



C I T Y O F
M I L T O N

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Employee Handbook & Policy Manual

2016 Updates

City of Milton, Wisconsin

Effective Date: February 18, 2016 (Pending Council approval)

6.04 Meals & Break Periods

- 3) Subsequent violations will result in a delay in processing the employee's pay for the period.

6.03 Work Schedules

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Flexible work schedules are subject to guidelines in Section 6.05(4) Flextime Scheduling.

Modified work schedules will be allowed with prior Department Head approval so long as they do not generate overtime and / or negatively impact service provision.

6.04 Breaks & Meal Periods

Department Heads shall be responsible for coordinating staff break times and meal times to ensure staff receives adequate breaks without unnecessary or undue disruptions to service provision. All employees shall be permitted to take a fifteen (15) minute break period in the fore part of their shift and a ten (10) minute break period in the later part of their shift without loss of pay. Alternate schedules may be approved at the discretion of the Department Head. Break times are not intended to be accumulated throughout the day in order to extend an unpaid lunch period or terminate the work day earlier.

6.05 Overtime Compensation

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

1) Non-Emergency or Scheduled Overtime

An employee will receive 1½ times their rate of pay for hours worked in excess of 40 hours actually worked during the work week.

Paid Time Off, personal holidays, or any leave of absence will not be considered hours worked for purposes of performing overtime or compensatory time calculations for non-emergency or scheduled work. If the recognition of a holiday occurs during the same week that scheduled overtime is earned on a day other than the actual holiday, then the overtime will be earned at straight time. If an employee is scheduled to work overtime on a holiday that occurs during the weekend, the employee will receive overtime compensation per City policies related to scheduled and unscheduled overtime for work performed during the recognized holiday and / or actual holiday.

7.03 Paid Time Off

7.05 Holidays

2) Part-Time Employees

Part-time employees who work less than 40 hours each week, but more than 200 hours each year are provided with some of the same benefits as full-time employees. Additional benefits may be provided depending on the approved employment terms.

3) Other Employees

Eligibility for benefit programs for all other employees will be dependent on the employment agreement.

7.03

Paid Time Off

The City of Milton uses a Paid Time Off (“PTO”) system, which is an all-inclusive program that will provide income protection for “no fault” time away from work, including illness-related absences. The PTO program includes a “Medical Leave Bank,” which may only be used for a Family and Medical Leave Act (FMLA) qualifying event.

PTO is intended to be used for a variety of traditional types of time away from work, including vacation, personal illness, personal business, doctor appointments, family time, and personal voluntary community service. When requesting a scheduled absence, employees do not have to provide a reason for the absence.

The PTO program is intended to assist the city in managing staffing needs in order to meet the operational needs of the city. Whenever the provisions of this policy are in conflict with federal or state laws or regulations, the provisions of the laws or regulations shall prevail.

1) Participation

- a) All non-represented, regular full-time and eligible part-time employees hired after January 1, 2013 must participate in this program.
- b) All non-represented, regular full-time and eligible part-time employees hired prior to January 1, 2013 began participation on January 1, 2013.
- c) All Public Works employees formerly in the Union hired prior to January 1, 2014 began participation in this program on January 1, 2014.

2) PTO Accrual Process

- a) The annual amount of PTO hours is deposited into the employees’ PTO accounts on ~~January-August~~ 1st each year. Police Department employees will receive their PTO allotment on January 1st of each year. Employees will start with 128 hours (16 days, based on an 8 hour day). For each year of service, an additional 8 hours will be earned up to a maximum of 248 hours (31 days, based on an 8 hour day).
- b) After an employee has worked for the City of Milton for at least two quarters of a calendar year, the employee will begin to accrue an additional 8 hours of PTO on the subsequent ~~January-August~~ 1st. Police Department employees will receive their additional hours on January 1st. -Changes in the annual PTO accrual rate shall become effective on ~~January-August~~ 1st of each year. Changes in the annual PTO accrual rate shall become effective on January 1st of each year for Police Department employees.

- c) Regular part-time employees that are scheduled to work less than 200 hours annually are not entitled to PTO. Those who are scheduled to work 200 to 1,039 hours annually may be entitled to 8 hours annually.
- d) Regular part-time employees that are scheduled to work over 1,040 hours may be eligible for pro-rated PTO time.

3) Non-represented Employees Hired prior to January 1, 2013

- a) Non-represented employees hired prior to January 1, 2013 were eligible to convert all accumulated and accrued vacation leave hours, sick time hours, and compensatory time hours into the PTO program at the end of 2012 as approved in a conversion agreement between the employee and the City Administrator and approved by the Common Council. Compensatory time hours may have also been paid out at the end of the year as allowed under applicable laws.
- b) Non-represented, non-management employees hired prior to January 1, 2013 will start at 224 hours (28 days, based on an 8 hour day), or 56 hours quarterly. Management employees hired prior to January 1, 2013 will start at 248 hours (31 days, based on an 8 hour day), or 62 hours quarterly.

4) Public Works Employees Formerly in the Union Hired Prior to January 1, 2014

- a) Public Works employees formerly in the Union hired prior to January 1, 2014 were eligible to convert all accumulated and accrued vacation leave hours, sick time hours, and compensatory time hours into the PTO program at the end of 2013 as approved in a conversion agreement between the employee and the City Administrator and approved by the Common Council. Compensatory time hours may have also been paid out at the end of the year as allowed under applicable laws.
- b) Non-management employees who have less than 15 years of service will start at 224 hours (28 days, based on an 8 hour day), or 56 hours quarterly. Current management employees and employees with more than 15 years of service will start at 248 hours (31 days, based on an 8 hour day), or 62 hours quarterly.

5) New Employees

- a) New employees will begin to accrue PTO on their first day of work and will receive their prorated annual PTO allotment on their first payroll.
- b) The City Administrator approval, may approve a newly hired employee or an employee with a considerable amount of part-time service to the city a higher PTO accrual rate than the normal schedule for such employees.
- c) A new full-time employee who worked for the organization previously as a part-time employee or as a full-time employee that didn't have their leave time run under the PTO system may be eligible to receive PTO at a higher accrual rate than normal with approval from the City Administrator.

6) Regular Part-time Employees

- a) Regular part-time employees will earn PTO based on Section 2 of this policy, PTO Accrual Process, paragraph b.

- b) Limited Term Employees, Interns, Youth Apprentices, Seasonal Employees, Elected Officials, and Part-Time Employees that work less than 200 hours annually are not eligible for PTO unless otherwise specified in an employment agreement.

7) Leave of Absence

- a) An employee will continue to accrue PTO during a leave of absence as long as the leave is with pay or qualifies as FMLA.
- b) An employee in an unpaid leave status shall not accrue PTO.

8) Termination of Employment

- a) If an employee's employment is terminated with the city within the year, employees are eligible for prorated PTO hours from the beginning of the year to the date employment ends.
- b) At the time of termination, the employee is entitled to only the amount of PTO earned to that date. If the employee has "borrowed" PTO in excess of the amount earned, the cash value of the excess amount will be deducted from the employee's final paycheck.
- c) Employees may not utilize planned PTO to extend an employee's last date of employment, nor may it apply towards the notice period which is intended as a working notice period unless approved by the City Administrator.
- d) Employees who resign within the first six (6) months of employment are not eligible for reimbursement of accrued PTO, and any PTO time taken will be required to be paid back to the City of Milton.

9) PTO Requests and Use

- a) Scheduling of PTO is dependent upon the judgment and discretion of the employee's Department Head or his/her designee. This includes surgery or other treatment for medical conditions covered by the FMLA policy that can be scheduled in advance, vacations, personal days, etc.
- b) PTO can be requested to be taken in fifteen (15) minute increments, thirty (30) minute increments, hourly increments, or daily increments as deemed necessary and desirable by the employee with the agreement of the Department Head or designee. All PTO will be paid at the employee's regular rate of pay.
- c) Full-time employees must use a minimum of eighty (80) hours during the course of the year. New employees who have worked for the city for less than a year will not be subject to this requirement.
- d) Employees are responsible for monitoring and using PTO incrementally throughout the calendar year with prior supervisor approval. PTO is a use, transfer, cash out, or lose system of benefit time off each year, and as such, employees should plan to use their allocated time incrementally throughout the calendar year with prior supervisor approval.
- e) In the event that an employee utilizes all of his/her Medical Leave Bank hours, another employee may donate accrued PTO hours from their PTO Bank or Medical Leave Bank, in accordance with the employee handbook policy, to the employee with the approval of the City Administrator. Refer to Section 7.04 for more information

10) Scheduled and Unscheduled Use of PTO

- a) Scheduled use is when leave is requested and approved by the direct supervisor at least three (3) days in advance.
- b) Unscheduled use is when leave is requested less than three (3) days in advance. The employee is to seek guidance from their Department Head or designee on the time required for notice of unscheduled PTO use.
- c) When unscheduled leave is necessary, employees shall notify their Department Head or designee prior to the beginning of their scheduled reporting time within the time period designated by the Department Head, and shall inform their Department Head or designee of an anticipated date of return.
- d) A Department Head or designee may grant approval of a request by an employee to use PTO with less than three (3) days notice if the employee's absence does not negatively affect departmental workload, project completion, and sufficient staffing levels exist except for leaves covered by FMLA.

11) Reimbursement of Accumulated PTO

- a) Upon retirement or resignation in good standing from the city, employees who have worked at least six (6) months shall be paid for all accrued but unused PTO leave (excluding Medical Leave Bank hours).
- b) Employees who resign without a minimum of two (2) weeks notice shall forfeit their accrued PTO leave.

12) Medical Leave Bank

Included in the PTO program is the "Medical Leave Bank". The purpose of the Medical Leave Bank is to address the long term medical needs for an employee's personal illness or the illness of an eligible family member. The Medical Leave Bank is intended to cover only FMLA qualifying events.

a) Medical Leave Bank Requests and Use

- 1. Employees who have an FMLA eligible event are required to contact their Department Head or designee.
- 2. Requests to use Medical Leave Bank hours must be for qualifying events as described in the FMLA policy for personal or family medically related reasons (i.e. illness, injury, medical emergency, or military exigencies for the employee or family members). Consequently, the employee must provide the city with an FMLA application which is acceptable to the city and/or seek approval from the City Administrator.
- 3. The City reserves the right to require satisfactory proof of illness, which may include a physician's statement or other evidence. Unauthorized use of medical leave may result in disciplinary action.
- 4. The City may require the employee to provide proof from a registered physician, as named either by the employee or the city that the employee may return to work without restrictions before the employee returns to work.

5. The Medical Leave Bank may be accessed after the appropriate forms have been received and approved by the City Administrator and the Department Head.
6. The City Administrator or his/her designee may approve use of the Medical Leave Bank to cover intermittent leave under certain circumstances such as prolonged therapies necessitating multiple appointments, travel requirements, or symptomatic absences due to treatments.
7. The Medical Leave Bank may be used for the three (3) day waiting period to cover time loss in the event of a Worker's Compensation time loss.
8. In the event the Medical Leave Bank is exhausted for qualifying events, the employee must use PTO. Time off without pay is generally not permitted, except for absences covered by FMLA or authorized by the City Administrator and the Common Council. Negative balances are generally not permitted in the Medical Leave Bank unless authorized by the City Administrator and Common Council.

b) Accumulation of Medical Leave Bank hours

1. Non-represented, full-time employees hired prior to January 1, 2013 and Public Works full-time employees formerly in the Union hired prior to January 1, 2014 may accumulate up to a maximum of 960 hours in their Medical Leave Bank. Once an employee's bank reaches a maximum of 960 hours, no more hours will be credited to the employee's bank until the accumulated hours fall below the 960 hour maximum.
2. Non-represented full-time employees hired prior to January 1, 2013 were eligible to convert any or all accumulated sick leave hours, vacation hours, and compensatory time hours, up to a maximum of 960 hours, into the Medical Leave Bank at the end of 2012. The actions were directed by a conversion agreement that was developed between the employee and the City Administrator and approved by the Common Council.
3. Public Works Union full-time employees hired prior to January 1, 2014 are eligible to convert any and all accumulated sick leave hours, vacation hours, and compensatory time hours, up to a maximum of 960 hours, into the Medical Leave Bank at the end of 2013. The actions will be directed by a conversion agreement that is developed between the employee and the City Administrator and approved by the Common Council.
4. Non-represented full-time employees hired after January 1, 2013 must complete six (6) months of employment before their Medical Leave Bank is established with an initial city contribution of twenty (20) hours into the bank. Regular part-time employees that are scheduled to work over 1,040 hours annually will receive a city contribution of 10 hours into their Medical Leave Bank after six (6) months of employment.

5. Public Works full-time employees hired after January 1, 2014 must complete six (6) months of employment before their Medical Leave Bank is established with an initial city contribution of twenty (20) hours into the bank. Regular part-time employees that are scheduled to work over 1,040 hours annually will receive a city contribution of 10 hours into their Medical Leave Bank after six (6) months of employment.
6. Non-represented employees hired after January 1, 2013 and Public Works employees hired after January 1, 2014 may accumulate up to a maximum of 480 hours in their Medical Leave Bank. Once an employee's bank reaches a maximum of 480 hours, no more hours will be credited to the employee's bank until the accumulated hours fall below the 480 hour maximum.
7. Regular part-time employees can accumulate up to 480 hours in the Medical Leave Bank. If the employee moves to full-time status after January 1, 2013, the employee will still only be eligible to accrue 480 hours.
8. Employees hired prior to January 1, 2014 who move from a full-time position that does not utilize the PTO System to one that does will be allowed to accumulate up to 960 hours in their Medical Leave Bank.

c) End of Year Transfers or Cash Outs

1. Prior to ~~December 15th~~ the second payroll in August of each year, employees can elect to deduct hours from their PTO balance and transfer the hours to the Medical Leave Bank. Police Department employees will have the same opportunity prior to the second payroll in January. Employees will be required to complete a form and submit it to the City Administrator for review.
2. Once a full-time employee accumulates 480 hours in the Medical Leave Bank, they can elect to be paid for up to five (5) days of unused PTO at their regular rate of pay for the current calendar year in the second paycheck of the following calendar year.
3. Once a full-time employee accumulates 960 hours in the Medical Leave Bank, they can elect to be paid for up to ten (10) days of unused PTO at their regular rate of pay for the current calendar year in the second paycheck of the following calendar year. (Only full-time non-represented employees hired prior to January 1, 2013 and Public Works Employees formerly in the Union hired prior to January 1, 2014 are eligible for this benefit.)
4. If an employee has more time at the end of the year than can be paid out or transferred, the employee will lose the time. The time can only be carried over to the following year in extraordinary circumstances and must be approved by the City Administrator.

d) Reimbursement of the Accumulated Medical Leave Bank

1. Upon an employee's substantiated retirement from employment with the City of Milton, the City will determine the value of unused hours in

the Medical Leave Bank up to a maximum of 480 hours. At its discretion, the City may contribute the determined value to the Post Employment Healthcare Reimbursement Plan or make a taxable distribution.

2. In the event that death is the cause of an employee's termination from employment, the employee's designated beneficiary shall receive, along with the employee's final paycheck, a payout of all accumulated paid time off due to them that was earned while serving as an active employee of the City of Milton.
3. All other separations from employment will prohibit any cash out of the Medical Leave Bank.

7.04 Donations of Paid Time Off

If the employee, employee's child, spouse, or parent has a serious health condition, which prevents the employee from working, the following policy adopted by the Milton Common Council shall apply to employees covered under this agreement.

In the event a City employee seeks to donate Paid Time Off to another employee who is in need of time during a medical emergency, said employee(s) shall submit their request to do so to the City Administrator in writing. PTO must be donated in at least 4 hour increments. Any donation of leave time from one employee to another more than 24 hours shall require the approval of the City of Milton Common Council

Employees who receive donated leave time shall not be entitled to any payout for any unused donated leave time upon termination from City employment, unless otherwise approved by the Common Council. Upon such termination, the donated leave shall be returned to the donor employees' respective accounts on a prorated basis, unless otherwise approved by the Common Council.

Except for lapsed unused Paid Time Off, which may not be donated, there shall be no limit on the maximum amount of Paid Time Off, which may be donated by any one employee, or the amount of donated Paid Time Off used by any employee. The City reserves the right to establish such maximum amounts or other restrictions by future action of the Common Council.

This policy shall constitute a bona fide leave sharing arrangement for a "medical emergency" as defined in IRS Ruling 90-29. Pursuant to IRS Ruling 90-29, leave transferred under this policy will not be considered wages for the employee who surrenders the leave and will therefore not be included in gross income or subject to withholding.

7.05 Holidays

The City of Milton will grant holiday time off to all employees on the holidays listed below:

- Good Friday (Friday before Easter, [for DPW employees only](#))
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)

- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)
- New Year's Eve (December 31, for City Hall, Library, and Police Department employees only)
- New Year's Day (January 1)

The City of Milton will grant paid holiday time off to all eligible, non-shift dependent (Monday-Friday) employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Non-shift dependent staff will have a different holiday benefit application than shift dependent staff. Refer to the specific employment agreements for more information.

Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees who are scheduled to work 20 hours per week or more (may be pro-rated)

A recognized holiday that falls on a Saturday will be observed on the preceding workday. A recognized holiday that falls on a Sunday will be observed on the following workday. For a shift dependent employee (not Monday-Friday), the Holiday is the actual designated legal holiday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or family medical leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees are scheduled to work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday. For emergency call-in work on a holiday, eligible nonexempt employees will receive holiday pay plus wages at double-time their straight-time rate for the hours worked on the holiday, with the exception of police officers whose overtime is governed by a collective bargaining agreement. If an exempt employee is required to work on a recognized holiday, they will be able to use their paid holiday on any regular work day within one work week prior or one week after the recognized holiday date. Prior supervisor approval is required.

In addition to the recognized holidays previously listed, eligible employees will receive 3 floating holidays in each calendar year. These holidays must be scheduled with the prior approval of the employee's supervisor. Floating holidays must be used in ½ hour increments.

New employees shall be entitled to floating holidays on a pro-rated basis. Between the employees initial hire date and December 31 of the year in which the employee was hired the employee shall be entitled to floating holidays pro-rated based upon 3 floating holidays within the calendar year.

If an employee uses their floating holidays prior to completion of a full calendar year of service (12 months) that employee will be required to reimburse the City for any floating Holidays used during that year. The reimbursement may be deducted from the employee's last paycheck.

7.06 Health & Dental Insurance

The City of Milton's health insurance plan provides employees and their dependents access to medical and dental care insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- Regular full-time employees
- Part-time employees scheduled to work 20 hours per week or more

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the City of Milton and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the City Administrator for more information about health insurance benefits.

Levels of coverage, deductions, co-payments, and other costs associated with providing this benefit may change from time to time based on action by the Common Council.

Full-time employees may decide to not participate in the health insurance plan.

Part-time employees qualify for health and dental benefits based on the following schedule:

- Average of 35 or more hours per week per calendar year – 75% City, 25% Employee
- Average of less than 35 hours per week per calendar year, but 20 or more hours per week – 25% City, 75% Employee
- Average of fewer than 20 hours per week per calendar year – no benefit (unless employee becomes WRS eligible, at which point health and dental insurance shall be offered with 25% premium paid by City and 75% by employee)

7.07 Life Insurance

Life insurance offers you and your family important financial protection. The City of Milton provides a basic life insurance plan for eligible employees. Additional dependent life insurance coverage may also be purchased. Employees interested in acquiring additional life insurance coverage for themselves or their family above and beyond the coverage offered by the City, should contact a third party insurance provider or may be able to purchase coverage at their own expense through the City's Life Insurance provider.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

7.16 Post Employment Healthcare Reimbursement Plan

7.14

Jury Duty

The City of Milton encourages employees to fulfill their civic responsibilities by serving jury duty when required. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. The employee shall surrender court and subpoena pay, less mileage, to the City. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees
- Regular part-time employees (pro-rated, refer to Section 302)

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either the City of Milton or the employee may request an excuse from jury duty if, in the City of Milton's judgment, the employee's absence would create serious operational difficulties.

The City of Milton will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave.

7.15

Witness Duty

If an employee is subpoenaed for a work related matter, they will receive paid time for the entire period of witness duty. Witness duty pay will be calculated on the employee's base pay rate times the number of hours the employee spent as a witness. The employee shall surrender court and subpoena pay, less mileage, to the City.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than the City of Milton for matters unrelated to employment or union grievances for which employees are subpoenaed by their association. Employees are free to use any available paid leave benefit (such as vacation leave) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

7.16

Post Employment Healthcare Reimbursement Plan

The City of Milton shall offer a Post Employment Healthcare Reimbursement Plan to eligible employees for the purpose of maximizing retirement benefits to be used for payment of qualified health insurance and related costs. Upon an employee's substantiated retirement from employment with the City of Milton, the City will determine the value of unused hours in the Medical Leave Bank up to a maximum of 480 hours, accumulated Paid Time Off, accumulated sick leave, and vacation leave accumulated during the calendar year of retirement. At its discretion, the City may contribute the determined value to the Post Employment Healthcare Reimbursement Plan on behalf of the employee or make a taxable distribution.

~~Upon retirement, accumulated Paid Time Off, sick leave, vacation leave accumulated during the calendar year of retirement, and compensatory time accumulated during the calendar year of retirement shall be contributed to a PEHP on behalf of the employee per guidelines established in the City's Post Employment Health Plan Agreement.~~

7.17

Volunteer Firefighter / EMS Participation Incentive

Employees of the City of Milton shall not sustain loss of their regular compensation or loss of their fringe benefits when answering volunteer fire and/or ambulance calls. An employee called for fire/ambulance duty shall receive their regular pay for such service. If the commitment to serve does not encompass the whole workday, the employee is required to return to work to complete their regularly scheduled hours. Police officers will not be able to respond to fire/ambulance calls while on duty except for in their capacity as a police officer.

Employees of the City of Milton shall receive incentive pay for volunteering as a certified Emergency Medical Technician (EMT) and/or Firefighter for the Milton Joint Fire Department. The incentive pay will be paid out when the employee becomes a fully licensed EMT and/or obtains Firefighter I status and completes twelve (12) consecutive months of service as an employee actively serving with the Association as a certified EMT and/or Firefighter. The amount of incentive pay shall be a one-time payment of \$500.00 for full-time employees and \$250.00 for part-time. The incentive pay will be included in the employee's next paycheck following the completion of twelve (12) months employed with the City and volunteering as a certified EMT and / or Firefighter.

7.18

Domestic Partner Benefits

The City of Milton recognizes the term family to include marriage regardless of the gender of the individuals, adoption and domestic partnerships in the offering of the City's employee benefits outlined and described throughout this employee handbook.

7.19

Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City of Milton's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City of Milton's group rates plus an administration fee. The City of Milton provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City of Milton's health insurance plan. The notice contains important information about the employee's rights and obligations.

14.08 Problem Resolution

14.06 Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by the City of Milton may not solicit or distribute literature in the workplace at any time for any purpose.

The City of Milton recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

Examples of impermissible forms of solicitation include:

- The collection of money, goods, or gifts for political groups
- The circulation of petitions
- The solicitation of memberships, fees, or dues

In addition, the posting of written solicitations on company bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as:

- Employee announcements
- Internal memoranda
- Job openings
- Organization announcements

14.07 Drug Testing

The City of Milton is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, job applicants and employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. This may occur on a random basis or in cases of reasonable suspicion. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

All new employees must pass a drug screen as a condition of employment. Certain employee positions are responsible for duties that mandate routine drug screening per State and/or Federal laws. All employees who have a CDL license will participate in a random draw on a quarterly basis as part of the requirements for having a CDL. The random draw is coordinated through the Mercy Occupational Health Center. Questions concerning this policy or its administration should be directed to the Department Head.

14.08 Problem Resolution

The City of Milton is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the City of Milton supervisors and management.

The City of Milton strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the City of Milton in a reasonable, business-like manner, or for using the problem resolution procedure.

This policy applies to employee terminations, employee discipline, and workplace safety complaints. The policy also only applies to employees covered under Wis. Stats. §66.0509, and it excludes police and fire employees subject to Wis. Stats. §62.13(5) and those employees covered by a grievance procedure in an active collective bargaining agreement. If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor within 7 calendar days, after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to the City Administrator.
2. Supervisor responds to problem during discussion or within 7 calendar days, after consulting with appropriate management, when necessary. Supervisor documents discussion, and provides a copy of the decision of the Supervisor to the employee.
3. Employee presents problem to City Administrator within 7 calendar days of their receipt of the decision of the Supervisor, if problem is unresolved.
4. City Administrator counsels and advises employee, assists in putting problem in writing and ~~visits with employee's Department Head, if necessary.~~ The City Administrator will provide the employee with their decision in writing within 7 calendar days, ~~and directs employee to Personnel & Finance Committee for review of problem.~~
5. Employee presents problem to an impartial hearing officer if the problem is unresolved who will provide their decision to the employee and supervisor in writing within 7 calendar days. ~~Personnel & Finance Committee in writing.~~
6. ~~The Common Council Personnel & Finance Committee~~ reviews and considers the problem if unresolved. ~~Personnel & Finance Committee~~ The Common Council informs employee of decision in writing within 7 calendar days, and forwards a copy of the written response to the City Administrator for the employee's file. ~~The Personnel & Finance Committee~~ The Common Council has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop

confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

14.09 Dress Code & Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the City of Milton presents to customers and visitors.

During business hours or when representing the City of Milton, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes must provide safe, secure footing, and offer protection against hazards.
- Tube or halter-tops may not be worn under any circumstances.
- Mustaches and beards must be clean, well-trimmed, and neat.
- Excessive makeup is not permitted.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours.
- Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
- Shorts cannot be frayed and must have pockets.
- No apparel should be worn advertising drugs, alcohol, or any types of illegal substances or activity.

Employers of the police department shall conform to the guidelines established in the department's uniform policy.

The City shall replace or repair articles of personal clothing damaged as a result of unforeseen or unanticipated work related loss. The City shall pay the cost up to \$150 per occurrence to repair

Appendix A: City Hall Work Rules (New Section)



CITY OF MILTON

CITY HALL WORK RULES

PURPOSE

The purpose of this document is to establish work rules for City Hall that are not covered in the Employee Handbook. Any employee who fails to adhere to these work rules or who violates such rules may be subject to disciplinary action. Additional rules may be established when necessary. Questions regarding these rules should be directed to the City Administrator.

GENERAL WORK RULES

These work rules are applicable to all City of Milton City Hall employees whether classified as exempt or non-exempt.

1. **Working from Home:** Employees may work from home on core service delivery functions after receiving approval from the City Administrator.
2. **Working at City Hall During Non-Work Hours:** Employees may work evenings and / or weekends on core service delivery functions after receiving approval from the City Administrator.
3. **Flex Time:** Employees are allowed to flex 4 hours in a work day unless otherwise approved by the City Administrator.
4. **Minimum Staffing:** There will be a minimum of two people working at City Hall on all work days.