contribution amount due for that period must be paid by mail or in person on or before each regularly scheduled payday. Should payment cease, such benefits will be suspended until payment is resumed or the employee returns to work.

At the end of family and medical leave, the employee will be returned to the position the employee held when leave began or will be given an equivalent position with like employment benefits, pay and other terms and conditions of employment. No benefits that accrued prior to taking leave will be lost, however, the employee will not be entitled to accrue further seniority or employment benefits while on leave. In addition, the employee is not entitled to any right, benefit, or position of employment other than a right, benefit or position of employment that the employee would have been entitled to if the employee were not on leave.

Return to Work

If an employee does not return from leave because of the continuance, reoccurrence, or onset of a serious illness, employees must report their status and should report their intention to return to work at least two (2) weeks prior to the date they intend to return to work. In addition, re-certification of the medical need for leave may be required.

Should an employee be ready to return to work from family and medical leave before the scheduled return to work date, the employee is to notify the City as soon as possible to request reinstatement. The City will attempt to accommodate all requests for early reinstatement.

If family and medical leave is taken because of the employee's own serious health condition, the employee is required to provide certification prior to returning from leave that they are able to resume work. The City will require a fitness-for-duty certification prior to the employee's return to work. The fitness-for-duty certification will confirm that the employee is able to resume his/her work duties, after the medical provider reviews the specific job duties performed by the employee.

Should an employee fail to return to work at the expiration of family and medical leave without requesting an extension of their leave or making other arrangements, the City will assume that the employee has voluntarily resigned their position and will require the repayment of group

benefit insurance premiums paid by the City on the employee's behalf during the leave period. Reimbursement will not be required if the health condition prevents their performing their job or because of other documented circumstances that are beyond their control.

The City requires written medical certification that the employee cannot return to work because of the employee's own illness or the illness of a family member that the employee is needed to care for.

Complaint Procedure

An employee may file complaint with the U.S. Department of Labor or file a private lawsuit if they believe they have been denied rights under the Federal FMLA or may file a complaint with the State of Wisconsin if they believe they have been denied rights under the Wisconsin FMLA.

Notices and Records

Copies of this policy will be posted in all City departments. Should an employee need more information, they may contact the office of the City Clerk at 920-262-4007 or visit that department in the City Municipal Building.

The office of the City Clerk will keep all records regarding family medical leave requests and applications of those leaves for three (3) years. All such records are considered confidential.

VII. PERSONAL CONDUCT

A. GENERAL RULES OF CONDUCT

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

While some rules are enumerated in the following pages, they are not intended to be all inclusive of the required discipline, reasonable conduct or obligation of employees while in the City's employ. The City of Watertown reserves the right to impose any other rule or take any other corrective disciplinary action in cases it deems appropriate. Employees will conduct themselves in the following manner:

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

17. Employees will not remove from the City work premises (area of use) without proper authorization, City property, records, or any other material, including the “pirating” of software.
18. Employees will not gamble or engage in money lending schemes on the job.
19. Employees will not leave the job prior to the end of the work shift without proper authorization from his/her supervisor.
20. Employees will not post, distribute, remove or alter City notices (or any printed or written material) without authority from the department head.
21. Employees absent three (3) consecutive work days without notice will be terminated.
22. Employees will not disclose confidential information, or materials.
23. Employees will not sleep, loaf or loiter during work hours.
24. Employees will not engage in unauthorized solicitations or distributions.
25. Employees will not refuse to participate or cooperate in an authorized City investigation.
26. Employees will not involve themselves in a conflict of interest which adversely affects the City.
27. Employees will not engage in any outside business on City time.
28. Employees will not operate city-owned or leased machines, tools, equipment or vehicles without authorization.

B. FRAUD PREVENTION POLICY

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

It is the intent of the City to promote and maintain an environment of fairness and ethical behavior and prevent fraud or other dishonest behavior which may compromise City operations, resources or finances. This policy establishes acts that are considered to be fraudulent; assigns responsibility for instituting and enforcing controls to aid in the detection and prevention of fraudulent acts; requires City officials and employees to report such acts when suspected; develops procedures for the investigation of suspected fraudulent acts; and establishes consequences for such acts.

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

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

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

Fraudulent Acts

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

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

- Any dishonest or fraudulent act;
- Any apparent violation of Federal, State of Wisconsin or local laws related to dishonest activities and/or fraud;
- Intentional, false representation or concealment of materials or facts for the purpose of personal gain;
- Theft or misappropriation of funds, securities, supplies, or other City assets;
- Conversion of City assets or resources for one's own use or benefit;
- Unauthorized destruction or removal of supplies, furniture, computers, equipment or other City assets;
- Theft of a City check, credit card, or other diversion of payment;
- Unauthorized use of a City check or credit card for a purchase not exclusively for the benefit of the City;
- Forgery or unauthorized alteration of any account, check, bank draft, contract, invoice, purchase order, or any other financial statement or document;
- Misrepresentation of information or falsification of any account, check, bank draft, contract, invoice, purchase order or any other financial statement or document;
- Improprieties in handling or reporting of financial transactions related to City activities;
- Authorizing or receiving payment for goods not received or services not performed;
- Any claim for reimbursement of expenses not made for the exclusive benefit of the City including falsification of expense reports and or time cards.
- Any computer related activity involving unauthorized alteration, destruction, forgery or manipulation of data for fraudulent purposes or misappropriation of City-owned software;
- Hacking into or interference with City computer servers or systems;
- Soliciting, demanding or accepting an exchange of anything of material value from those doing business with the City including vendors, consultants, contractors, lessees, applicants and grantees. Materiality is defined in the City of Watertown Ethics Code and Subchapter 19 of the Wisconsin Statutes;
- Accepting a bribe or inducement by a supplier or partner;
- Disclosing confidential or proprietary information to outside parties;
- Obtaining profit or personal gain as a result of "insider" knowledge of City activities;
- Any similar or related irregularity.

Definitions

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

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

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

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

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

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

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

Whistleblower Protection

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

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

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

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

Failure to Comply

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

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

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

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

Responsibilities of Employees and Officials

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

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

Employees (including management) and officials shall refrain from any further investigation of the incident or activity, confrontation with the alleged violator or further discussion of the case or allegations with anyone unless specifically requested by the City Attorney, Mayor, law enforcement or external auditor involved with the investigation. Employees and officials shall not make accusations,

alert individuals suspected of committing fraud that an investigation is underway, treat individuals suspected of committing fraud unfairly or make statements that could lead to claims of false accusations or other offenses. Any inquiries from the individual suspected of committing fraud or their legal representative should be referred to the City Attorney.

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

Management Responsibilities

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

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

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

Investigation of Suspected Fraud

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

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

Every effort will be made to protect the rights and reputations of everyone involved in an investigation of suspected fraud. Once a report of suspected fraudulent or dishonest activity is received by the City Attorney's office, the City Attorney shall conduct a preliminary review of the information provided to determine the credibility of the report. If the report is determined to be either not credible or not an incident of fraud, the City Attorney shall document this determination in writing and present it to the Finance Committee in closed session. In cases where a report of suspected fraud is determined by the City Attorney to be credible or a possible case of fraud, he/she shall promptly begin investigation of the report.

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

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

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

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

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

Media and Other Inquiries

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

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

Exceptions and Clarifications

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

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

C. DISCIPLINE POLICY

Disciplinary action against employees may be taken for violations of standards of conduct, violations of policies and procedures, or for unsatisfactory work performance. Disciplinary action will only be taken after a full investigation and after giving the employee an opportunity to respond to any and all allegations.

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

- Fraud in securing employment
- Incompetency

- Inefficiency
- Unauthorized absences
- Repeated absence or tardiness or improper use of leave
- Neglect of duty
- Insubordination or willful misconduct
- Dishonesty
- Assuming duties while under the influence of controlled substances or intoxicants; or possession or use of intoxicants or controlled substances during work hours
- Conviction of a felony or misdemeanor, the circumstances of which are substantially related to duties performed
- Negligence or willful damage to property
- Discourteous treatment of the public or fellow employees
- Failure to obtain and maintain a current license or certification as required by law or Employer
- Failure to maintain effective working relationships with other employees or the public
- Sexual or other unlawful harassment
- Workplace violence
- Violation of any lawful order, directive, policy or work rule

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

The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record. When appropriate, discipline should be corrective in nature. At the Employer's sole discretion, various types of employee discipline may be imposed which include, but are not limited to, the following: verbal warning, written warning, suspension (with or without pay), or termination. None of these disciplinary measures are required to be used before discharge from employment occurs nor are the listed disciplinary actions required to be used in any specific order. The Employer may repeat disciplinary action and reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

All discipline shall be documented with a copy provided to the employee and a copy placed in the employee's personnel file.

D. GRIEVANCE PROCEDURE

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

Definition of Employee: For purposes of this provision, employee shall not include employees subject to a collective bargaining agreement addressing employee discipline, termination and workplace safety,

employees still covered under section 2.025(3) of the Municipal Code of the City of Watertown, elected officials, and independent contractors.

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

- Voluntary quit
- Layoff or failure to be recalled from layoff at the expiration of the recall period
- Retirement
- Job abandonment, “no-call, no show” or other failure to report to work
- Workforce reductions
- Job transfer or demotion
- End of employment of a temporary, contract or part-time employee.

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

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

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

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

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

Definition of Workplace Health and Safety Committee: Committee appointed by the Mayor to review workplace safety grievances consisting of the following department heads: Police Chief, Fire Chief,

Street Superintendent, Park and Recreation Director, Water Systems Manager, Health Officer, City Clerk/Treasurer, City Engineer and Library Director.

Time Limits

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

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

Costs

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

Grievance Requirements

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

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

A [grievance form](#) is available.

Procedure for Grievances Concerning Employee Terminations and Employee Discipline

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

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

Step 2: If the employee wishes to appeal the decision of the immediate supervisor, the employee will file a written grievance within five (5) days following the normal chain of command for his or her department.

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

Step 3: If the grievance is not settled in Step 2, and the employee wishes to appeal the decision of the department head, the employee shall submit the written grievance to the Mayor.

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

Step 4: If the grievance is not settled in Step 3, and the employee wishes to appeal the decision of the Mayor, the employee shall submit a written request to the Mayor for a written review hearing by an impartial hearing officer. The Hearing Officer shall be appointed by the Mayor and shall not be a City employee. In all cases, the grievant shall have the burden of proof to support the grievance. The Impartial Hearing Officer will determine whether the City acted in an arbitrary and capricious manner. The process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the Impartial Hearing Officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents.

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

Step 5: The Employer or employee may appeal the decision of the Hearing Officer to the governing body. The appeal shall be filed with the Common Council. The governing body shall not take testimony or evidence; it may only determine whether the Hearing Officer reached an arbitrary or incorrect result based on a review of the record before the Hearing Officer. The matter will be scheduled for the Common Council's next regular meeting. The Common Council will inform the employee of its findings and decision in writing within ten (10) days of the Common Council meeting. The Common Council shall decide the matter by majority vote and this decision shall be final and binding.

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

Procedure for Grievance Concerning Employee Workplace Safety:

Step 1: Any employee who personally identifies, or is given information about, a workplace safety issue or incident must notify his/her supervisor of the issue or incident as soon as reasonably practicable. All safety issues, no matter how insignificant the situation may appear to be, must be reported.

Time Limit: Any workplace safety incident or issue must be reported by an employee within 24 hours after the incident or issue was raised in order to be addressed as part of the grievance procedure.

A written report of the incident or issue, outlining the events that transpired and resolution, if any, shall be signed by all concerned parties and submitted to the Workplace Health and Safety Committee for review and consideration within five (5) days of the incident or issue.

Step 2: After review and consideration, the Workplace Health and Safety Committee will conduct additional investigation, as required, and normally issue a final report on its findings and conclusions within five (5) days of receipt of the written report. Copies of the report will be given to the persons who signed the written report, as well as to the Mayor.

Step 3: The employee may appeal the findings and conclusions of the Workplace Health and Safety Committee and request the appointment of an impartial hearing officer.

Time Limit: If the employee does not submit a written grievance to the Mayor requesting a hearing before an impartial hearing officer within five (5) days after receipt of the Workplace Health and Safety Committee Report, the grievance can no longer be addressed in the grievance procedure. If timely requested, the hearing will normally be scheduled within ten (10) days of receipt of the hearing. The Hearing Officer shall select in writing one of three outcomes: 1) Sustaining the conclusions of the Health and Safety Committee, 2) Denying the conclusions of the Health and Safety Committee, or 3) Recommending additional investigation prior to final determination.

Step 4: The Employer or employee may appeal the decision of the Hearing Officer to the governing body. In cases where the Hearing Officer recommends additional investigation, at the conclusion of the additional investigation, the matter will be automatically referred to the governing body. The decision of the governing body shall be final and binding upon the parties.

Time Limit: The employee may request a hearing before the governing body by filing a request within fifteen (15) days of the receipt of the written decision of the Hearing Officer. If not timely submitted, the grievance can no longer be addressed in the grievance procedure.

E. POSSESSION OF WEAPONS

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

F. DRUG FREE WORKPLACE

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

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

The City will individually notify all employees that they must abide by the terms of the Act as a condition of employment. Further, employees must notify the City of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Violations must be reported to the City Clerk or their designee at the City Municipal Building.

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

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

G. ALCOHOL AND DRUG TESTING POLICY

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

Safety-Sensitive Positions Subject to Drug and Alcohol Regulations

A safety sensitive function is defined, for the purposes of this policy, as including duties of:

- The required operation of a non-revenue service vehicle by a holder of a Commercial Driver's License (CDL). This definition includes:
 - All time spent at the driving controls of a commercial motor vehicle
 - All time, other than driving time, spent on or in a commercial motor vehicle
 - All time loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in

readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.

- All time spent performing the driver requirements associated with an accident.
- All time spent repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

The following is a list of all safety sensitive positions required to maintain a CDL at the City of Watertown:

Street Department:	All employees except Administrative Assistant
Wastewater Treatment Plant:	All employees except Administrative Assistant/Lab staff
Park, Recreation and Forestry:	Heavy Equipment Operation Specialist, Specialized Maintenance, General Maintenance, General Labor and Entry Level Laborer

Participation as a Condition of Employment

All employees, post offer candidates for employment and employee candidates for transfer into a position required to perform safety sensitive functions must participate in the drug and alcohol testing program at the City of Watertown. It is required under federal law and is, therefore, a condition of employment.

Required Hours of Compliance

Alcohol: Four (4) hours prior to performing a safety-sensitive function

On Call: Eight (8) hours following an accident

Drugs: Prohibited at all times
(see [Glossary of Terms](#) for “Prohibited Drug”)

Prohibited Behavior

The following alcohol and controlled substance-related activities are prohibited by the Federal Highway Administration’s drug use and alcohol misuse rules for drivers of CMV’s:

- Reporting for duty or remaining on duty while having an alcohol concentration of greater than 0.00.
- Being on duty or operating a CMV while the driver possesses alcohol. This includes the possession of medicines containing alcohol (prescription or over the counter), unless the packaging seal is unbroken.
- Using alcohol while performing safety-sensitive functions.
- When required to take a post-accident alcohol test, using alcohol within eight (8) hours following the accident or prior to undergoing a post-accident test, whichever comes first.
- Reporting for duty or remaining on duty requiring the performance of safety sensitive functions when the driver uses any controlled substance, except when instructed by a physician who has

advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV.

- Reporting for duty, remaining on duty or performing a safety sensitive function if the driver tests positive for controlled substances.

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

Circumstances for Testing

The following are types of testing required to be performed:

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

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

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

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

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

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

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

Random Testing: Employers must ensure that their programs are testing drivers at a minimum rate of 50% for drugs and at a minimum rate for alcohol. The minimum test rate for alcohol in calendar years 1996 and 1997 is 25%. The tests must be reasonably spread throughout the calendar year to ensure that drivers believe that they are always subject to testing. Generally, large employers should conduct selections four (4) or more times each year.

Each test set forth above shall be required of all City employees performing public safety functions, including sworn police officers, dispatchers, paramedics, EMTs and firefighters.

Random Selection Procedure

The City of Watertown shall utilize the services of a certified testing facility for all random selection and testing procedures. The unannounced random selection of employees will be determined by computer. The names of selected employees shall be returned to the pool for future possible selection. Every employee will have an equal chance of being selected each and every time the selection is conducted, which shall occur a minimum of four (4) times a year. Test dates shall also be randomly selected. The identity of individual employees shall remain confidential until they are notified of their selection in writing and instructed to report to the collection site.

Behavior That Constitutes Refusal to Submit a Test

- Refusal to participate by direct refusal, calling in sick, or claiming to be ill at the time of drug or alcohol testing.
- Attempting to tamper with or adulterate a urine specimen for drug testing.
- Leaving the scene of an accident before being tested or not being reasonably available for a test.
- Failure to provide adequate breath or urine sampling purposes within a reasonable time frame without a medical explanation.
- Admitting alcohol misuse after a positive screen and refusing to take the confirmation test.
- Failure to sign the alcohol testing form.

Testing Procedures

Breath Alcohol Testing Procedures: Alcohol testing will be performed for the City by Watertown Regional Medical Center, using employees designated and trained as Breath Alcohol Technicians (BATS). Tests shall be administered using an evidential breath testing device approved by the National Highway Traffic Safety Administration.

Identification of the Driver: The breath alcohol technician will ask the driver to provide photo identification of him/herself or shall be identified by an employer representative for positive identification. The driver may ask that the breath alcohol technician provide identification too.

Explanation of the Testing Procedure: The breath alcohol technician shall explain the testing procedure to the driver.

The Screening Test: The technician shall print the requested item in Step 1 of the Breath Alcohol Testing Form. The items include the driver's name (first, middle initial and last name), Social Security Number or

other employee identification number, the Employer's name, address, telephone number and type of test.

The driver shall read the certification statement, sign and date the form in Step 2, if the information is true and correct. Refusal to sign this certification shall be considered a refusal to submit to a test.

The driver shall watch as the technician opens the seal of an individually sealed mouthpiece and watch as the mouthpiece is attached to the breath testing device. The technician will ask the driver to blow forcefully into the mouthpiece for at least 6 seconds or until the breath testing device indicates that a sufficient breath sample has been obtained.

The technician will show the driver the test result displayed on the testing device. If the device does not print test results, the technician shall record the required information on the form in Step 3. The technician will then record the information in the log book and have the driver initial the log book entry. If the device prints the result, but not on the testing form, the technician shall affix the result to the form with tamper evident tape.

Test Result of Less Than 0.02: No further testing is necessary. The form is completed as described below.

Test Result of 0.02 or Greater: The technician shall instruct the driver not to eat, drink, not to put any object or substance into the driver's mouth and not to belch. The driver shall wait 15 minutes for a confirmation test. If the driver puts something in their mouth or belches before the next test, the test will be given and the technician will note the fact on the form.

Again, the driver shall watch as the technician opens the seal of an individually sealed mouthpiece and watch as the mouthpiece is attached to the breath testing device. The technician will ensure that the device measures an air blank at 0.00. The technician will ask the driver to blow forcefully into the mouthpiece, providing an adequate breath sample.

The technician will show the driver the test result on the testing device. The technician shall affix the printed results to each copy of the form with tamper-evident tape. (Test results may be printed directly on the form by some breath testing devices).

Completion of Testing Form: The technician shall note in Step 3 any problems that arose during the testing process and shall sign and date the form. The driver shall sign and date the form in Step 4. The driver shall receive Copy 2 (green) of the form.

Transmission of the Results: The technician shall transmit all results to the EMPLOYER'S PROGRAM MANAGER in a confidential manner. Transmission may be in writing, in person or by telephone or other electronic means. Test results greater than 0.00 shall be transmitted immediately to the Employer to ensure prompt removal of the driver from safety-sensitive duties.

Consequences: Employees with test results greater than 0.00 will be immediately removed from safety sensitive functions for a minimum of 24 hours and placed on an unpaid suspension (pending investigation) and will subject themselves to discipline up to and including termination.

Employees who refuse (see [Behavior That Constitutes a Refusal to Submit a Test](#)) to participate in an alcohol breath test and/or a confirmation test will subject themselves to discipline up to and including termination.

Drug Testing Procedures: All drug testing procedures will be performed by Beaver Dam Community Hospitals with specimen collection services provided by the Watertown Regional Medical Center.

The FHWA regulations require that testing is done for the following drugs (or their metabolites): Marijuana, Cocaine, Opiates, Phencyclidine (PCP), and Amphetamines

Specimen Collection: Only federal seven part urine Drug Testing Custody and Control forms shall be used. The employee will be asked to identify him/herself with photo identification.

The Collection site person will ask the employee to check his/her belongings and remove any unnecessary outer garments, including purses, briefcases and outerwear.

If a collection site person notices that the employee is attempting to tamper with a specimen, the collector may request that the employee empty their pockets, display the items and explain the need for them during the collection. The employee may retain his/her wallet.

The employee will rinse his or her hands with water and dry them. The collection bottle or cup will be unwrapped in front of the privacy enclosure and the collection site person will instruct the employee to provide at least 45 milliliters of urine. The employee will also be instructed that the temperature of the urine will be taken to ensure its integrity.

If the employee is unable to provide at least 45 milliliters of urine, the collection site technician shall instruct him/her to drink not more than 24 ounces of fluids during a period of up to two hours. The employee shall then attempt to provide another sample using a fresh collection container. If the required amount is provided, the insufficient specimen will be discarded. If the employee is still unable to provide an adequate specimen, the insufficient specimen shall be discarded, testing discontinued and the Employer notified. The medical review officer shall refer the individual for a medical evaluation to determine whether the individual's inability to provide a specimen is genuine or constitutes refusal to submit to a drug test.

Within four minutes, the temperature of the specimen will be recorded. The temperature must be between 90 and 100F. The collection site technician must also visually examine the specimen for any unusual color or sediment, and note the results on the custody and control form.

If the employee refuses to cooperate with the collection process, the Employer will be informed and the refusal will be documented on the urine custody control form.

Observed Collections: Under the following circumstances, collection site personnel must observe the second collection immediately after the first collection:

- The employee has presented a urine sample that falls outside the normal temperature range and the employee declines to provide a measurement of oral body temperature or oral body temperature varies by more than 1 C/1.8 F from the temperature of the specimen.

- The collection site person observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample.
- The most recent urine specimen provided by the employee was determined by the lab to have a specific gravity of less than 1.003 and a creatine concentration below 0.2g/l.
- The employee has previously been determined to have used a controlled substance without medical authorization and the test is a return to duty test or a follow up test.

Split Specimen Procedure: All employees who drive CMVs that must obtain a commercial driver's license to operate such a CMV, must have their urine specimen collected using the split specimen collection method in 49 CFR 40.25(f)(10)(ii). The employee will urinate into a collection cup or a specimen bottle providing at least 45 milliliters (ml) urine specimen. The collector will subdivide the urine specimen into two bottles in front of the driver. The two bottles of the driver's urine will be sealed and labeled by the collector and initialed by the driver before the collector packages the two bottles in one shipping container for shipment to the laboratory. Laboratories for split specimen testing must be currently certified by the Department of Health and Human Services (DHHS) Substance Abuse and Mental Health Services Administration. (SAMHSA).

Laboratory Analysis: When the laboratory receives the two bottles of urine, the laboratory will log both bottles into the laboratory. The laboratory personnel will not break or remove the seal on the split specimen bottle. The laboratory will place the split specimen of urine in temporary cold storage. The primary specimen of urine will be tested for controlled substances. If the primary specimen is confirmed positive for controlled substances, the laboratory will report to the medical review officer the results of the primary specimen.

Medical Review Officer (MRO) Review of Test Results: When a medical review officer notifies the employee that a test result was confirmed positive by the laboratory for one or more drugs, the driver has the right to request that the split bottle of urine be tested at a second laboratory. The second laboratory must be certified by DHHS and may be selected by the employee. The driver will be given at least 72 hours from the time of notification that the test result was verified positive by the medical review officer to request testing of the split specimen. All requests for split specimen testing are made to the medical review officer.

THE TESTING OF THE SPLIT SPECIMEN WILL BE PAID FOR BY THE EMPLOYEE UNLESS THE CONFIRMATION TEST IS NEGATIVE.

The medical review officer will, by written request, notify the laboratory to send the split specimen to a second laboratory for reconfirmation of the drug or drugs identified in the primary specimen by the first laboratory. The medical review officer is not to delay the verification process of notification to the Employer while the split specimen is being processed. The second laboratory will test the split specimen for any trace of the drug(s) that the first laboratory identified. The quantitative cutoff levels used in analysis of the primary specimen are not applied to the split specimen.

Split Specimen Reconfirms the Presence of the Drug: The second laboratory will report to the medical review officer that the split specimen has in it the drug identified by the first laboratory. If the medical review officer has completed the verification process and has verified the primary specimen as positive, the medical review officer shall notify the Employer about the split specimen test result.

Split Specimen Fails to Reconfirm the Presence of the Drug: The second laboratory will report to the medical review officer that the specimen failed to reconfirm the presence of the drug identified by the first laboratory or that it is not testable, unavailable or inadequate for testing. The medical review officer must cancel the test (including the primary test result) and report cancellation and the reasons for cancellation to the Employer, the driver and the Department of Transportation.

Canceled Test Results: If the test was done for pre-employment or return to duty purposes, the Employer must collect another specimen for testing using split specimen collection procedures. If the test was done for reasonable suspicion of drug use and the driver continues to exhibit appearance, behavior, speech or body odor of reasonably suspected drug use, or chronic withdrawal effects of such use, the Employer must collect another urine specimen for testing. If the test was done for random, post-accident, or follow-up testing, the Employer may not collect another specimen for testing under the authority of the DOT rules. Canceled random or follow-up tests do not “count” toward the minimum number of random tests required of each employer or toward the mandatory minimum of six (6) follow-up tests in the first 12 months after returning to duty following a positive test.

Consequences: Any employee not testing negative for non-prescription drugs as confirmed to the City by the medical review officer shall be referred to a substance abuse professional and immediately terminated from employment. Employees who refuse (see [Behavior That Constitutes a Refusal to Submit a Test](#)) to take a drug test shall be immediately terminated from employment with the City of Watertown.

Confidentiality of Testing Results

The City of Watertown assures employees subject to the testing procedures that there will be strict adherence to the standards of confidentiality and testing records and results will be released only to those authorized by the FHWA rules to receive such information.

- Only as directed by specific written instruction of the employee.
- To a decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the employee tested.
- Upon written request to the employee.
- To the National Transportation Safety Board upon request.
- To the Department of Transportation upon request.

Program Manager

The Program Manager for the City of Watertown Alcohol and Drug Testing Program is the City Clerk. The City Clerk’s office is located in the Municipal Building, 106 Jones Street. The phone number is (920) 262-4000 and the hours of availability are 8:00 a.m. to 4:30 p.m., Monday through Friday should you have questions regarding this program or policy.

Effects of Alcohol on Employees at Home and in the Workplace

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

Signs and Symptoms of Use:

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stuporous condition
- Slowed reaction rate
- Slurred speech

(Note: Except for odor, these are general signs and symptoms of any depressant substance).

Health Effects

The chronic consumption of alcohol (average of three servings per day of beer (12 ounces), whiskey (one ounce), or wine (6 ounce glass) over time may result in the following health hazards:

- Decreased sexual functioning
- Dependency
- Fatal liver diseases
- Increased cancers of the mouth, tongue, pharynx, rectum, breast and malignant melanoma
- Kidney disease
- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects

Where Help can be Obtained

Alcohol and other drug abuse are preventable and treatable. The City of Watertown and the community have many resources available to help people with an alcohol or other drug abuse problem. The City retains the services of an **Employee Assistance Program** where help can be obtained in a confidential manner by calling a number and making an appointment for an assessment. This information can be obtained at the City Clerk's office or from your department head or supervisor. Help can also be obtained in the community where referral services are available. In addition to the City's Employee Assistance Program, Jefferson and Dodge County Human Services both have 24 hour crisis hot lines. For information or an appointment you can contact them at (920) 674-3105 and (920) 386-3500 respectively. Watertown Regional Medical Center (**Directions Counseling Center**) also has a program for

alcohol or other drug abuse and can be contacted at (920) 262-4800. The City urges you to take advantage of these resources if you have a problem with alcohol or controlled substances.

Proper Application

No employee shall violate the City's Alcohol and Drug Testing Policy.

Supervisors and managers are required to apply all aspects of this policy in an unbiased and impartial manner. No supervisor shall disregard the requirements of this policy nor will they deliberately misuse the policy with regard to subordinates.

Glossary of Terms

Accident: An occurrence associated with the operation of a vehicle in which an individual dies, an individual suffers a bodily injury and immediately receives medical treatment away from the scene of an accident, or a commercial motor vehicle or another vehicle incurs disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle.

Air Blank: A reading by an Evidential Breath Testing Device of ambient air containing no alcohol.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl or isopropyl.

Alcohol Concentration: The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under this part.

Alcohol Use: The consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

Aliquot: A portion of a specimen used for testing.

Breath Alcohol Technician: An individual who instructs and assists individuals in the alcohol testing process and operates an EBT.

Canceled or Invalid Test: In drug testing, a drug test that has been declared invalid by a medical review officer. A canceled test is neither a positive nor a negative test. For purposes of this part, a sample that has been rejected for testing by a laboratory is treated the same as a canceled test. In alcohol testing, a test that is deemed to be invalid under DOT Rule 49 CFR Part 40 Section 40.81. It is neither a positive nor a negative test.

Certification: A recipient's written statement, authorized by the organization's governing board or other authorizing official, that the recipient has complied with the provisions of this part.

Chain of Custody: Procedures to account for the integrity of each urine or blood specimen by tracking its handling and storage from point of specimen collection to final disposition. With respect to drug testing, these procedures shall require that an appropriate drug testing form used from time of collection to receipt by the laboratory and that upon receipt by the laboratory and appropriate chain of custody form accounts for the sample aliquots with the laboratory.

Collection Container: A place into which the employee urinates to provide the urine sample used for a drug test.

Collection Site: A place designated by the Employer where individuals present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of drugs.

Collection Site Person: A person who instructs and assists individuals at a collection site and who receives and makes a screening examination of the urine specimen provided by those individuals.

Confirmation: In drug testing, a second analytical procedure to identify the presence of a specific drug or metabolite that is independent of the screening test and that uses a different technique and chemical principle from that of the screening test to ensure reliability and accuracy. GC/MS is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine. In alcohol testing, a second test, following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration.

Disabling Damage: Damage that precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs.

Drug Test: The laboratory analysis of a urine specimen collected in accordance with 49 CFR Part 40 and analyzed in a DHHS approved laboratory.

Evidential Breath Testing Device: An EBT approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices" (CPL).

Employee: An individual designated as subject to drug testing and/or alcohol testing. As used in this part, "employee" includes an applicant for employment. "Employee" and "Individual" or "Individual to be tested" have the same meaning for purposes of this part.

Employee Assistance Program: A program provided directly by an employer, or through a contracted service provider, to assist employees in dealing with drug or alcohol dependency and other personal problems. Rehabilitation and reentry to the work force are usually arranged through an EAP.

Medical Review Officer: A licensed physician responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test results together with his or her medical history and any other relevant biomedical information.

Pass a Drug Test: An individual passes a drug test when a medical review officer determines, in accordance with procedures in 49 CFR Part 40, the results of the test:

- Showed no evidence or insufficient evidence of a prohibited drug or drug metabolite.
- Showed evidence of a prohibited drug or drug metabolite for which there was a legitimate medical explanation.
- Were scientifically insufficient to warrant further action.

- Were suspect because of irregularities in the administration of the test, or observation, or custody and control procedures.

Performing a Safety Sensitive Function: A covered employee is considered to be performing a safety sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Pre-Employment Test: A drug test given to an applicant or employee who is being considered for a safety-sensitive position. The applicant or employee must be informed of the purpose of the urine collection prior to actual collection.

Prohibited Drug: Marijuana, cocaine, opiates, amphetamines, or phencyclidine.

Post-Accident Test: A drug test administered to an employee when an accident (as previously defined) has occurred and the employee performed a safety-sensitive function that either contributed to the accident, or cannot be completely discounted as a contributing factor in the accident.

Random Test: A drug test annually to a predetermined percentage of employees who perform in safety sensitive functions and who are selected on a scientifically defensible random and unannounced basis.

Reason to Believe: Objective information indicating that a particular individual may alter or substitute a urine specimen.

Reasonable Cause Test: A drug test given to a current employee who performs in a safety-sensitive position and who is reasonably suspected by two or more trained supervisors of using a prohibited drug.

Refuse to Submit (Alcohol Testing): A covered employee fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement to be tested in accordance with the provisions of this part, or engages in conduct that clearly obstructs the testing process.

Refuse to Submit (Drug Testing): A covered employee fails to provide a urine sample as required by 49 CFR part 40, without a valid medical explanation, after he or she has received notice of the requirement to be tested in accordance with the provisions of this subpart, or engages in conduct that clearly obstructs the testing process.

Return to Duty Testing: An initial drug test prior to return to duty and additional unannounced drug tests (for a period up to 60 months) given to employees performing in safety-sensitive functions who previously tested positive to a drug test and are returning to safety-sensitive positions.

Safety Sensitive Function: Includes any of the following duties:

- Operating a revenue service vehicle, including when not in revenue service;
- Operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License;
- Controlling dispatch or movement of a revenue service vehicle;
- Maintaining a revenue service vehicle or equipment used in revenue service;

- Carrying a firearm for security purposes.

Safety Sensitive Position: A duty position or job category that requires the performance of safety sensitive functions.

Screening Test: In drug testing, an immunoassay screen to eliminate “negative” urine specimens from further analysis. In alcohol testing, an analytical procedure to determine whether an employee may have prohibited concentration of alcohol in a breath specimen.

Split Specimen: An additional specimen collected with the original specimen, to be tested in the event the original specimen tests positive.

Substance Abuse Professional: A licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission), with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Violation: A verified positive drug test, an alcohol concentration of 0.04 or greater, refusal to participate in required alcohol or drug testing.

Acronyms:

- ADA Americans with Disabilities
- BAT Breath Alcohol Technician
- CDL Commercial Driver’s License
- CFR Code of Federal Regulations
- DHHS Department of Health and Human Services
- DOT Department of Transportation
- EBT Evidential Breath Testing (device)
- FHWA Federal Highway Administration
- GC/SC Gas Chromatography/Mass Spectrometry
- MRO Medical Review Officer
- PCP Phencyclidine
- PM Program Manager
- SAP Substance Abuse Professional

H. CONFINED SPACE ENTRY

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

I. ELECTRONIC INFORMATION SYSTEMS

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

It is the policy of the City of Watertown to give notice to its employees as to what conduct is specifically prohibited or required pertaining to electronic information systems. The intent of this policy is to ensure that electronic communications systems are used to their maximum potential for City purposes and not used in a way that is disruptive, offensive to others or contrary to the Creed for Public Employees.

All electronic communication systems provided by the City of Watertown, including but not limited to telephones, e-mail, voice mail, text messages, pagers, the internet, and computer hardware and software, are the sole property of the City of Watertown . This includes all information transmitted by, received in or from, and/or stored on these systems. The City may routinely access and monitor these electronic communication systems including e-mail, internet usage, text messages, and voice mail, for legitimate business purposes, at any time, with or without prior notice. Employees have no right or expectation of privacy or confidentiality in their use of the City of Watertown's electronic communication systems (including, specifically, e-mail, cellular telephones, internet access, mobile data computers, telephone voicemails or text messages, or any other electronic systems owned by the City).

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

Email System

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

Guidelines for Email system use:

- Although an employee may have a personal password, email can be accessed by the City with or without advance notice.
- All messages sent and received on the email system are the property of the City and may constitute a public record.
- Employees are strictly prohibited from creating, soliciting, and/or exchanging messages, audio recordings or images that are offensive, harassing, sexually oriented, defamatory, obscene or threatening.
- Discrimination and/or harassment over the email system will not be tolerated and constitutes a clear violation of City policy.

- The City allows limited, occasional or incidental personal use of the email system provided the use does not involve prohibited activities, interfere with productivity, consume storage capacity, or involve large file transfers.
- The general rule is that e-mail is a public record whenever a paper message with the same content would be a public record. Therefore, email messages may be subject to Open Records Requests by the public.
- Employees shall not distribute advertisements, chain letters or similar materials.
- Employees should not open links or attachments received from an unknown or unverified source.

Cellular Telephones

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

Guidelines for City issued cellular telephones:

- Employees shall ensure that the cellular telephones assigned to them or their assigned City vehicle, are properly maintained, activated, and charged.
- Personal use of a City- issued cellular telephone should be kept to a minimum.
- Employees shall avoid publication of City cellular phone numbers.

Guidelines for Personal cellular telephones:

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

Internet Access

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

Guidelines for Internet Use:

- Each employee accessing the Internet with a City computer shall log on and off at the beginning and end of each shift. Each employee shall use their individual access code. The use of another employee's code or password is strictly prohibited, without proper authority.
- Employees shall not save or distribute materials subject to copyright restrictions.
- While limited, occasional and/or incidental personal use of City computer, Internet, email and IT systems is tolerated, employees should use non-City computer, internet, email and IT systems for activities that are not necessary for fulfilling employee work duties. Personal use of City computer, Internet, email and IT systems that is of an extensive or recurring nature or use for purposes which, in the discretion of the department head, are not appropriate during hours of a work shift, are not permitted. Disciplinary action may be imposed if the department head or Mayor determine that the use of the City's computer, Internet, email and/or IT systems is excessively for personal use or otherwise unapproved or illicit under City policies or rules and/or unlawful.
- Abilities to download and conduct file transfers must be authorized by the employee's supervisor. The purpose of this authorization is to ensure that downloads are for business purposes, and to minimize the impact of such operations on the overall network. This authorization also exists to prevent users from downloading and implementing software that has the potential to crash the City's records management system. Under no circumstances shall employees download or install executable programs.
- Other than portable equipment (i.e., laptop computers) employees shall not unplug, disconnect, nor move computer equipment or peripherals without approval from their supervisor after being coordinated through the City's IT specialists.

Social Networking

The use of Internet social networking sites (Facebook, Twitter, blogging, etc.) is a popular activity; however, employees must be mindful of the negative impact of inappropriate or unauthorized postings upon the City of Watertown and its relationship with the community.

Guidelines for employees' work-time use of Social Networking:

- Employees are prohibited from using City computers or cell phones/devices for any unauthorized purpose, including participation in social media or social networking.
- Employees are prohibited from using any social media or social networking platform while on duty, unless permission is granted for investigative or public information purposes.
- An employee using social media during work time has no expectation of privacy. Employees are advised that social media posts may be subject to discovery under the Freedom of Information Act and/or the Wisconsin Open Records Act pursuant to Sec. 19.35 Wisc. Stats. and all other litigation-related and non-litigation-related discovery devices.
- Unless granted explicit permission, employees of the City are prohibited from posting any of the following on any social networking platform, either on their own sites, the sites of others known to them, the sites of others unknown to them, news media pages, or other information exchange forums:

- Any text message, written narrative, photograph, audio, video, or any other multimedia file related to any investigation, personnel issues, vehicle crashes, fire and EMS response, zoning or building issues, or any other City or department issues that employees are privy to, both current and past.

Guidelines for employees' off-duty use of Social Networking:

- Employees who choose to maintain or participate in social media or social networking platforms while off-duty shall conduct themselves with professionalism and in such a manner that will not reflect negatively upon the City or its mission. In the course of operating or participating in such venues, the following rules shall apply:
 - Employees are prohibited from speaking on behalf of the City unless authorized by their supervisor. All personal comments must be labeled as personal and a disclaimer made as to not representing the City or City officials.
 - Employees will be responsible for the content that appears on their maintained social media or social networking sites and will be obligated to remove any posting of material contributed by others that reflects negatively upon the City.
 - Sexually graphic or explicit material of any kind shall not be posted by the employee on any form of social media or social networking site. Any posting made by others to the employee's site shall be immediately removed by the employee.
 - Any text, photograph, audio, video, or any other multimedia file included on a social media or social networking site that infers, implies, states or opines or otherwise expresses the employee's views on the legal, judicial or criminal justice systems shall not, in any way, undermine the public's trust and confidence in the City.
- Any posting that encourages the use of illegal substances or criminal activity by members of the general public is strictly prohibited. Any posting made by others to the employee's site that advocates or encourages the use of illegal substances or criminal activity shall be immediately removed by the employee.
- Any posting that detracts from the City's mission will be considered a direct violation of this policy.
- Employees who become the focus of a professional standards complaint related to the use of internet social networking sites may be ordered to provide the City, or its designated investigator, with access to the social media and social networking platforms in which they participate or maintain.

Telephone Voicemail

A voicemail mailbox is assigned to employees of the City of Watertown as a method of processing telephone messages. Whenever practical, the caller shall be informed of the work hours and next work day of the employee that contact is being attempted with.

Guidelines for Voicemail Use:

- Voicemail messages are to be retrieved during a shift and handled expeditiously.
- Voicemail greetings are to be kept current at all times and to provide the caller with accurate information as to the availability of the employee being called.

- Employees shall regularly remove outdated or unessential messages to prevent a voice message full mailbox status.
- If an employee is to be gone for a period of time exceeding their normal off days, the voice message will accurately reflect their status and estimated return time.

Passwords and/or Access Codes

Passwords and /or access codes assigned or chosen by employees are to be maintained as confidential with respect to other employees. The use of another employee's password or access code is strictly prohibited without the explicit authority of the employee's supervisor. Passwords and access codes do not imply an employee's right to privacy and the City will monitor all electronic communications whether or not those communications have password or access protections.

I. PERSONAL APPEARANCE

Department heads shall have the appropriate authority to set department appearance standards.

K. IDENTIFICATION CARDS

All regular full and part-time employees and elected and appointed officials shall be issued a photograph identification card. Identification cards will have the individual's first and last name on the front of the card for display bearing the photograph of the identified individual. Identification cards may also be issued upon department head approval to individuals providing volunteer or special services.

Departments that routinely have volunteers, contractors, visitors and clients accessing their work area, may issue temporary identification cards, without photographic or individual identification, upon department head approval, which will be provided on a daily basis to the individual for identification as a person with authorized access. Upon completion of business, and/or no later than the end of the business day of issuance, the temporary identification card must be returned to the department head authorizing issuance of the card. Employees with an identification card may escort visitors, clients, etc. as immediate and routine business needs dictate.

Display

All employees and elected and appointed officials will wear their identification card so it is visible whenever performing duties relating to their City employment or representation. The card will be worn on the front of the outermost garment, with the name and photograph visible. Employees who routinely work outdoors, may carry the identification card on their person at all times when performing duties relating to City employment provided such employee immediately produces the identification card upon reasonable request.

Replacement

Employees losing or misplacing their identification card must immediately report same to their department head who shall immediately report same to the Chief of Police and City Clerk. An elected or appointed official who loses or misplaces their identification card must immediately report same to the Chief of Police.

Employees and elected and appointed officials losing or damaging their identification card must have another card made at charge to the employee or elected or appointed official for the cost of

replacement. If the replacement is necessary due to ordinary wear and tear in the course of employment, legal name change, or change of department or employment status, no charge shall be made.

Should an employee or elected or appointed official later find his/her lost or misplaced card, the lost or misplaced card must be immediately surrendered to the Chief of Police or City Clerk who shall cause it to be destroyed.

Unauthorized Use

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

Return

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

Policy Enforcement

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

Appearance

With the exception of identification cards issued to personnel of the Fire Department, the visual appearance and method of production of all identification cards issued pursuant to this policy, regardless of title or department association shall be identical with the exception of the employee or official specific identifying data appearing on the identification card.

Non-Regular Employees

Seasonal, temporary or any other non-regular employees shall comply with the foregoing policy in its entirety upon the requirement of such employee's department head or the Mayor.

L. SECONDARY EMPLOYMENT

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

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

employer while on a leave of absence or while absent for illness from the City. Policies specific to individual departments may apply.

M. ATTENDANCE POLICY

Regular attendance, including punctuality, is essential to meeting the City's obligations. It is important to the City that its employees be present to perform their duties as scheduled. Further, it is necessary that tardiness and absences from work be handled in a systematic manner.

Absence and tardiness is expensive, disruptive, creates poor morale, and places an unfair burden on other employees and your supervisor. We encourage everyone to strive for perfect attendance. An employee who fails to report for work as scheduled, to properly notify the City of an absence, to obtain approval for an absence or who has excessive absenteeism will be subject to discipline, up to and including discharge.

An employee who is unable to report for work must call in as soon as possible but no later than one (1) hour before the scheduled start of the shift each workday. The following definitions apply to this policy:

Absence Incident: Leaving, except for those reasons noted under Excused Absences, on a scheduled work day.

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

Excused Absence: The following are normally considered excused absences:

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

Absence from Duty

The department heads and the individuals themselves who are not under any department head shall file with the City Clerk on each pay period end date, a statement of the actual number of days each employee, whether full or part time, was absent from duty, together with the cause of such absence from duty. The City Clerk shall keep a record of each day's absence from duty.

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

VIII. APPENDIX OF FORMS

A. WORKPLACE HARASSMENT COMPLAINT FORM

B. WORKPLACE HARASSMENT WITNESS STATEMENT FORM

C. GRIEVANCE FORM

D. POSITION CLASSIFICATION FORM

E. DEPARTMENT HEAD POSITION CLASSIFICATION REVIEW

F. JOB EVALUATION SYSTEM SUMMARY DOCUMENT

G. EMPLOYEE ACKNOWLEDGEMENT NON-UNION EMPLOYEES

H. EMPLOYEE ACKNOWLEDGEMENT UNION EMPLOYEES

WORK PLACE HARRASSMENT

Complainant's Name: _____ Position: _____

Department: _____ Supervisor: _____

- 1. Oral Complaint discussed with _____ on _____.
- 2. Answer received on _____ was not satisfactory.

3. STATEMENT OF COMPLAINT:

(Please read the attached [City of Watertown Work Place Harassment Policy](#) before you complete the balance of this form).

a. Name(s) of person(s) accused of sexual harassment:

b. Date(s) of incident(s): _____

c. Description of incident(s).
(Describe what happened: Be specific and include all actions or statements, including your own.
Who was present? Where did it happen? etc.)

_____ (Use and attach more sheets if necessary).

I hereby certify that the information provided by me on this form is true and accurate to the best of my knowledge and recollection.

Signature _____ Date _____

Received by: _____ Date: _____

(signature)

WITNESS STATEMENT

Name: _____

Person(s) involved: _____

What happened? (Be specific and include all actions and who was present when it happened, etc.)

I hereby certify that the information provided by me on this form is true and accurate to the best of my knowledge and recollection.

Signature _____ Date _____

GRIEVANCE FORM

Employee Name: _____ Date(s) of Incident: _____

Employee Position: _____

Statement of Issue: _____

Policy, procedure or rule being challenged: _____

Detailed explanation of facts supporting grievance: _____

Steps taken to review the matter with employee's supervisor: _____

Relief being sought: _____

Signature: _____ Date: _____

Attach any additional documentation you feel is needed to support grievance.

COMPENSATION AND CLASSIFICATION PLAN

CLASSIFICATION REVIEW FORM

Name: _____

Date: _____

Proposed Title: _____

Department: _____

Signature: _____

- I have thoroughly reviewed the Job Description Questionnaire (JDQ) originally submitted for the classification and compensation study. If necessary, I have attached a copy of the original questionnaire with changes clearly marked and distinguishable.
- I have read CDC's [document on the Job Evaluation System](#) thoroughly.

I believe my position was incorrectly graded because:

(If the basis of the classification review is additional responsibilities or significant changes to the position since the completion of the JDQ, please explain when the duties changed, the reason for the change, and from where the duties originated. If the duties came from another position, the employee must indicate from which position they were removed).

COMPENSATION AND CLASSIFICATION PLAN

DEPARTMENT HEAD CLASSIFICATION REVIEW FORM

Department Head Review Section:

I certify that all factual information concerning this position, as presented by the employee is accurate and correct. This is not necessarily a declaration of agreement or disagreement with the nature of this grade review request.

Name

Position Title

Date

A Department Head who wishes to comment on the grade review request itself may feel free to do so and should attach their comments to the review form submitted by the employee. If CDC has additional questions about the position or requires clarification on one or more points, the Department Head will be contacted for further information.

_____ The grade review and Department Head review section has been reviewed and signed by this Department Head.

Comments:

Department Head

Date

Mayor

Date

JOB EVALUATION SYSTEM SUMMARY DOCUMENT



CARLSON DETTMANN CONSULTING

Job Evaluation System

Summary



Section I Job Evaluation

Job evaluation is a systematic process used to establish internal equity among positions as a foundation for the development of an overall classification hierarchy. It is an attempt to measure “the job,” rather than the performance of an individual doing the job.

The process has evolved from basic job slotting to a more refined and systematic application of several compensable factors to positions being evaluated. Most current job evaluation methodologies are known as point-factor systems.

The starting point for all job evaluations is job documentation and job analysis. Generally, the best person to document a job is the person doing the work. We ask incumbent employees to complete our Job Description Questionnaire. Supervisors and department heads review the employee responses for accuracy and completeness. We read follow-up with clarifying interviews as necessary.

Once the job documentation is completed, we apply our point-factor job evaluation methodology. The system creates a total point profile based on the breadth and depth in each position from applying the factors of *Formal Preparation and Experience, Decision Making, Thinking Challenges and Problem Solving, Interactions and Communications, and Work Environment*.

To achieve and maintain effective and bias-free job evaluation, evaluators must:

- Exercise consistent application of the system, based on thorough training and a common understanding of the concepts of internal equity and position classification.
- Commit to addressing and removing any process bias that would result in over-evaluating or under-evaluating a position.
- Ensure that no evaluations are scheduled or completed without current and complete job documentation and relevant background information.
- Be sufficiently inclusive from a process standpoint to help ensure credibility of the job evaluation methodology throughout the organization.
- Be job content experts. In most assignments, we apply the evaluation system. In other applications, we rely on an internal job evaluation committee to conduct job evaluation, and members should represent the breadth and depth of the organization. Members without previous job evaluation experience cannot expect to produce accurate results without 20–30 hours of training and facilitation by a system expert for some amount of time.
- Submit their results to review by experienced experts within the organization to check for face validity.



Section II The Job Evaluation Factors

Job evaluation is best understood as the systematic application of a set of written criteria to document job content to produce a point score. In this sense, it is the application of an abstract classification method called "job evaluation factors" to objective information about what people do.

Each factor includes definitions of various levels that we can apply to job content to determine what is the appropriate "score" on that factor. The evaluation factors and the defined levels for each factor correspond to sections of the Job Description Questionnaire, so the evaluation is verifiable in the sense that we actually could observe work being performed that corresponds to the written description. In other words, the abstraction has meaning in the real world of work.

When finished, we total the scores on each factor to obtain the overall point value for the job. Having a point score allows us to compare and contrast jobs that are frequently quite dissimilar in order to establish a job hierarchy and classification system.

The factors in our job evaluation system are as follows:

A. Formal Preparation and Experience

In applying this factor, the evaluator determines the most representative combination of formal preparation and experience typically required to qualify for the position being evaluated. It is important to verify the minimum acceptable qualifications of the position by reviewing the current job description questionnaire and any additional job documentation available to evaluators.

1. Sub Factor 1—Formal Education

The knowledge accumulated through formal preparation/training/education that is distinguished by a curriculum and testing of that accumulated knowledge.

2. Sub Factor 2—Experience

The most representative profile of relevant prior experience required to qualify for the position being evaluated.

B. Decision Making (Impact)

In applying this factor, the evaluator determines the freedom to act that is delegated to the position, the extent of the organization affected by those actions, and the best characterization of decision making typical of the position being evaluated.

1. Sub Factor 1—Freedom to Act

The most representative level of autonomy delegated to the position for initiating actions or making decisions.

2. Sub Factor 2—Extent of Actions Taken

The breadth of the organization effected by actions taken that would be typical for the



position—from jobs where actions affect only their job to jobs where effects are seen organization wide.

3. **Sub Factor 3—Impact of Judgments**

The degree of decision making that is most representative, from jobs where information is provided to others for their decision making to jobs where the responsibility for final decisions is clear and ongoing in most cases.

C. Thinking Challenges and Problem Solving

In applying this factor, the evaluator first determines the *representative* thinking challenges and problem solving required on an ongoing basis, and then determines the depth of intellectual response to those challenges and the creativity involved in solving problems. The focus is on representative thinking challenges and problem solving as opposed to possible, but highly unlikely, situations.

1. **Sub Factor 1—Context and Complexity**

The context and complexity of challenges/problems in relation to established procedures, protocols, and policies—from jobs with minimally complex procedures to jobs with considerable complexity and only very broad guidance.

2. **Sub Factor 2—Required Response**

The depth of response required by the position—from jobs with generally clear-cut responses to jobs where responses require the development of original, creative solutions at the level of scientist, composer, or similar profession.

D. Interactions and Communications

In applying this factor, the evaluator first determines the context of business interactions and communications that are an ongoing part of performing the position being evaluated—from answering requests for basic information to the most critical operational and governance issues in the organization.

Second, the evaluator determines the outcomes, effects, and impacts of these interactions and communications in the organization—from jobs where the impact is generally limited to effective working relationships to jobs where interaction and communications primarily and regularly deal with the most major operational and/or governance issues in the organization. The evaluator recognizes the impact of such communications both inside and outside of the organization.

E. Work Environment

In applying this factor, the evaluator first determines the potential for injury in performing the job, including the identification of what recognized health hazards regularly exist in the typical work environment.



The second sub-factor measures the *physical requirements* to perform the job being evaluated as expected and within established organizational policies related to good safety practices—from jobs with a low degree of physical effort to jobs that require physical activity which is a continuous, major effort that could comprise most, if not all, of the position's work time.

Factor Weightings

The job evaluation factors are weighted based on expert experience and knowledge regarding the relative importance of these factors across organizations. These weightings consistently produce job evaluation scores and relative rankings that are highly correlated with market pay practices.

In the system points are allocated to the levels within each sub-factor. A total job evaluation score results from adding the points from each factor. We then group positions into grades according to point scores based on professional judgment of our compensation professionals.

EMPLOYEE ACKNOWLEDGMENT

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

I understand it is my responsibility to comply with all Employer policies, rules and expectations as set forth in this Handbook, as well as policies, rules and expectations that the Employer may otherwise establish or change from time to time. I further understand and acknowledge that this Handbook provides guidelines and information, but this Handbook is not, nor is it intended to constitute, an employment contract of any kind. I understand that any contract or employment agreement must be authorized and approved by the Common Council of the City of Watertown at a duly-noticed meeting. I acknowledge that I have not entered into any such individual agreement or contract by acknowledging receipt of this Handbook or by following any of the provisions of this Handbook. I understand that the contents of this Handbook and my compensation and benefits may be changed by the Employer at any time, with or without notice to the extent permitted by law.

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

Supervisor's Signature

Date

Employee's Signature

Date

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

EMPLOYEE ACKNOWLEDGMENT

Unionized Public Safety Employees

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

I understand it is my responsibility to comply with all Employer policies, rules and expectations as set forth in this Handbook, as well as policies, rules and expectations that the Employer may otherwise establish or change from time to time. I further understand and acknowledge that this Handbook provides guidelines and information, but this Handbook is not, nor is it intended to constitute, an employment contract of any kind. I understand that any contract or employment agreement must be authorized and approved by the Common Council of the City of Watertown at a duly-noticed meeting. I acknowledge that I have not entered into any such individual agreement or contract by acknowledging receipt of this Handbook or by following any of the provisions of this Handbook. I understand that any contract or employment agreement must be authorized and approved by the Employer and Union to the extent required by law.

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

Supervisor's Signature

Date

Employee's Signature

Date

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