

**The Bay-Lake Regional Planning Commission  
Employee Handbook**

**Adopted**

**June 14, 2013**

**Revised**

**September 9, 2016**

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# Welcome to the Bay-Lake Regional Planning Commission

Congratulations on your employment with the Bay-Lake Regional Planning Commission! The Commission's goals are to find and employ people who are concerned with their own personal success, as well as the success of the Commission; people who want to do a job well; people who can perform their work with skill and professionalism; and people who can work well with our team.

The Commissioners and staff strive to put in place and maintain good working conditions and pursue a variety of project opportunities that will hopefully make your employment at the Bay-Lake Regional Planning Commission a rewarding experience. You have joined a public entity with an established reputation for providing quality services to the eight-county region since 1972. As a member of the team, you will be expected to contribute your talents and energies to further improve the environment within and the quality of the Bay-Lake Regional Planning Commission.

This Employee Handbook was written to provide answers to many of the questions you may have as a new staff member. This handbook provides information on the Commission's benefits, as well as a number of policies that guide day-to-day activities. You are responsible for reading and understanding this Employee Handbook. If any part of the handbook is unclear and needs further clarification, please do not hesitate to contact me.

I extend to you my personal best wishes for your success and happiness here at the Bay-Lake Regional Planning Commission. We look forward to your contributions and the opportunity of working together to create a more successful Commission and a stronger region.

Respectfully,

A handwritten signature in black ink, reading "Cindy J. Wojtegat". The signature is written in a cursive style with a large, sweeping initial "C".

Executive Director  
Bay-Lake Regional Planning Commission

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# **AN OVERVIEW OF THE BAY-LAKE REGIONAL PLANNING COMMISSION**

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## **About the Bay-Lake Regional Planning Commission**

### **Creation and Authority**

The Bay-Lake Regional Planning Commission (the Commission) was created in 1972 by Governor Lucey at the request of seven county boards in the region under Wisconsin Statutes s.66.945 (re-titled 66.0309) as the official area-wide planning agency for northeastern Wisconsin. In December 1973, Florence County joined the Commission, bringing the total number of member counties to eight. Section 66.0309(8)(2) prescribes that the function of the regional planning commission shall be solely advisory to the local governments and local government officials comprising the region.

### **Area Served**

The Commission serves a region consisting of the eight counties of Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Oconto and Sheboygan. The Bay-Lake Region is comprised of eight counties, 17 cities, 39 villages, 120 towns, and the Oneida Nation of Wisconsin, for a total of 185 local units of government. The total area of the region is 5,433 square miles, or 9.7 percent of the area of the State of Wisconsin. The region has over 400 miles of coastal shoreline along Lake Michigan and Green Bay, and contains 12 major watershed areas that drain into the waters of Green Bay and Lake Michigan.

### **Organization**

The membership composition of the Commission is as follows: (1) One member appointed by the county board of each county, part or all of which is initially within the region or later added; (2) Two members from each participating county appointed by the governor, with at least one of the appointees being selected from a list of persons nominated by the county board; and (3) The Secretary of the Wisconsin Economic Development Corporation, or designee who serves as a nonvoting member.

### **Operating Principles**

The Commission operates by the following five principles:

- To assist and advise local government.
- To influence state, regional, and federal plans and programs that reflect the best interest of the Bay-Lake Region.
- To prepare and adopt a comprehensive plan under Wisconsin Statutes s. 66.1001, for the development of the region.
- To provide technical information about the region for use by public and private agencies.
- To encourage citizen participation in the planning process.

## **What You Can Expect From the Commission**

The Commission believes in creating a harmonious working relationship between all employees. In pursuit of this goal, the Commission has created the following employee relations objectives:

- Provide an exciting, challenging, and rewarding workplace and experience.
- Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, sexual orientation, religious persuasion, marital status, political belief, or a disability that does not prohibit performance of essential job functions.
- Compensate all employees according to their effort and contribution to the success of the Commission.
- Review wages, employee benefits and working conditions on a regular basis in order to remain competitive with like organization and private companies offering similar services.
- Provide vacation, sick leave and holidays to all eligible employees.
- Provide eligible employees with health and welfare benefits.
- Maintain an open door policy with the Executive Director or Personnel Committee members to allow staff to discuss any issue or problem associated with the workplace.
- Take prompt and fair action on any complaint, to the extent that is practicable, which may arise during the workday.
- Respect individual rights, and treat all employees with courtesy and consideration.
- Maintain mutual respect of each employee.
- Provide buildings and offices that are comfortable, orderly, and safe.
- Promote employees on the basis of their ability and merit.
- Make promotions or fill vacancies from within the Commission whenever practical.
- Keep all employees informed of the any happenings with the Commission, as well as any changes to its overall goals and objectives.
- Promote an atmosphere in keeping with the Commission's overall mission and principles.

## **What the Commission Expects From You**

The Commission is expecting you to help make each work day enjoyable, pleasant, and productive for everyone. Your first responsibility is to know your own job responsibilities and how to do them promptly, correctly, and efficiently. Secondly, you are expected to cooperate with management and your fellow staff members to maintain a good team chemistry and attitude.

How you interact with fellow employees, as well as local officials who are served by the Commission can affect your success. You are encouraged to take advantage of opportunities for personal development as they are offered to you. This Employee Handbook and Employee Personal Policies and Procedures outline the terms, conditions, and expectations for working for the Commission.

We are dedicated to making the Commission an organization where you can approach the Executive Director, or any supervisor, to discuss any problem or question. We expect you to voice your opinions in a constructive manner and offer your suggestions on ways in which to improve the quality of the Commission.

### **Open Communication Policy**

The Commission encourages you to resolve any issue you may have with a co-worker directly with the person. If a resolution is not reached, arrange a meeting with the Executive Director to discuss the issue and find a resolution. Any information discussed during the meeting with that particular staff person(s) is considered confidential. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable. It is counterproductive to a harmonious workplace for employees to create or repeat unsubstantiated rumors or office gossip.

The Commission encourages all employees to bring forward their suggestions and good ideas on how the Commission can be a better place to work, provide more products, and enhance service to its customers. All suggestions are valued and listened to. When a suggestion from an employee has particular merit, special recognition is given to the individual(s) who had the idea.

### **Outside Employment**

Commission employees may engage in outside employment provided that such activity:

- Does not interfere with required professional commitments of the staff member to the programs of the Commission;
- Does not relate to any current or foreseeable activity of the Commission or its member units of government;
- Does not occur during the employee's working hours at the Commission;
- Does not interfere with any additional "extra hour" employment requirements.
- Does not occur in conjunction with any member governmental units within the Bay-Lake Region.

If you intend to hold a second job, part-time or full-time, or if you intend to engage in a business enterprise of your own, the Commission would like to know about it. Before accepting any outside employment, you are encouraged to discuss the matter with the Executive Director to ensure there are no conflicts with existing job responsibilities or perception of sub-contracting.

## **EMPLOYMENT**

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### **Equal Employment Opportunity Policy Statement**

The Commission is an equal employment opportunity employer. The Commission's Executive Director is responsible for administration of this Employee Handbook to ensure employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. The Commission complies with the law regarding reasonable accommodation for handicapped and disabled employees.

This policy extends to all areas of employment including, but not limited to, the following: recruitment or recruitment advertising, placement, rates of pay or other forms of compensation pay, promotion, discipline measures, demotions, lay-offs or terminations, working conditions, training, awards and benefits. A copy of the Equal Opportunity Policy statement is posted on a conspicuous bulletin board in the office, and each employee receives has a copy of the Affirmative Action Plan.

### **Harassment Policy**

The Commission intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of any sort - verbal, physical, visual - will not be tolerated, particularly against employees in protected classes. These classes include, but are not necessarily limited to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

### **Driver's License and Proof of Insurance**

Paid employees and all paid and unpaid interns whose work requires operation of a motor vehicle must present and maintain a valid driver's license and provide proof of insurance on an annual basis as required by the State of Wisconsin. Any changes in your driving record must be reported to the Executive Director immediately. Failure to do so may result in disciplinary action, up to and including termination. The Commission's insurance carrier completes an annual review of the driving record of each person who is working for the Commission in a paid or unpaid capacity and may on a regular or on an as needed basis, drive the Commission owned vehicles as part of their job duties. Based on the insurance carrier's findings, a staff member with a poor driving record due to excessive driving violations, including driving while intoxicated, could result in uninsurability and the Commission reserves the right to terminate the person based on insurance carrier's uninsurability status.

### **Confidentiality of Reference and Background Information**

All information obtained from any of the sources listed by job applicants is kept strictly confidential. No Commission staff member or Commissioner has access to such information without demonstrating a clear and compelling need for the information.

## **Standards of Conduct**

By accepting employment with us, you have a responsibility to the Commission and to your fellow staff members to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. It is expected that each person act in a mature and responsible manner at all times.

### **Unacceptable Activities**

Note that the following list of Unacceptable Activities is not an exhaustive list of the type of conduct that can result in disciplinary action, up to and including termination.

- Violation of any Commission rule.
- Any action that is detrimental to the Commission's efforts to operate in the public interest.
- Violation of security or safety rules.
- Negligence or any careless action which endangers the life or safety of another person.
- Being intoxicated or under the influence of an illegal drug while at work; use, possession, or sale of an illegal drug while on Commission premises.
- Unauthorized possession of dangerous or illegal firearms, weapons or explosives on Commission property or while on duty. Posting of such signs will be the responsibility of the Commission's landlord.
- Engaging in criminal conduct on Commission premises or when representing the Commission.
- Any act of harassment (sexual, racial or other); telling sexist or racist jokes; making racial or ethnic slurs.
- Engaging in acts of violence (including fighting), or provoking a fight on Commission premises.
- Insubordination or refusal to help out on a special assignment.
- Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose.
- Engaging in an act of sabotage; negligently causing the destruction or damage of Commission property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
- Theft or unauthorized possession of Commission property or the property of fellow employees; unauthorized possession or removal of any Commission property, including documents, from the premises without prior permission from the Executive Director; unauthorized use of Commission equipment or property for personal reasons; using Commission equipment for profit.
- Falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reasons for a leave of absence or other data requested by Commission; alteration of Commission records and documents.

## **Orientation Period**

All newly hired full-time employees shall serve a three (6) month orientation period and during that period you will be eligible for benefits described in this Employee Handbook unless otherwise required by law. During this trial period, the employee will be evaluated on the ability to perform the required duties of the position, quality of work, attitude and relationship with the supervisor and other employees. The Commission shall retain the authority to take corrective action as necessary during said trial period. At the end of the orientation period, the Executive Director will discuss your job performance with you. This review will be similar to the job performance review that is held for regular full-time or part-time employees on an annual basis. Upon satisfactory completion of the initial six months of continuous employment, the employee shall be considered for an increase to the full pay grade for that position and classification. A former employee who has been rehired after a separation from the Commission of more than one (1) year is also required to go through the orientation period.

## **Anniversary Date**

The first day you report to work is your official anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Employee Handbook.

## **Immigration Law Compliance**

All offers of employment are contingent on verification of your right to work in the United States. On your first day of work, you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, the Commission may be obliged to terminate your employment.

## **Work Schedule**

### **Business Hours**

The Commission office shall be open from 8:00 A.M. to 4:30 P.M. Monday through Friday (excluding holidays). Employee work hours, unless specifically arranged to the contrary to meet project obligations, shall be the same as the Commission office hours. A variation in employee work hours may be granted by the Executive Director, subject to adequate staffing that meets project levels and maintains ongoing office operations. The approved work week is Sunday at 12:01 A.M. and ends on Saturday at 12:00 midnight.

### **Absence or Lateness**

If you are unable to report to work, or if you will arrive late for the beginning of the work day, please contact the Executive Director immediately or leave a message on the Commission's direct line by 8:20 A.M. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call in for you. If you know in advance that you will need to be absent, please request this time off directly from the Executive Director. Sick days, vacation, and personal days have been provided for this purpose.

If you are absent because of an illness for three (3) or more successive days, the Executive Director may request written documentation from your doctor stating you are able to resume normal work duties before you will be allowed to return to work.

A consistent pattern of questionable absences or being continually late will justify disciplinary action. The Executive Director will make a note of any absence or lateness and their reasons in your personnel file. Excessive absences, lateness or leaving early may lead to disciplinary action, including possible dismissal.

Absence from work for three (3) consecutive days without notifying your supervisor or the Executive Director will be considered a voluntary resignation.

### **Breaks**

For each eight hour work day, the Commission provides two (2) paid fifteen minute breaks (morning and afternoon) and one unpaid 30 minute lunch break. Employees may consolidate the two paid fifteen minute breaks with the one unpaid 30 minute break to create a one hour break that is to be used between 11:00 A.M. and 2:00 P.M.

### **Breastfeeding**

In recognition of the documented health advantages of breastfeeding for infants and mothers, and in compliance with the Patient Protection and Affordable Care Act, as amended, the Bay-Lake Regional Planning Commission provides a supportive environment to enable nursing mothers to express their milk during work hours. This policy shall be communicated to all current employees and included in new employee orientation training.

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive Milk Expression Breaks and a Place to express milk. *(Please see Employee Policy and Procedures Manual for additional information on breastfeeding)*

### **Severe Weather and Emergency Conditions**

In the event of severe weather conditions or other emergencies, the Executive Director may close the Commission, as necessary. You will be notified as soon as possible by the Executive Director or appropriate emergency management officials through the emergency management communication network that such conditions exist and precautionary measures should be taken. No loss of pay will occur as a result office closure or early dismissal for this reason.

Any employee who was on a previously approved leave day during a declared emergency resulting in the Commission being closed shall not be charged leave for the emergency period.

## **Employment Classifications**

### **Full-Time Employees**

Individuals who work at least forty (40) hours per week are classified as a regular, full-time employee. Benefits for full-time employees are outlined in the Benefits Section of this Employee Handbook. If you are a full-time employee and have been on an approved leave of absence, you will be considered a full-time employee upon your return, provided you return to work under the terms and conditions as agreed upon prior to your leave of absence.

### **Part-Time Employees**

All employees working less than forty (40) hours per week shall be regarded as a regular, part-time employee. Whenever possible and permissible by law, part-time employee benefits, (excluding health insurance) shall be prorated based on the number of hours worked per week when compared to a full-time 40 hour work week.

### **Regular Employees**

Employees hired to work on a regular basis for an indefinite period of time are classified as "regular" employees. Such employees may be either full- or part-time.

### **Temporary Employees**

The Commission may hire employees for specific periods of time or for the completion of a specific project. The job assignment, work schedule, and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Interns, casual help, and seasonal employees are considered temporary employees. A temporary employee does not become a regular employee by virtue of being employed longer than the agreed upon specified period. Temporary employees are eligible for benefits as stated in the Benefits Sections of the Employee Handbook.

Temporary employees classified as "non-exempt" who work more than forty (40) hours during any workweek will receive overtime pay.

### **Contract**

Any person who works through an outside contractor or temporary employment agency is not an employee of the Bay-Lake Regional Planning Commission. Contract employees are not eligible to participate in benefit programs provided by the Commission.

### **Non-Exempt**

Full-time or part-time employees who are paid on an hourly basis and are not exempt from minimum wage, overtime and timekeeping provisions of the Fair Labor Standards Act, as amended, and applicable state law. Nonexempt employees are eligible to receive overtime pay.

### **Exempt**

Full-time or part-time employees who are paid on a salaried basis and are exempt from the minimum wage, overtime and certain timekeeping provisions of the Fair Labor Standards Act, as amended, and applicable state law. Exempt employees generally fall into the categories of executive, administrative, and professional employees. Exempt employees are not eligible to receive overtime pay.

## **Personnel Records**

### **Personal File**

A personnel file for each employee will be established and maintained by the Commission in a locked filing cabinet. The personnel file shall contain all personal and other appropriate documentation relative to each employee's tenure with the Commission. The file shall contain only those items which are necessary for determining the characteristics of the employee relative to his or her employment with the Commission. The file shall be kept confidential, subject to the provisions of the public records law; however, an employee's file will be made available to the employee when requested.

Keeping your personal file up-to-date can be important to you with regard to pay, payroll deductions, benefits, and other matters. If there are changes to any of the items listed below, please be sure to notify the Executive Director as soon as possible.

- Legal name

- Home address
- Telephone number
- Person to call in case of emergency
- Number and status of dependents\*
- Marital status\*
- Change of beneficiary\*
- Driving record or status of driver's license, if you operate Commission vehicles
- Military or draft status
- Exemptions on your W-4 tax form
- Training Certificates
- Professional License

\*Upon experiencing a family status change, please notify the Executive Director as soon as possible but no later than 21 days for benefit modifications, if necessary.

#### **Medical Records File**

The Commission does not normally maintain medical records about employees. Any medical records that may be filed with the Commission will be kept in a separate confidential file. The Commission maintains this information in the strictest confidence and may not use or disclose medical information about an employee without the employee first having signed an authorization form permitting such use or disclosure in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). It is the employee's responsibility to notify the employer of any special condition that may inhibit the employee from performing his/her duties.

## COMPENSATION

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### **Wage and Salary Policies**

#### **Compensation Philosophy**

It is the Commission's desire to pay all regular employees' wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable. Compensation may vary with individual and the Commission performance and in compliance with all applicable statutory requirements.

#### **Basis for Determining Pay**

Several factors may influence your rate of pay. Some of the items the Commission considers are the nature and scope of your job, what other employers pay their employees for comparable jobs (external equity), what the Commission pays their employees in comparable positions (internal equity), and individual as well as the Commission performance. It is the Commission's goal to have a current Job Description on hand which broadly defines your job responsibilities.

### **Payroll**

#### **Pay Period and Hours**

Our payroll work week begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 midnight.

#### **Pay Dates**

All Commission staff will be paid twice each month based on the following:

- a. The fifteenth of the month or the working day closest to it for the period from the first of the month through the fifteenth.
- b. The last working day of the month for the period from the sixteenth through the end of the month.
- c. Arrangements to be paid in advance of these dates must be made directly with the Executive Director.

#### **Direct Payroll Deposit**

Direct payroll deposit is the automatic deposit of your pay into the financial institution accounts of your choice. Automatic deposits may take 24-48 hours to get into the account. In addition, it may be possible for you to authorize the Commission to make additional deductions from your paycheck, such as for the United Way. Contact the Office Accounts Coordinator for details and the necessary authorization forms.

#### **Error in Pay**

The Commission complies with all state and federal regulations for proper payment of its employees, and takes every precaution to determine the appropriateness of each deduction. Any employee, who believes that an error was made on his/her paycheck, must notify the company within 15 days of the pay period in which the error was allegedly made. If it is determined that an adjustment is necessary, the adjustment will normally be made on the next paycheck. Further, the Commission will take actions to remedy any processes necessary to ensure future errors will not occur. Should you have any questions about your paycheck, please contact the Commission's Office Accounts Coordinator.

A summary of your earnings in any given year (W-2 Form) will be provided directly to you or sent to your home no later than the end of January each year.

### **Overtime Pay for Non-Exempt Employees**

All hours worked beyond 40 hours per week are regarded as overtime. Paid vacation or sick leave hours are not considered worked hours. Although overtime is not encouraged, it is recognized that certain job duties dictate additional hours to be worked within that week.

Non-exempt employees shall be compensated at a rate of one and one half (1-1/2) times their normal hourly rate for any overtime. The Commission gives employees the option of receiving compensatory time off ("comp time") instead of overtime pay for overtime hours worked. All comp time off must be given at the rate of one and one-half (1 1/2) hours for each hour of overtime worked. Comp time scheduling will be done on a prior approval basis, and will be scheduled to meet both the needs of the employee and the Commission. A maximum number of eighty (80) hours of compensatory time per year may be taken in the form of time off. Any overtime credits accrued beyond forty (40) hours must be in the form of financial reimbursement, which will be paid in the first pay period of the next month. Employee work time, to be eligible for either type of overtime compensation, must be noted by the employee on his/her monthly time record and approved by the Executive Director.

### **Work Performed on Commission Holidays**

While the Commission does not encourage employees to work on Commission holidays, occasionally circumstances require employees to work on these days. Any employee working on a Commission holiday requires approval from the Executive Director. Full-time "non-exempt," employees who work on a Commission holiday are considered to have worked overtime on that day and will be paid regular pay plus overtime for hours worked, regardless of the number of hours worked during that same work week.

### **Time Records**

#### ***Procedure***

It is the responsibility of each employee to fill out his/her time sheet at the end of each day or weekly at minimum. Exempt staff are required to submit their completed timesheet to the Office Accounts Coordinator on the first working day of the following month. Non-exempt staff are required to submit their completed timesheet to the Office Accounts Coordinator on the morning of each payday. The timesheet must be signed and dated by the individual staff person and the Executive Director.

Deliberately falsifying or inaccurate reporting of work hours will subject an employee to disciplinary action up to and including immediate termination.

### ***Promotion and Transfer Policy***

When an employee is promoted to a position in a higher classification with an increase in Grade and Step, the employee shall be paid the beginning pay rate of that new position. If an employee is transferred to a position in a job classification having a lower pay rate than the job classification from which the employee was transferred, such change shall be deemed a demotion. Existing employees shall be considered for promotions when a position becomes vacant or when a new position has been created.

## **BENEFITS**

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The Commission is committed to providing a comprehensive benefits program for all eligible employees. To ensure benefits are current and within the law, the Commission will periodically review its benefits program and make modifications as appropriate. The Commission reserves the right to modify, add, or delete the benefits it offers.

### **Eligibility for Benefits**

The Commission considers full-time employment as working 40 hours per week. If you are a full-time employee, you will enjoy all of the benefits described in this Employee Handbook as soon as you meet the eligibility requirements for each particular benefit.

If you are a part-time employee, you will enjoy benefits *except health insurance* proportional in value to the percentage of actual work per week when compared to 40 hours.

Temporary employees may accrue paid vacation leave based upon a rate of two (2) hours of leave for every 100 hours of work but are not eligible for any other benefits described in this Employee Handbook, except as granted on occasion, or to the extent required by provision of state and federal laws.

### **Insurance Coverage**

The Commission is dedicated to the health and well-being of both you and your family. A comprehensive, quality insurance program is available to you and your family. You become eligible for coverage on your date of hire. The Commission shall offer participation to all employees with the following insurance benefits. The amount of employee contributions to the cost of any of these benefits will be approved annually by the Commission.

- (1) A family or single coverage comprehensive Health Insurance policy. A health coverage packet stating the level and types of benefits, along with approved providers will be offered to all staff each year.

Health insurance benefits will be calculated as follows:

- If employee is eligible for participation in the Wisconsin Retirement System and working less than 1,044 hours per year (half-time), the Commission will pay 25 percent of the amount they pay towards the premium for a full-time employee.
- If employee is eligible for participation in the Wisconsin Retirement System and working more than half-time (1,044 hours in 2016) but less than 40 hours per week, the Commission will pay 50 percent of the of the average cost of the Tier 1 health plans offered within the county of the Commission (Brown County).
- If employee is eligible for participation in the Wisconsin Retirement System and working 40 hours per week, the Commission will pay 87.4 percent of the average cost of the Tier 1 health plans offered within the county of the Commission (Brown County).
- If employee is not eligible for participation in the Wisconsin Retirement System,

- the Commission will not contribute to the health insurance premium of the employee.
- (2) Dental Insurance coverage. A dental coverage packet stating the level and types of benefits, along with approved providers will be provided to all staff each year.
  - (3) A Group Life Insurance Policy of Term Life is equivalent to the employee's prior year annual earning rounded to the next higher thousand. New employees are not eligible for Group Life Insurance coverage until they have been employed for six months by the Commission. Optional spouse and dependent life insurance plus additional employee life insurance is available upon request of the employee. No portion of this optional insurance is paid by the Commission.
  - (4) Income Continuation Insurance offered by the Wisconsin Department of Employee Trust Funds. Eligibility levels will be determined at the employee's start date.
  - (5) A Worker's Compensation policy for the coverage of injury and illness incurred by the employee during the conduct of their employment with the Commission.

**Compensation Policy for Unused Sick Leave for Employees who Retire**

*(The following policy only applies to employees hired prior to September 10, 2010)*

Any employee who retires from Commission service who was covered under the group health plan when they retired is eligible to continue coverage either at their own expense or using their accumulated sick leave to pay the premiums. Employees may elect to have their accumulated sick leave applied to their monthly health insurance premium that the employee and Commission are participating in at the time of the employee's retirement. The premium value shall be equivalent to the value of the employees unused sick leave credit converted to a dollar amount utilizing the employee's current hourly rate of compensation prior to retirement. To be eligible for this insurance, a retired employee must have worked full time 10 years or more for the Commission and shall be an eligible annuitant of the Wisconsin Retirement Fund as of the date of retirement from the agency. Annual remuneration under this provision shall not exceed the value of the annual cost of providing similar insurance coverage to a full-time employee. The Commission does not pay any percentage of the retiree's premium for health or dental insurance.

Employees who retire from the Commission may receive compensation for their unused sick leave based on their hourly rate at retirement according to the following schedule:

Less than 10 years = 0%

10-14 years = 50% of accrual not to exceed 65 days (520 hrs)

15-19 years = 75% of accrual not to exceed 97.5 days (780 hrs)

20+ years = 100% of accrual not to exceed 130 days (1,040 hrs)

Employees who have accrued more than 1,040 hours of sick leave at the time of adoption of this policy (November 7, 2007) will have their sick leave accrual under this policy limited to the amount of sick leave they have accrued as of the date of adoption of this policy or December 31, 2007, whichever is later. If at any time, the employee's accrued sick leave goes below the maximum amount that was grandfathered in as part of the November 7, 2007 policy, the new balance of accrued sick leave will become the new maximum amount of sick leave that can accrue for that employee (or 1,040 hours, whichever is more). Sick leave accrual as a benefit for

time off with pay is not affected by this policy.

### **Consolidated Omnibus Budget Reconciliation Act (COBRA)**

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with the Commission or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense. Consult the Executive Director for details.

### **Life and Accidental Death and Dismemberment Insurance**

If you are a regular full-time employee of the Commission, you are covered by our Group Life Insurance policy. This insurance is payable in the event of your death, in accordance with the policy, while you are insured. You may change your beneficiary whenever you wish by submitting the appropriate documents to the Executive Director or Office Accounts Coordinator. Information on changes to the program as well as cost for coverage will be provided to each staff member on an annual basis or when new policy changes have been made by the provider.

### **Employee Assistance Program**

The Commission has implemented an Employee Assistance Program (EAP), which provides short-term counseling and referral services to employees with drug or alcohol problems. The Executive Director has been appointed as the Employee Assistance Program Coordinator with the responsibility for monitoring and verifying services rendered within the Commission. The Commission will make a good faith effort to continue to maintain a drug-free work place through the implementation of this policy document.

### **Government Required Coverage**

#### **Workers' Compensation**

All employees are entitled to Workers' Compensation benefits. This coverage is automatic and immediate and protects you from the impacts of an on-the-job injury. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness which is directly related to performing your assigned job duties. This job-injury insurance is paid for by the Commission. If you cannot work due to a job-related injury or illness, Workers' Compensation pays your medical bills and provides a portion of your income until your return to work.

All injuries or illnesses arising out of the scope of your employment must be reported to the Executive Director immediately. Workers' Compensation payments for lost wages are not made for the first three (3) days you are unable to work (including weekends). However, if you're hospitalized or off work more than seven (7) calendar days, payments will be made even for the first three (3) days.

Employees returning to work after being absent due to a work-related injury must report to the Executive Director prior to beginning work and must bring a doctor's clearance before returning to work.

#### **Unemployment Compensation**

Employees may be eligible for Unemployment Compensation upon termination of employment with the Commission. Eligibility for Unemployment Compensation is determined by the Division of Unemployment Insurance of the State Department of Labor. The Commission pays the entire cost of this insurance program.

## **Social Security**

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, the Commission is required to deduct this amount from each paycheck you receive. In addition, the Commission matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

## **Retirement Plan**

The Commission has a Retirement Plan to provide eligible employees (those who have completed sufficient service) with a monthly pension benefit upon retirement. All regular employees who work at least 1200 hours per year must be enrolled in the Wisconsin Retirement System (WRS). Participation in the Plan begins on your date of hire.

## **Deferred Compensation Plan**

The Commission is a participant in the ICMA Retirement Corporation Deferred Compensation Plan and the State of Wisconsin Deferred Compensation Plan. Participation is optional and is available to all regular employees upon their request. Upon enrolling, you will obtain detailed information on your benefits.

Applicable employee contributions will be automatically deducted from your paycheck.

## **Other Benefits**

### **Education Assistance**

The Commission encourages its staff to participate in opportunities to further their education, which will further enhance the capacities of both the employee and the agency. The Commission will provide individuals with flexible working hours that will enable them to attend classes, seminars, workshops or related educational sessions. The Commission also encourages staff to attend workshops, seminars, and conferences that are related to their respective positions. The Commission also subscribes to trade journals and purchases technical books that are made available to the staff for staff development.

Participation in such programs during the normal working hours of the Commission is permitted under the following conditions:

1. Staff work responsibilities are not compromised.
2. Attendance at these training events that take time away from normal working hours must be replaced by an equal amount of time during typically non-working hours. Arrangements for this interchange of time must be approved and signed in advance by the Executive Director.
3. Attendance at these instructional programs, which relate directly to Commission activities, may occur without the need to replace equal work time subject to approval by the Executive Director.

The Commission will provide funds to reimburse employees for seminars, conferences, and related work/study activities which are directly related to the performance of the Commission activities. Reimbursement for classes and/or exam costs for professional development will be

paid for by the Commission with the prior approval of the Executive Director.

**Professional Development Program and Assistance**

The Commission annually allocates funding for staff members to participate in a variety of professional development opportunities that are intended to build capacity within the organization. The amount of funding available for professional development will be determined at budgeting time and based on the Commission’s financial position. Professional development can include but not limited to conferences, workshops, seminars, individual and group trainings, course credits, and participation in an applicable professional association.

Based on each staff member’s professional development goals, the Executive Director will meet and work with each staff member to identify the appropriate options in which to reach those goals. Every attempt will be made to ensure each staff member has the opportunity to participate in professional development activities. All professional development activities must be pre-approved by the Executive Director prior to registration or payment for such events and courses.

**Paid Leave**

In the interest of maintaining a healthy balance between work and home, the Commission offers all eligible regular employees paid time off on a pro-rated basis. Benefits are offered proportional in value to the percentage of actual work per week when compared to 40 hours. Time off is paid using your base hourly rate, excluding overtime compensation, if any.

**Holidays**

***Recognized Holidays***

The Commission staff will be granted 10-1/2 days of paid holiday each year as follows:

<b><u>Holiday</u></b>	<b><u>Date</u></b>
New Year’s Day	January 1
Martin L. King, Jr. Birthday	Third Monday of January
Friday afternoon preceding Easter	Friday afternoon preceding Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	4th Thursday in November
Christmas Eve	Afternoon of December 24
Christmas Day	December 25
New Year’s Eve	Afternoon of December 31
Personal Holidays	Two Floating Holidays (Personal Days)

When a holiday falls on a Sunday, the following Monday will be declared a holiday. If a holiday falls on a Saturday, the previous Friday will be declared a holiday. The two personal or “floating” holidays are to be scheduled at the mutual convenience of the employee and the Executive Director.

***Holiday Policies***

You may take time off to observe your religious holidays. If available, a full day of unused vacation or personal leave may be used for this purpose, otherwise you won't be paid for this time off. Please schedule the time off in advance with the Executive Director.

If a holiday occurs during your scheduled vacation, you are eligible for the holiday pay.

You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

### **Vacation Benefits**

Vacation is a time for you to rest, relax, and pursue special interests. The Commission will attempt to let you use your vacation time as desired, but vacations cannot interfere with your job responsibilities or ongoing Commission operations. Therefore, your vacation must be approved by the Executive Director in advance. If any conflicts arise in vacation requests, preference will be given to the employee with the longest length of continuous service.

Exempt staff are to take vacation hours in increments of no less than one (1) hour, unless otherwise approved by the Executive Director. Non-exempt staff are to take vacation hours in increments of 30 minute intervals, unless approved by the Executive Director.

If you are on an approved leave of absence for less than thirty (30) days, you will continue to accrue vacation at your normal rate. If your approved leave of absence extends beyond thirty (30) days, your accrual of vacation time will discontinue after thirty (30) days.

Exceptions to this policy may be made in unusual circumstances. Each case will be viewed on an individual basis by the Executive Director.

### **Vacation Credits**

Paid vacation hours are earned from the initial date of employment; however, earned vacation hours cannot be used until after an employee has been employed by the Commission for six (6) months. Each employee's vacation hours are computed on the calendar year. Employees earn vacation hours based on the following schedule:

1. For each year for the first four (4) years, an employee shall receive 80 hours of credit.
2. For the fifth (5) year an employee shall receive 120 hours of credit.
3. For each year thereafter an employee shall receive an additional four (4) hours of credit up to a combined maximum of 200 hours of credit.

For newly hired employees, credit may be given to those individuals who have had previous professional experience working in similar agencies up to five (5) years. Time served may be honored with approval by the Executive Director.

### **Vacation Leave**

- Full-time staff working 40 hours per week can earn in excess of 240 hours of vacation time in any given year. However, any vacation hours earned in excess of 240 hours that are not used during the year will be eliminated from the employee's accumulated leave credits at the end of each calendar year. Vacation hours will be reset back to 240 hours on January 1st and no remuneration for eliminated credits will be paid by the Commission.
- Part-time staff working less than 40 hours per week can earn vacation time in excess of their allowable limit in any given year. (Example: Working 20 hours per week equals a cap of 120 hours) However, any vacation hours earned in excess of the allowable hours

that are not used during the year will be eliminated from the employee's accumulated leave credits at the end of each calendar year. Vacation hours will be reset back to a predetermined level on January 1<sup>st</sup> and no remuneration for eliminated credits will be paid by the Commission. (*Policy Adopted: May 9, 2011*)

- Shall not be utilized in increments of less than a one (1) hour time period.
- Employees shall receive payment for accrued vacation leave credits upon termination of employment with the Commission at the hourly rate at the time of separation.

### **Sick Leave**

Employees shall earn sick leave immediately upon employment and shall be eligible to use such credit immediately upon employment. Credit will accrue at the rate of eight (8) hours of credit for every four weeks of employment. There is no limit on the maximum number of hours of sick leave that may be accumulated. Sick leave with full pay may be used for an employee illness and medical or dental appointments.

### ***Sick Leave Policies***

If you are absent from work because of a personal illness, including child birth, credit will continue to accrue at the rate of eight (8) hours of credit for every four weeks of employment. There is no limit on the maximum number of hours of sick leave that may be accumulated during the duration of your employment with the Commission.

In addition to utilizing sick leave in the event of your own illness, sick leave may also be used for the purpose of visiting doctors, dentists or other health care practitioners. Sick leave may also be used for the purpose of tending to a serious illness suffered by a member of your immediate family, in the event the illness requires your personal time and attention. For purposes of this policy, immediate family shall be defined as employee's spouse or domestic partner, children and parents of the employee or the employee's spouse or domestic partner, or sibling of the employee living in your home.

Sick leave may also be used by regular, full-time employees upon request to make arrangements for and attend funeral services of the employee's spouse, child, parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, domestic partner, brother, sister, brother-in-law, sister-in-law, daughter or son of the employee's spouse or domestic partner, and any relative living in the household of the employee or domestic partner.

The Commission may, in its sole and absolute discretion, require a doctor's certificate verifying the necessity for absence(s) and the specific illness, injury, or other disability to which the absence is attributed.

If you are on an approved leave of absence due to any of the situations described above for less than thirty (30) days, the accrual of your sick leave credits will not be affected. Any accrued sick leave will be paid at the time the leave begins. Should the leave extend beyond thirty (30) days, sick leave will not continue to accrue.

In the event of an illness or injury which is covered by workers' compensation insurance, this Sick Leave Policy will not apply, but will defer to state statutes.

### **Personal Holidays**

You are eligible to take two (2) days equivalent to 16 hours of paid personal leave each year. The personal holidays are to be taken in 8 hour (one-day) increments.

### **Other Paid Leave**

#### ***Election Day***

We encourage you to exercise your voting privileges in local, state, and national elections. Since the polls are open for long periods, you are encouraged to vote before or after regular working hours. If you are unable to vote prior to or after work, you may take up to one (1) hour of paid leave from work to vote. Absence from work that is longer than one hour is to be accounted for as vacation time.

#### ***Jury Duty***

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, you must notify the Executive Director within forty-eight (48) hours or as soon as possible of receipt of the jury summons.

Employees who are serving on jury duty or are subpoenaed as witnesses will be granted leave with full pay. Commission work hours utilized by an employee for this purpose shall be reported on the Commission's leave form. Any non-Commission compensation received for service during these hours shall be provided to the Commission.

### **Unpaid Leave**

Occasionally, for medical, personal, or other reasons, you may need to take a temporarily leave of absence from your position with the Commission. It is the policy of the Commission to allow its employees to apply for and be considered for certain specific leaves of absence.

Most time off will count first against your allotted vacation days or personal days, as appropriate, in 30 minute, hourly, half day or full day increments. The time may be counted against your accrued sick time once you have used all of your accrued vacation or personal days, but only with the approval of the Executive Director.

Once all accrued vacation hours, personal days, and sick leave credits have been exhausted, the remaining period of time will be considered time off without pay and no sick or vacation hours will be accrued during this time.

Failure to return to work as scheduled from an approved leave of absence or to inform the Executive Director of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

All requests for leaves of absence shall be submitted in writing to the Executive Director. Each request shall provide sufficient detail such as the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable.

There are several types of unpaid leaves for which you may be eligible.

#### **Family / Medical Leave of Absence**

The Commission will not discriminate against employees as a result of the approved use of family care or medical leave or a proper request for such leave. Requests for family care and medical leave will be considered without regard to race, color, citizenship status, national origin,

ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status or veteran status. A maternity or medical leave with Commission compensation and benefits may be granted for a period of up to six (6) weeks by the Executive Director whose decision shall be based upon the needs of the Commission and employee. Compensation for the leave of absence will be based on the monetary value of sick leave, vacation, or personal days accrued and used for the leave by that employee.

The following policy regarding leave shall apply to employees employed for more than 52 consecutive weeks and who have worked for at least 1,000 hours. Leave provisions not covered in this policy shall be administered according to Wisconsin Statutes s.103.10.

- (1) In any 12 month period, an employee may take up to six (6) weeks of family leave for:
  - (a) The birth of the employee's child, if that leave begins within 16 weeks of the child's birth.
  - (b) The placement of a child with the employee for adoption or as a precondition to adoption under s.48.90(2), but not both, if the leave begins within 16 weeks of the child's placement.

If the employee intends to take family leave, the employee shall give 30 days advance notice (or as much as possible depending on the circumstances) of the birth or placement in a reasonable and practicable manner.

- (2) In any 12 month period, employees may take up to two (2) weeks leave to care for their child, spouse, domestic partner, or parent, if the child, spouse, domestic partner, or parent has a serious health condition. A serious health condition means a disabling physical or mental illness, injury or impairment or condition involving any of the following:
    - (a) Inpatient care in a hospital as defined in s.50.33(2), nursing home as defined in s.50.01(3), or hospice.
    - (b) Outpatient care that requires continuing treatment or supervision by a health care provider. (This does not include non-chronic illness such as cold, influenza, backache, etc.)
  - (3) The employee who has a serious health condition which makes the employee unable to perform his or her employment duties may take medical leave for the period during which he or she is unable to perform those duties. The leave may be scheduled as medically necessary and, for the purposes of this policy, shall be limited to two (2) weeks in a 12 month period.
  - (4) The leave in (1), (2), and (3) is without pay; however, an employee may substitute sick leave, vacation, personal leave or compensatory time for (1), (2) and (3) above. Substitution of paid leave for any leave discussed in (1), (2) or (3) is not a requirement. Any employee taking leave under (1), (2) or (3) above shall certify that they are exercising their right to family or medical leave under Wisconsin Statutes s.103.10.
- In appropriate circumstances, we may require you to be examined by a Commission designated physician, at the Commission's expense.

- For purposes of this policy, a child is defined as a natural, adopted, or foster child, a stepchild or a legal ward. If the child is over eighteen (18), he/she must be unable to care for himself/herself due to a serious illness.
- A parent is defined as the employee's or his/her spouse's natural, adoptive, or foster parent, stepparent, or legal guardian.
- A serious health condition is defined as a disabling physical or mental illness, injury, impairment, or condition involving 1) inpatient care in a hospital, nursing home, or hospice; or 2) outpatient care requiring continuing treatment or supervision from a health care professional.
- Leave of absence rights available to you under other sections of our policy shall be counted towards the total time off available under this section.
- If, due to your own medical circumstances, you are no longer able to perform your original job, we will attempt to transfer you to alternate suitable work, if available.
- You may use any accrued vacation or other accrued paid time off, during your family care or medical leave. If the leave is related to your own serious health condition, you may use any accrued sick leave during your medical leave.
- While on a leave of absence provided for under this policy, we will continue your group health insurance benefits under the same terms as provided to other employees, for up to a maximum of six (6) weeks leave during any one (1) year period. If your leave extends beyond six (6) weeks, you shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules.
- Other accumulated fringe benefits such as retirement, sick pay, vacation pay, and the like, shall be preserved at the level accrued as of commencement of the leave, but shall not accrue further during any such leave period.
- During a period of disability, you may be eligible for disability pay benefits. Please refer to the applicable plan documents for details on eligibility, benefit amounts, and other particulars.
- If additional family care or medical leave is required you must, prior to expiration of the family care or medical leave, submit additional certification to the Commission.
- Should you seek a leave of absence for reasons other than described above, we will evaluate such a request based on particular circumstances present at that time, including but not limited to your current and anticipated work responsibilities, performance, and the Commission needs. The Commission reserves the right to refuse such a request at its sole discretion.

### **Military Leave of Absence**

An employee may receive up to 15 paid working days for military duty with an armed forces reserve unit not on active duty. If an employee's salary from the armed forces is less than that received during a similar work period with the Commission, the Commission will provide the employee with a sum equal to the difference between the two salaries for the period of the leave or for 15 days, whichever is the lesser of the two pay periods.

If you are a full-time employee and are inducted into the U.S. Armed Forces, you will be eligible for re-employment after completing military service, provided:

1. You show your orders to the Executive Director as soon as you receive them.
2. You satisfactorily complete your active duty service.
3. You enter the military service directly from your employment with the Commission.
4. You apply for and are available for re-employment within ninety (90) days after discharge from active duty. If you are returning from up to six (6) months of active duty for training, you must apply within thirty (30) days after discharge.

### **Military Reserves or National Guard Leave of Absence**

Employees who serve in U. S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued personal leave and unused earned vacation time to the leave if they wish; however, they are not obliged to do so.

You are expected to notify the Executive Director as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

### **Personal Leave of Absence**

In special circumstances, the Commission may grant a leave for a personal reason, but never for taking employment elsewhere or going into business for yourself. You should request an unpaid personal leave of absence from the Executive Director. A personal leave of absence must not interfere with the operations of your department or the Commission. The Executive Director will submit your request to the Personnel Committee for final approval.

A personal leave of absence may be granted for up to twenty (20) days. Other accumulated fringe benefits such as retirement, sick pay, vacation pay, and the like, shall be preserved at the level accrued as of commencement of the leave, but shall not accrue further during any such leave period. Consult your group insurance booklet to determine your insurance coverage during a leave of absence. Failure to return from a leave at the time agreed will result in termination of employment.

### **Leave Request Form**

It is the responsibility of the employee to submit leave request forms to the Executive Director, in accordance with the agreed upon procedure between the employee and his/her immediate supervisor, subject to the following guidelines.

1. For unscheduled sick leave or emergency leave (upon the day of return).
2. For scheduled sick leave, i.e. doctor's appointment (on or before the day of).
3. For vacation (at least one week in advance).
4. For personal holidays (at least four days in advance).
5. For Military or Jury Duty or for extended leave without pay (as far in advance as possible).
6. For compensatory time (at least a day in advance).

7. For family leave (as far in advance as possible).

The employee, having submitted the request in accordance with the above, shall presume the request approved unless otherwise notified by the immediate supervisor or Executive Director within a reasonable period of time.

**Accepting Other Employment or Going Into Business While on Leave of Absence**

If you accept any employment or go into business while on a leave of absence from the Commission, you will be considered to have voluntarily resigned from employment with the Commission as of the day on which you began your leave of absence.

## **BUSINESS ETHICS AND CODE OF ETHICS**

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### **Commission Ethics**

The Bay-Lake Regional Planning Commission is committed to carrying out its business activities lawfully and with honesty and integrity. To accomplish that goal, the Commission is vigilant and careful with its reputation and expects business to be conducted in an ethical and legal manner so as to prevent any damage to the Commission's reputation or otherwise result in serious adverse consequences to the Commission and its employees.

No Code of Ethics can cover all circumstances or anticipate every situation. The following should serve as a guide. As situations are encountered, employees should apply the overall philosophy of the code to the situation. Employees should review the circumstances with their supervisor, if there are questions. The Bay-Lake Regional Planning Commission reserves discretion in the interpretation, application and enforcement of this code.

### **Prohibition of Improper Payments**

The Commission expects all employees to use only legitimate practices in commercial operations and in promoting the Commission's position on issues before governmental authorities. "Kickbacks" or "bribes" intended to induce or reward favorable contracting decisions and governmental actions are unacceptable and prohibited.

In utilizing consultants, the Commission will employ only reputable, qualified individuals or firms under compensation arrangements, which are reasonable in relation to the services performed. Consultants, in relation to the provision of goods or services to the local, state and federal governments, must agree to comply with all applicable laws, regulations and policies governing employee conduct.

The provisions of this section are not intended to apply to ordinary and reasonable business entertainment or gifts not of substantial value, which are customary in local business relationships and not considered in violation of law as applied under these circumstances.

### **Personal Financial Gain**

Employees must avoid any financial interest or gain which might influence, or appear to influence, decisions or actions made on behalf of the Bay-Lake Regional Planning Commission. Such interests include, but are not limited to, a personal or immediate family interest in an enterprise which has business relations with, or competes with, the Commission. An exception may be if the interest is stock or securities of a publicly owned corporation whose shares are publicly traded and the investment is not a significant portion of the employee's or immediate family's net worth.

Employees and their immediate family members must also avoid substantial management control of any enterprise which has business relations with, or competes with, the Commission, and representation or other participation in any transaction involving the Commission in which the employee or an immediate family member has a financial interest. "Immediate family" is defined as an employee's spouse or significant other, parents, siblings, children and the parents, children and siblings of his/her spouse or significant other.

If an employee thinks there may be a conflict of interest, he or she should notify his or her supervisor to determine if there is a conflict and to problem solve in terms of resolving any potential conflicts.

### **Outside Activities**

Employees should avoid outside employment or activities that have a negative impact on the performance of their job with the Commission, or would conflict with their obligations to the Commission or reflect negatively on the Commission's reputation.

### **Political Contributions**

The Bay-Lake Regional Planning Commission will not make any contribution to any political party or to any candidate for political office in support of such candidacy.

The Commission does reserve the right to express its views to legislators, governmental agencies, or to the general public with respect to existing or proposed legislation or governmental policies or practices affecting Commission operations.

### **Company Financials**

Employees may not enter false information in any of the Commission's financial books and records, nor alter any permanent Commission record. No receipts may be submitted or payments made or authorized with the intent or understanding that any part of the payment or receipt is to be used for a purpose other than that described in the documents which support the transaction. This includes, without limitation, seeking reimbursement for spouse or dependent travel expenses without prior authorization.

No employee, including the originator of the document, may dispose of or destroy any Commission record or file, except in compliance with approved retention policies and applicable law.

### **Problem-Solving and Violation Reporting**

Employees are expected to report dishonest or illegal activities by other employees to a supervisor, Executive Director, or Commission Chairperson in a timely manner. Failure to submit such information is a violation of the code, as is the submission of false information. It is also a violation for any member of management to retaliate or permit retaliation against anyone who reports known or suspected code violations.

All members of management are responsible for reviewing any actual or alleged code violation. Each manager is also responsible for reviewing the code with their direct reports.

Employees who report actual or suspected violations of this policy involving others will not be subjected to retaliation or reprisals as a result of their report.

### **Use of Social Media**

The Bay-Lake Regional Planning Commission recognizes that social computing can assist in enhancing its programs by allowing an open exchange of ideas between employees, partner organizations, and our municipal customers. To that end, employees are encouraged to use social media, such as participating in a blog, chat room or online social network, for business reasons.

It is the Commission's policy to ensure that employees who use social media to discuss the Commission or Commission-related matters to do so in a responsible manner that is not disruptive, offensive to others, or harmful to the Commission.

## **SAFETY**

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### **General Employee Safety**

The Commission is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that the Executive Director make the safety of employees an integral part of her/his regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures. *(Please see Employee Policies and Procedures Manual for additional information on safety issues and topics)*

### **Weapons**

The Commission follows the No Weapons Policy as approved and posted by the landlord. The only exception to this policy will be police officers, security guards or other persons who have been given written by the landlord to carry a weapon on the property.

Any employee disregarding this policy may be subject to immediate termination.

### **Emergency Evacuation**

The landlord has installed the necessary exit signs and emergency equipment as required by the local building code and an evacuation plan in case of an emergency or weather event.

### **Smoking**

The landlord has adopted a No Smoking policy for all tenants occupying the office complex. Designated smoking areas have been posted, along with appropriate disposal containers. Smoking in Commission vehicles is prohibited.

Any employee disregarding this policy may be subject to immediate termination.

### **Bloodborne Pathogens**

The OSHA Bloodborne Pathogens Standard has been reviewed by the Bay-Lake Regional Planning Commission. Occupational exposure is not anticipated among any of the current job classifications at the Commission. As a result, it is determined that the scope and application of this standard does not apply to the Commission because medical services and first aid are readily available within minutes of the facility. Because of the ready availability of medical personnel for advice, consultation and treatment, the Commission does not have employees trained in first aid or designated as responsible for rendering medical assistance as part of their job duties.

In the event of an employee exposure incident resulting from a “Good Samaritan” response to a serious injury or illness, the Commission will offer post-exposure evaluation and follow-up to the exposed employee as outlined in the OSHA Bloodborne Pathogen Standards.

## **SEPARATION OF EMPLOYMENT**

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### **Termination**

The Commission operates under the principle of at-will employment. You are free to terminate your employment with the Commission at any time, with or without reason. Likewise, the Commission has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, at the discretion of the Commission.

The Commission hopes and expects that professional employees will give at least four (4) weeks notice in the event of your resignation. Any accrued but unused vacation time and compensatory time will be paid out at the time of employment resignation or termination. All resignations shall be in writing and provided to the Executive Director.

### **Exit Interviews**

Prior to the separation of employment, the Commission (Executive Director and/or Personnel Committee) would like to conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about the Commission. During the exit interview, you can provide insights into areas where the Commission can make improvements. Every attempt will be made to keep all information confidential.

### **Return of Commission Property**

Any Commission property issued to you, such as computer equipment, office keys, or parking passes must be returned to the Commission at the time of your separation from employment. You will be held responsible to pay for any lost or damaged items that are either the property of the landlord or Commission.

### **Furlough Policy**

As a temporary cost-saving measure, the Commission can enact mandatory, unpaid furlough days for all employees. For the purposes of this policy, a full day of furlough is equal to eight (8) hours. The number of furlough days and the days in which those furlough days will occur will be determined by the Commission by December 1<sup>st</sup> based on the succeeding year's projected budget.

*(Please see Employee Policies and Procedures Manual for additional information on the Furlough Policy)*

### **Post-Employment Inquiries**

The Commission does not respond to oral requests for references. In the event your employment with the Commission is terminated, either voluntarily or involuntarily, the Executive Director may be able to provide a reference to potential employers only if you have completed and signed a release form.

As an employee of the Commission, do not under any circumstances respond to any requests for personal information regarding another employee unless it is part of your assigned job responsibilities. If it is not, please forward the information request to the Executive Director.

## **WORKPLACE POLICIES**

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### **Computers, Electronic Mail, and Voice Mail Usage Policy**

#### ***Policy***

All computers and other electronic and telephonic media are the property of the Commission and are to be used solely for business purposes. Communications via these media are not considered private. Any use of the Commission's equipment is considered consent by the user to have such use monitored by the Commission at its sole discretion with or without prior notice to the user. The use of private passwords or access codes shall not be considered a user's withdrawal of consent to such monitoring.

The security of the Commission computer systems and associated liability for misuses are paramount concerns of the Commission. This policy is to ensure that employees have no expectation of privacy in regard to electronic communications when it comes to Commission business. It outlines the Commission's position on monitoring and access to telephones, voicemail, internet, email, text messaging and computer files, as well as new technology as it is developed. This procedure is designed to inform all employees under what circumstances their telephone use, voicemail, email, internet use, text messaging, and computer files may be accessed by other Commission employees, and the notification procedure of such monitoring.

*(Please see Employee Policies and Procedures Manual for additional information on the Technology Monitoring Policy)*

### **Dress Code and Personal Appearance**

As an employee of the Commission, you are expected to dress and groom yourself in accordance with accepted social and business standards. A neat, tasteful appearance contributes to the positive impression you make on our customers and Commissioners. You are expected to be suitably attired and groomed during working hours and when representing the Commission during evening and weekend events. When working at a customer's site or training event, please dress appropriately according to the requested or normal professional attire. If you are not attending professional meetings or meeting with customers on Fridays, you are able to wear casual attire, such as blue jeans on Fridays.

If the Executive Director feels your attire and/or grooming is out of place, you may be asked to leave the workplace until you are properly attired and/or groomed. Employees who violate dress code standards may be subject to appropriate disciplinary action.

### **Commission Expense Reimbursement Policy**

Expenses incurred while conducting Commission business outside of the office will be reimbursed to the employee with approval made by the Executive Director. It is the responsibility of the employee to complete and submit the Commission's expense form with appropriate receipts and a signature to the Office Accounts Coordinator on the first business day after the month has ended. Reimbursement for mileage when using your personal vehicle will be at the standard mileage rate allowed and published by the Internal Revenue Service when a Commission vehicle is not available for Commission business.

Maximum meal reimbursement amounts include a standard tip amount of 20 percent unless otherwise approved by the Executive Director. Sales receipts are required for individual meals of over \$6.99. Rates will be adjusted annually based on the Government Services Administration (GSA) meal and incidental expenses breakdown for the State of Wisconsin. The breakdown of meal expenses for 2016 is as follows:

Breakfast:	\$11.00
Lunch:	\$12.00
Dinner:	\$23.00

Reimbursement for expenses incurred during the previous month will occur on the mid-month pay date provided expense forms were submitted on time. Staff will not be reimbursed for the purchase of any alcoholic beverages. Snacks, such as soda and chips that are not purchased as part of breakfast, lunch, or dinner are not a reimbursable expense. The Commission will not reimburse staff for any parking or moving violations while using their personal or Commission vehicle on Commission business. All expenses incurred while on Commission business will be reimbursed at the discretion of the Executive Director. (*Adopted: July 26, 2013*)

### **Gifts**

Approval is required before an employee may accept or solicit a gift of any kind from a customer, supplier, or vendor representative. Employees are not permitted to give unauthorized gifts to customers or suppliers, except for Commission promotional items (ex. pens, and note pads). Food treats can be provided by employees to meeting attendees.

### **Relatives**

If you and other members of your family are employed by the Commission, one may not supervise the other nor work in the same department. If the employees are unable to develop a workable solution, the Executive Director of the Commission will decide which employee may be transferred in such situations. Family members include the employee's spouse, domestic partner, child, parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, domestic partner (a person with whom the employee's life is interdependent and with whom the employee shares a mutual residence), brother, sister, brother-in-law, sister-in-law, daughter or son of the employee's spouse or domestic partner, and any relative living in the household of the employee or domestic partner.

Should two employees who work together or supervise each other enter into a personal, non-work related relationship, one or both employees may have to be transferred.

### **Service Awards**

Each year, the Commission honors its long-term employees by presenting service awards at an annual Commission function. Service awards will be given after you have completed five (5), ten (10), fifteen (15), twenty (20), and twenty-five (25) years of service.

### **Solicitations and Distributions**

Direct solicitation for any cause during working time is not permitted. You are permitted to place

non-Commission literature or items for sale in the conference room or staff mailboxes with applicable instructions or notes. Working time is defined as the time assigned for the performance of your job and does not apply to break periods and meal times. Employees are not permitted to sell chances, merchandise or otherwise solicit or distribute literature without approval of the Executive Director.

Persons not employed by the Commission are prohibited from soliciting or distributing literature on Commission property or from being on Commission property.

### **Use of the Commission Vehicle**

Commission vehicles are available at all times for use by the staff (full and part-time) and interns when conducting business for the Commission. In the event that staff demand for the available staff vehicles exceeds the supply, the individual going on the longest trip will have priority for the staff vehicles. If more than two people are going to meetings and need a vehicle, determining who has to rent a vehicle is based on the following (in this order): 1) meeting has been covered under a contract; and 2) the employee traveling the furthest distance is responsible for making arrangements for a vehicle to be rented. Using your personal vehicle for a meeting needs prior approval from the Executive Director or the employee risks not being reimbursed mileage for the meeting. Individual(s) may use his/her private automobile(s) and be reimbursed for mileage in accordance with the personnel policies.

Employees that use personal automobiles on official business must carry car insurance with a minimum coverage of \$100,000/\$300,000 bodily injury and \$100,000 property damage or a \$300,000 combined single limit. Certificates of coverage must be filed with the Commission on an annual basis.

The Commission is not responsible for loss or damage when an employee uses his/her personal vehicle for work purposes.

If you are authorized to operate a Commission vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you must adhere to the following rules:

1. You must be a Wisconsin licensed driver.
2. You must maintain monthly mileage reports.
3. The Commission provides insurance on the Commission vehicles, however, you will be considered completely responsible for any accidents, fines, moving or parking violations incurred.
4. You must keep the vehicle clean at all times.
5. Prior to operation of any Commission vehicle, your supervisor will train you on the appropriate steps to take if you are involved in an accident - filling out the accident report, getting names of witnesses and so on.
6. Persons not authorized or employed by the Commission cannot operate Commission vehicles.

### **Violence in the Workplace Policy**

The Commission has adopted a policy prohibiting workplace violence. Consistent with this

policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve staff, affect the Commission, or occur on Commission property will not be tolerated.

*(Please see Employee Policies and Procedures Manual for additional information on the Workplace Violence Policy)*

## **Receipt and Acknowledgment of The Bay-Lake Regional Planning Commission Employee Handbook, Revised September 9, 2016**

The Bay-Lake Regional Planning Commission believes wholeheartedly in the policies, practices, programs and procedures described in your Employee Handbook and Policies and Procedures Manual. However, the Commission does reserve the right to modify, revoke, suspend, terminate or change any of the policies, practices, programs, guidelines and employee benefits, in whole or in part, at any time, with or without notice. The language used in your Employee Handbook and Policies and Procedures Manual are not intended to create a contract between the Commission and any one or all of its employees. The information contained in this handbook and manual is presented in summary form as a matter of information only. It is your responsibility to be familiar with these policies and procedures. If there are items you do not understand, feel free to ask the Executive Director for an explanation. If questions regarding the application of benefit information in the Employee Handbook should arise, reference may be made to the appropriate unabridged plan document(s) given to you and/or maintained by the Executive Director. Any conflicts between the handbook and manual will be governed by the plan documents.

The final decision on any question regarding interpretation of Commission policies rests with the Executive Director. No person other than the Executive Director has the authority to make any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing. Further, any such agreement must be put in writing and signed by both the employee and the Executive Director.

We ask that you sign this form indicating that you have received the revised handbook and that you understand that they will be used as guidelines only, that you understand your relationship with the company is “employment at will.” This means you may terminate your employment at any time for any reason and that the company also retains the same right to terminate your employment at any time for any reason.

The Bay-Lake Regional Planning Commission Employee Handbook, revised September 9, 2016, supersedes all previous written and verbal policies.

This will acknowledge that I have received a copy of the Bay-Lake Regional Planning Commission: (Check)

- The Employee Handbook, revised and dated September 9, 2016

Name (Print) \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_