

Town of Draper

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**EMPLOYEE POLICY  
HANDBOOK**

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Revised 1-1-2020

6994 N. Main Street, Loretta WI 54896

# Town of Draper

## Employee Policy Handbook

### Table of Contents

- 101 Nature of Employment..... 3
- 102 Employee Relations ..... 4
- 103 Equal Employment Opportunity ..... 5
- 104 Business Ethics and Conduct ..... 6
- 107 Immigration Law Compliance ..... 7
- 108 Conflicts of Interest..... 8
- 110 Outside Employment..... 9
- 114 Disability Accommodation ..... 10
- 116 Job Posting ..... 11
- 201 Employment Categories ..... 12
- 202 Access to Personnel Files..... 13
- 203 Employment Reference Checks ..... 14
- 204 Personnel Data Changes..... 15
- 205 Introductory Period ..... 16
- 208 Employment Applications..... 17
- 209 Performance Evaluation & File..... 18
- 210 Job Descriptions ..... 19
- 212 Salary Administration ..... 20
- 301 Employee Benefits ..... 21
- 303 Vacation Benefits..... 22
- 305 Holidays ..... 23
- 307 Sick Leave Benefits ..... 24
- 309 Bereavement Leave..... 25
- 311 Jury Duty..... 26
- 312 Witness Duty..... 27
- 401 Timekeeping..... 28
- 403 Paydays ..... 29
- 405 Employment Termination/407 Severance Pay..... 30
- 409 Administrative Pay Corrections ..... 31
- 410 Pay Deductions ..... 32
- 411 Meeting Policy ..... 33

# Town of Draper

## Employee Policy Handbook

- 501 Safety ..... 34
- 502 Emergency Closings ..... 35
- 503 Work Schedules ..... 36
- 504 Overtime ..... 37
- 505 Rest and Meal Periods..... 38
- 506 Smoking ..... 39
- 507 Use of Telephones..... 40
- 508 Mobile Phones & Text Messaging..... 41
- 509 Use of Equipment and Vehicles..... 42
- 512 Computer Usage..... 43
- 513 Internet and Email Usage..... 44
- 515 Workplace Violence Prevention ..... 46
- 517 Business Travel Expenses..... 47
- 603 Personal Leave ..... 48
- 605 Military Leave..... 49
- 607 Pregnancy Disability Leave ..... 50
- 701 Employee Conduct and Work Rules ..... 51
- 702 Drug and Alcohol Use..... 52
- 703 Sexual and Other Unlawful Harassment ..... 53
- 704 Attendance and Punctuality ..... 55
- 705 Personal Appearance..... 56
- 706 Return of Property..... 57
- 708 Resignation..... 58
- 716 Progressive Discipline..... 59
- 718 Problem Resolution..... 60
- 722 Workplace Etiquette..... 61
- 802 Recycling ..... 62

# Town of Draper

## Employee Policy Handbook

### 101 Nature of Employment

Effective Date: 6/23/2006

Revision Date: 1/1/2020

This handbook is intended to provide you with a general understanding of the personnel policies of the Town of Draper and to answer many common questions. You are encouraged to review all the policies in the handbook and become familiar with them.

However, this handbook cannot anticipate every situation or answer every question about employment. This handbook is also ***not an employment contract*** and is not intended to create contractual obligations of any kind. Since employment at the Town of Draper is based on mutual consent and is ***at will***, either you or the Town of Draper have the right to end the employment relationship at any time, with or without cause or advance notice (*see 405 Termination*).

In order to retain necessary flexibility in the administration of policies and procedures, we reserve the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for the policy of employment-at-will. Deviations from the policies in this handbook must be authorized and signed by the Town Chair, with approval of the Town Board.

# Town of Draper

## Employee Policy Handbook

### 102 Employee Relations

Effective Date: 6/23/2006

Revision Date: 1/1/2020

We believe that the work conditions, wages, and benefits we offer to the Town of Draper employees are competitive with those offered by other employers in this area and in this industry. If you have concerns about work conditions or compensation, you are strongly encouraged to voice these concerns openly and directly to the Board.

Our experience has shown that when employees deal openly and directly with management, and management deals openly and directly with employees, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the Town of Draper amply demonstrates its commitment to employees by responding effectively to employee concerns.

# Town of Draper

## Employee Policy Handbook

### 103 Equal Employment Opportunity

Effective Date: 6/23/2006

Revision Date: 1/1/2020

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Town of Draper will be based on merit, qualifications, and abilities. The Town of Draper does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, or any other characteristic protected by law.

This policy covers all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have a question or concern about any type of discrimination in the workplace, you are encouraged to bring the issue to the attention of the board. Be assured that, at the Town of Draper, you can raise concerns and make reports without fear of reprisal. Further, anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

# Town of Draper

## Employee Policy Handbook

### 104 Business Ethics and Conduct

Effective Date: 6/23/2006

Revision Date: 1/1/2020

The success and reputation of the Town of Draper is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Our continued success is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to the Town of Draper to act in ways that will merit the continued trust and confidence of the residents and public.

The Town of Draper will comply with all applicable laws and regulations and we expect our board and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, you should find that using good judgment, based on high ethical principles, will guide you to act appropriately. If you are unsure about the proper course of action, you should discuss the matter openly with your supervisor. If necessary, you may also contact the Town Board for advice and consultation.

It is the responsibility of every Town of Draper employee to comply with our policy of business ethics and conduct.

# Town of Draper

## Employee Policy Handbook

### 107 Immigration Law Compliance

Effective Date: 6/23/2006

Revision Date: 1/1/2020

The Town of Draper is committed to employing only United States citizens and aliens who are legally authorized to work in the United States. We do not unlawfully discriminate on the basis of citizenship or national origin.

In order for us to comply with the Immigration Reform and Control Act of 1986, all new employees, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and provide documentation that establishes their identity and eligibility for employment. Former employees who are subsequently rehired must also complete an I-9 and provide appropriate documentation if 1) they have not completed an I-9 with Town of Draper within the past three years, or 2) their previous I-9 is no longer valid or was not retained.

If you have questions or want more information on immigration law issues, you are encouraged to contact the Town Board. At the Town of Draper, you can raise questions or complaints about immigration law compliance without fear of reprisal.



# Town of Draper

## Employee Policy Handbook

### 108 Conflicts of Interest

Effective Date: 6/23/2006

Revision Date: 1/1/2020

As an employee of the Town of Draper, you have the obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. These guidelines are intended to provide a general direction so that you can get further clarification on areas that affect you. For more information or questions on a potential conflict of interest, contact the Town Board.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of business dealings with the Town of Draper. For the purposes of this policy, we define a relative as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Due to the remote location and lack of available employees and services, we understand that it may be necessary to utilize local resources to accomplish projects and fill positions, which may result in increased potential for a conflict of interest. There is no "presumption of guilt" created by the mere existence of a relationship; however, if you have any influence on transactions involving purchases, contracts, or leases, it is imperative that you disclose this fact to the Town Board as soon as possible. By alerting us to the existence of any actual or even a potential conflict of interest, we can establish safeguards to protect all parties.

The potential for personal gain is not limited to situations where an employee or relative has a significant ownership in a firm with which the Town of Draper does business. Personal gains can also result from situations where an employee or relative receives a kickback, bribe, substantial gift, or special consideration as a result of a transaction or business dealings involving the Town of Draper.

\*Elected officials: it is a Class I Felony to receive more than \$15,000 in a 12 month period for contracted work under Wis. Stat. 946.13

# Town of Draper

## Employee Policy Handbook

### 110 Outside Employment

Effective Date: 6/23/2006

Revision Date: 1/1/2020

The Town of Draper employees may hold outside jobs as long as they can satisfactorily perform their Town of Draper job and there is no interference with our scheduling demands.

All employees will be held to the same standards of performance and scheduling expectations, regardless of any outside job. If we determine that outside work is impacting your performance or the ability to meet our requirements, which may change over time, you will be asked to terminate the outside job in order to stay employed at the Town of Draper.

If your outside employment has an adverse impact on the Town of Draper, it will be considered a conflict of interest (see 108, *Conflicts of Interest*).

# Town of Draper

## Employee Policy Handbook

### 114 Disability Accommodation

Effective Date: 6/23/2006

Revision Date: 1/1/2020

The Town of Draper is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities.

All employment practices and activities are conducted on a non-discriminatory basis. Our hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to an employee with a disability if the disability affects the performance of job functions. We make all employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. We make leaves of all types available to all employees on an equal basis.

The Town of Draper will not discriminate against any qualified employee or applicant because the person is related to or associated with a person with a disability. The Town of Draper will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The Town of Draper is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

# Town of Draper

## Employee Policy Handbook

### 116 Job Posting

Effective Date: 6/23/2006

Revision Date: 1/1/2020

Our job posting program provides you with the opportunity to indicate your interest in open positions and advance within the Town of Draper according to your skills and experience. In general, we post all regular, full-time job openings, although the Town of Draper reserves its right to not post a particular opening.

Job openings will be posted in the local paper and normally remain open for 20 days. Each job posting notice will include the dates of the posting period, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities).

To apply for an open position, submit a job posting application to the Clerk/Treasurer listing your job-related skills and accomplishments. You should also describe how your current experience with the Town of Draper and prior work experience and/or education qualifies you for the position.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. We may also use other recruiting sources to fill open positions when it is in the best interest of the Town of Draper.

# Town of Draper

## Employee Policy Handbook

### 201 Employment Categories

Effective Date: 6/23/2006

Revision Date: 1/1/2020

Understanding the definitions of the employment classifications at the Town of Draper is important because your classification is one of the factors that determine your employment status and benefit eligibility.

Depending on your position, you are designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. Your EXEMPT or NONEXEMPT classification may be changed only with written notification by the Town of Draper management.

In addition to the Exempt and Nonexempt categories, you also belong to one of the following employment categories:

**REGULAR FULL-TIME** employees are employees who are not in a temporary or introductory status AND who are regularly scheduled to work the full-time schedule at the Town of Draper. Generally, regular full-time employees are eligible for all the Town of Draper benefit programs, subject to the terms, conditions, and limitations of each benefit program.

**PART-TIME** employees are employees who are not in a temporary or introductory status AND who are regularly scheduled to work less than 32 hours per week. While part-time employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for the other Town of Draper benefit programs.

**INTRODUCTORY** employees are employees whose performance is being evaluated to determine whether further employment in a specific position or with the Town of Draper is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

**ELECTED OFFICIALS** such as the Town Clerk, Municipal Treasurer, Town Chairman and Town Supervisors are technically not "employees," their duties are regulated by Wisconsin Statutes (*see ch. 60: Towns*). In the interest of maintaining a positive environment for all who work at the Town of Draper, elected officials are encouraged to follow the general guidance contained in this handbook where applicable.

# Town of Draper

## Employee Policy Handbook

### 202 Access to Personnel Files

Effective Date: 6/23/2006

Revision Date: 1/1/2020

At the Town of Draper, we maintain a personnel file on each employee that includes the job application and related hiring documents, training records, performance documentation, salary history, and other employment records.

Personnel files are the property of the Town of Draper. Because this information is highly confidential and we respect your privacy, only persons with a legitimate business reason will be allowed access to personnel files.

If you wish to see your personnel file, contact the Town Clerk. With reasonable advance notice, you may review your own personnel file in our offices and in the presence of a person authorized by the Town of Draper.

# Town of Draper

## Employee Policy Handbook

### 203 Employment Reference Checks

Effective Date: 6/23/2006 Revision Date: 1/1/2020

The Town Clerk will respond to all reference check inquiries from other employers. We will confirm only employment dates, salary information, and the positions held.

# Town of Draper

## Employee Policy Handbook

### 204 Personnel Data Changes

Effective Date: 6/23/2006

Revision Date: 1/1/2020

To help us keep records and benefit program information accurate, please notify the Town of Draper of any changes to your personal information. The information we need includes your mailing address, telephone numbers, your marital status, changes to your dependents' information, who to contact in case of an emergency, educational accomplishments, and other possibly relevant information. To make changes or if you have questions about what information is required, contact the Town Clerk.



# Town of Draper

## Employee Policy Handbook

### 205 Introductory Period

Effective Date: 6/23/2006

Revision Date: 1/1/2020

We want you to be successful at your job with the Town of Draper. We have found that having an introductory period can be very helpful to new employees. The introductory period provides you with the opportunity to demonstrate that you can perform your job at a satisfactory level of performance and to determine if the new job meets your expectations. We use this period to evaluate your capabilities, work habits, and overall performance.

The introductory period for all new and rehired employees is the first 90 calendar days after the date of hire. If there is a significant period of absence during the introductory period, the period will automatically be extended by the length of the absence. Either during the introductory period or at the end of the period, we may extend the introductory period if we determine there was not adequate time to evaluate performance.

When the introductory period is satisfactorily completed, employees enter the "regular" employment classification.

# Town of Draper

## Employee Policy Handbook

### 208 Employment Applications

Effective Date: 6/23/2006

Revision Date: 1/1/2020

The Town of Draper relies on the accuracy of the information provided on the employment application, as well as the accuracy of other data presented during the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of the requested information may exclude that applicant from further consideration. If the person was already hired, it could result in termination of employment.

# Town of Draper

## Employee Policy Handbook

### 209 Performance Evaluation & File

Effective Date: 6/23/2006

Revision Date: 1/1/2020

The best communications about job performance happen on an informal, day-to-day basis. You and your supervisor are strongly encouraged to talk about performance regularly.

Performance evaluations will be conducted at the end of the initial period of hire, known as the introductory period. In addition, the Town of Draper wants to ensure that you and your supervisor have annual scheduled, formal performance evaluations.

These discussions give you both the opportunity to discuss job responsibilities and goals, encourage and recognize strengths, identify and correct any weaknesses, develop plans for dealing with any obstacles, and plan for the future.

Each Town of Draper employee has a personnel file in the Clerk's office. This file contains documentation of disciplinary action, reports, feedback and other information pertinent to your performance evaluation and employment.

Your file will be used to conduct your annual evaluation and will provide a basis for the determination of possible salary or benefits increases. For this reason, it is helpful for you to let your supervisor know of positive feedback, accomplishments or other benefits you have provided to the Town so they may be considered in your favor!

# Town of Draper

## Employee Policy Handbook

### 210 Job Descriptions

Effective Date: 6/23/2006

Revision Date: 6/5/2020

The Town of Draper makes every effort to create and maintain accurate job descriptions for all positions within the Town of Draper. Each description includes sections for job information; a job summary (giving a general overview of the job's purpose); essential duties and responsibilities; supervisory responsibilities; qualifications (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required); physical demands; and work environment.

We use the job descriptions to help new employees understand their job duties and to set standards for employee performance evaluations. Job descriptions are also used to identify the requirements of each position, establish hiring criteria, and establish a basis for making reasonable accommodations for individuals with disabilities.

The Town Clerk and the Town Board prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. You can also be helpful by making sure that your job description accurately reflects the work you do.

We would like you to remember that job descriptions do not necessarily cover every task or duty that you might be assigned, and that additional responsibilities may be assigned as necessary, within reason. Common duties required by Town of Draper road crew employees include cleaning culverts, shoveling snow, picking rocks, cutting brush, using chain saws and other power equipment as directed by the Town Crew Foreman, who is directed by the Town Board.

You can contact the Town Clerk if you have any questions or concerns about your job description.

# Town of Draper

## Employee Policy Handbook

### 212 Salary Administration

Effective Date: 6/23/2006

Revision Date: 1/1/2020

The salary administration program at the Town of Draper was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because we believe that recruiting and retaining talented employees is critical to our success, we are committed to paying our employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors including the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. We periodically review our salary administration program and restructure it as necessary.

Employees will receive a performance review annually on the anniversary of their hire date for the consideration of pay raises.

Elected officials are paid a salary for a two year term, set by the town electors; raises must be voted on by the electors at a town meeting and become effective at the start of the next elected term in April.

Elected officials may also receive wages for hourly work up to statutory limits; for the Town Clerk and Municipal Treasurer, the limit is \$15,000 per year. For the Town Board members, the limit is \$5,000 per year. The position must be established by resolution of the Town Board and the hourly wage must be set by electors at the town meeting.

Elected officials must avoid the appearance of any conflict of interest when performing other work for the Town of Draper (*see 108, Conflicts of Interest*).

If you have a question about the pay practices for your department, you can talk with the Town Board.

# Town of Draper

## Employee Policy Handbook

### 301 Employee Benefits

Effective Date: 6/23/2006

Revision Date: 1/1/2020

The Town of Draper provides a wide range of benefit programs to eligible employees. Certain legally required programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner required by the laws.

Your eligibility for each benefit program depends on a variety of factors, including your employee classification. To better understand benefit programs for which you are eligible, talk to the Town Clerk. You will find details about many of these programs elsewhere in the employee handbook. In some cases, a policy may also refer you to other sources, such as the Summary Plan Document for that benefit.

The following benefit programs are available to eligible employees, subject to terms and conditions of each program:

- Vacation Benefits
- Holidays
- Sick Leave Benefits
- Bereavement Leave
- Jury Duty Leave
- Witness Duty Leave
- Employee Trust Fund

The Employee Trust Fund is administered by the State; it is an employer-matched retirement account.

# Town of Draper

## Employee Policy Handbook

### 303 Vacation Benefits

Effective Date: 6/23/2006

Revision Date: 1/1/2020

The Town of Draper offers vacation time off with pay to eligible employees for rest, relaxation, and personal pursuits. Employees in the following employment classifications are eligible to earn and use vacation:

- Regular full-time employees

The amount of paid vacation time you receive each year increases with the length of your employment as shown in the following schedule:

- After 1 year of eligible service the employee is entitled to 5 vacation days each year.
- After 3 years of eligible service the employee is entitled to 10 vacation days each year.
- After 8 years of eligible service the employee is entitled to 15 vacation days each year.
- After 13 years of eligible service the employee is entitled to (*maximum*) 20 vacation days each year.

Regular Full-time employees are eligible for 2 personal days each year.

The length of eligible service is calculated on the basis of a "benefit year." A "benefit year" is defined as the 12-month period that begins when you start earning vacation time. Your benefit year may be extended for any significant leave of absence except military leave of absence. (Military leave has no effect on the benefit year calculation.) See the leave of absence policies in this handbook for more information.

Once you enter an eligible employment classification, you begin to earn paid vacation time according to the schedule in this policy. You can use earned vacation time in the year after it is accrued.

To schedule vacation time, you should first request advance approval from the Town Board with a 2 day minimum notice prior to the requested vacation. Each request will be reviewed based on a number of factors, including our business needs and staffing requirements.

Vacation time off is paid at your base pay rate at the time of the vacation. It does not include overtime or any special forms of compensation such as incentives, bonuses, or shift differentials.

We encourage you to use your available paid vacation time for rest, relaxation, and personal pursuits. In the event that you do not use your available vacation by the end of the benefit year, you will lose the unused time. That will take your earned vacation time back to zero and your vacation time accruals will resume in the next benefit year.

If your employment terminates, you will lose any unused vacation time that has been earned through your last day of work.

# Town of Draper

## Employee Policy Handbook

### 305 Holidays

Effective Date: 6/23/2006

Revision Date: 1/1/2020

The Town of Draper gives holiday time off to all employees on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

We provide holiday time off with pay to eligible employees who have completed 90 calendar days of service in an eligible employment classification. If you are eligible for paid holidays, your holiday pay will be calculated on your straight-time pay rate as of that holiday multiplied by the number of hours you would normally have worked on that day. Employees in the following employment classifications are eligible for paid holiday time off:

- Regular full-time employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

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

If eligible nonexempt employees work on a recognized holiday, the employees will receive holiday pay plus wages at 1.5 times their straight-time rate for the hours worked on the holiday.

In addition to the recognized holidays previously listed, eligible employees will receive 2 floating holidays in each anniversary year. To be eligible, employees must complete 90 calendar days of service in an eligible employment classification. To use a floating holiday, you should first request advance approval from your supervisor.

Paid time off for holidays will NOT be counted as hours worked for the purposes of determining overtime pay.



# Town of Draper

## Employee Policy Handbook

### 307 Sick Leave Benefits

Effective Date: 6/23/2006

Revision Date: 1/1/2020

The Town of Draper provides paid sick leave benefits to eligible employees for periods of temporary absence due to illnesses or injuries. Employees in the following employment classifications are eligible for sick leave:

- Regular full-time employees

Once you are eligible, you will accrue sick leave benefits at the rate of 2 hours per pay period for a maximum of 6.5 days per year. Sick leave benefits are calculated on the basis of a "benefit year." This is the 12-month period that begins on the date of your employment as a regular full-time employee. Sick leave is earned and used within the "benefit year," it does not carry over to the next year.

You can request use of paid sick leave after completing a waiting period of 90 calendar days from the date you become eligible to accrue sick leave benefits. Paid sick leave can be used in minimum increments of one-half day (4 hours). You may use sick leave benefits for an absence due to your own illness or injury, or that of your child, parent, or spouse.

If you are unable to report to work due to illness or injury, you should notify your supervisor before the scheduled start of your workday if possible. Your supervisor must also be contacted on each additional day of absence. If an employee absence exceeds three workdays or the employee was absent due to a serious health condition, that employee must submit a certification of the prolonged illness from a health care provider.

Sick leave benefits will be calculated using your base pay rate at the time of the absence and will not include any special forms of compensation, such as incentives, bonuses, or shift differentials.

Sick leave benefits are intended solely to provide income protecting in the event of illness or injury and may not be used for any other absence. *You will not be paid for unused sick leave benefits, either while you are employed or upon termination of employment.*

Paid time off for sick leave will NOT be counted as hours worked for the purposes of determining overtime pay.

If your employment terminates, you will lose any unused sick leave that has been earned through your last day of work.

# Town of Draper

## Employee Policy Handbook

### 308 Covid-19 Quarantine Paid Leave

Effective Date 11/09/2020

The Covid-19 Pandemic is an unprecedented health crisis that requires consideration for the following situation: Sawyer County HHS has the authority to request that any persons determined to be at risk of Covid-19 exposure self-quarantine for 14 days. If a full-time employee is exposed to Covid-19 by a coworker at work and ordered to quarantine by HHS, the Town of Draper will pay wages for the 14 day quarantine period. Employees have been asked to observe the mask mandate and social distancing recommendations to minimize the risk of group exposure.

### 309 Bereavement Leave

Effective Date: 6/23/2006

Revision Date: 1/1/2020

In the event that you need to take time off because of the death of an immediate family member, the Town of Draper provides bereavement leave. To request bereavement leave, see your supervisor.

We grant 3 days of paid bereavement leave to eligible employees in the following employment classifications:

- Regular full-time employees

During paid bereavement leave, your pay will be calculated based on your pay rate at the time of absence, excluding any special forms of compensation, such as incentives, bonuses, or shift differentials.

We will normally grant bereavement leave unless there are unusual business needs or staffing requirements that prevent accommodating the request. You may also, with supervisory approval, use any available paid leave benefits, such as vacation, for additional time off as necessary.

The bereavement leave policy defines "immediate family" as your spouse, parent, child, or sibling; your spouse's parent, child, or sibling; your child's spouse; or your grandparents or grandchildren.

# Town of Draper

## Employee Policy Handbook

### 311 Jury Duty

Effective Date: 6/23/2006

Revision Date: 1/1/2020

The Town of Draper encourages you to fulfill your civic responsibilities by serving jury duty when required.

If you are eligible for paid jury duty leave, you will be compensated at your base rate of pay for the number of hours you would normally have worked that day. Employees in the following classifications are eligible for paid jury duty leave:

- Regular full-time employees

If you remain on jury duty beyond the period of paid jury duty leave, you may use any available paid time off, such as vacation time, or request an unpaid jury duty leave of absence.

If you receive a jury duty summons, show it to your supervisor as soon as possible so that arrangements can be made to accommodate your possible absence from work. You are expected to report for work whenever the court schedule permits.

Either you or the Town of Draper may request you be excused from jury duty if necessary. We may request that you be relieved from serving on jury duty if we believe that your absence would cause serious operational difficulties for the Town of Draper.

# Town of Draper

## Employee Policy Handbook

### 312 Witness Duty

Effective Date: 6/23/2006

Revision Date: 1/1/2020

We provide witness duty time off to employees who receive a subpoena to testify in court. If you are summoned or otherwise requested to testify as a witness by the Town of Draper, you will receive paid time off for the entire period of witness duty.

You will be granted unpaid time off if you are requested to appear in court as a witness by a party other than the Town of Draper. However, you may use any available paid leave benefits, such as vacation, to be compensated for that absence.

In order to make arrangements for the time off, you must show the subpoena to your supervisor as soon as you receive it. When serving as a witness, you are expected report to work whenever you are not needed in court.

# Town of Draper

## Employee Policy Handbook

### 401 Timekeeping

Effective Date: 6/23/2006

Revision Date: 1/1/2020

Nonexempt employees are responsible for accurately recording the hours they work. This information also helps the Town of Draper comply with the laws that require us to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" is defined as all the time nonexempt staff spend performing assigned duties.

If you are a nonexempt employee, you must accurately record the time you begin and end your work, as well as the beginning and ending time of any meal periods, split shifts, or if you leave the workplace for personal reasons. Also, you always need to receive advance approval before working any overtime hours.

We consider attempts to falsify timekeeping records a very serious matter. Therefore, any of the following actions may result in disciplinary action, up to and including termination: altering, falsifying, tampering with time records, or recording another employee's time record.

# Town of Draper

## Employee Policy Handbook

### 403 Paydays

Effective Date: 6/23/2006

Revision Date: 1/1/2020

Nonexempt employees are paid bi-weekly. The Town Board is paid monthly. Each paycheck includes earnings for all work performed through the end of the previous payroll period.

Bi-weekly pay periods run from Monday to Sunday; paychecks are issued on Mondays. If a regularly scheduled payday falls on a legal holiday, you will be paid on the next workday after the regularly scheduled payday.

# Town of Draper

## Employee Policy Handbook

### 405 Employment Termination/407 Severance Pay

Effective Date: 6/23/2006

Revision Date: 1/1/2020

Wisconsin is an “at-will” employment state; employers may terminate an employee at any time for any reason; this is the State law. Three exceptions to this are: an employment contract such as negotiated by a union, discrimination under one of the protected classes defined by law, or retaliation for “whistle blowing”- that is, for reporting an unlawful or illegal act committed by the employer.

Termination of employment is an inevitable part of personnel activity within the Town of Draper, and many of the reasons for termination are routine. These are some of the most common circumstances for employment terminations:

Resignation - voluntary employment termination initiated by an employee.

Discharge - involuntary employment termination initiated by the organization.

Layoff- involuntary employment termination initiated by the organization for nondisciplinary reasons.

Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

We will generally schedule an exit interview at the time of employment termination. The exit interview is an opportunity to discuss such issues as employee benefits, repayment of any outstanding debt to the Town of Draper, or return of the Town of Draper-owned property. It is also a time for you to voice any suggestions, complaints, and questions you may have.

When your employment ends, you will receive your final pay in accordance with applicable state law. There is no “severance pay” other than compensation for earned wages you are owed at the time of termination.

This includes comp time and any wages owed to you at the time of termination; *it does not include vacation or sick leave time you have accrued.*

# Town of Draper

## Employee Policy Handbook

### 409 Administrative Pay Corrections

Effective Date: 6/23/2006

Revision Date: 1/1/2020

The Town of Draper takes all reasonable steps to ensure that you receive the correct amount of pay in each paycheck and that you are paid on the scheduled payday.

In the unlikely event that there is an error in the amount of pay you receive, you should promptly advise the Clerk so that the discrepancy can be corrected as quickly as possible.



# Town of Draper

## Employee Policy Handbook

### 410 Pay Deductions

Effective Date: 6/23/2006

Revision Date: 1/1/2020

The Town of Draper is legally required to make certain deductions from every employee's compensation. Among these deductions are federal, state, and local taxes as appropriate. We are also legally required to deduct Social Security taxes on your earnings up to a maximum amount, which is called the Social Security "wage base." The Town of Draper contributes to your Social Security by matching the amount of Social Security taxes deducted from your compensation.

The Town of Draper offers programs and benefits to eligible employees beyond those required by law. You may voluntarily authorize deductions from your paycheck to cover your portion of the cost of these programs.

If you have questions concerning why a deduction was made from your paycheck or how your paycheck is calculated, consult with the Clerk.

# Town of Draper

## Employee Policy Handbook

### 411 Meeting Policy

Effective Date: 6/23/2006

Revision Date: 1/1/2020

Only authorized employees will be paid for scheduled meetings. The Clerk and Board will attend all regular and special meetings. He/she will receive \$ 25.00 per special meeting.

# Town of Draper

## Employee Policy Handbook

### 501 Safety

Effective Date: 6/23/2006

Revision Date: 1/1/2020

To assist in providing a safe and healthful work environment for employees, and visitors, the Town of Draper has established a workplace safety program. This program is a top priority at the Town of Draper. The success of the program depends on the alertness and personal commitment of everyone.

We provide information to employees about workplace safety and health issues through regular internal communication channels. These may include supervisor-employee meetings, bulletin board postings, memos, or other written communications.

You are expected to obey all safety rules and use caution in your work activities. You must immediately report any unsafe condition to the Town Board. If you violate the Town of Draper safety standards, cause a hazardous or dangerous situation, or fail to report or, where appropriate, remedy such situations, you may be subject to disciplinary action, up to and including termination of employment.

In the case of an accident that results in an injury, regardless of how insignificant the injury may appear, you should immediately notify the Town Clerk. Prompt reporting can ensure legal compliance and quick initiation of insurance and worker's compensation benefits procedures. The Town Clerk will provide a Rural Mutual Insurance Company form to complete.

# Town of Draper

## Employee Policy Handbook

### 502 Emergency Closings

Effective Date: 6/23/2006

Revision Date: 1/1/2020

There could be times when emergencies, such as severe weather, fires, power failures, or tornados may disrupt our normal business operations. In extreme cases, these circumstances may require that we close a work facility to ensure the safety of employees and the public.

In the event that an emergency closing becomes necessary, employees will work with the Town Board to make alternative arrangements so that work can continue as necessary.

# Town of Draper

## Employee Policy Handbook

### 503 Work Schedules

Effective Date: 6/23/2006

Revision Date: 1/1/2020

Work schedules for employees vary depending on your employment category, duties, and the seasons. Your supervisor will advise you of your specific work schedule. 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.

# Town of Draper

## Employee Policy Handbook

### 504 Overtime

Effective Date: 6/23/2006

Revision Date: 1/1/2020

There may be times when the Town of Draper cannot meet its operating requirements or other needs during regular working hours. If this happens, we may give employees the opportunity to volunteer for overtime work assignments such as snow plowing.

We try to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

All nonexempt employees will be paid overtime compensation in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. For this reason, time off for sick leave, vacation, and other paid or unpaid leaves of absence is not considered hours worked for the purpose of calculating overtime pay.

All overtime must be approved by the Town Board.

# Town of Draper

## Employee Policy Handbook

### 505 Rest and Meal Periods

Effective Date: 6/23/2006

Revision Date: 1/1/2020

If you are a full-time nonexempt employee, you will be given two paid rest periods of 15 minutes in length each workday. To the extent possible, rest periods will be in the middle of work periods. Since this time is counted and paid as time worked, you must not be absent from your workstation beyond the allotted rest period time.

All regular full-time employees are provided with one paid meal period of 30 minutes in length each workday. Meal periods should be taken on location if you are far from town, or you may return to the town hall for your meal period if you are within a one-mile radius.

# Town of Draper

## Employee Policy Handbook

### 506 Smoking

Effective Date: 6/23/2006

Revision Date: 1/1/2020

In keeping with 2009 WI Act 12 Smoking Ban legislation and the Town of Draper's intent to provide a safe and healthful work environment, smoking is prohibited in all Town buildings and on Town property within 25 feet of entrance doors or open windows.

Smoking is not permitted within 75 feet of the fuel storage tanks.



# Town of Draper

## Employee Policy Handbook

### 507 Use of Telephones

Effective Date: 6/23/2006

Revision Date: 1/1/2020

The Town of Draper telephones are intended for business use only. We request that you keep any personal local calls to a minimum and may require you to reimburse the Town of Draper for charges resulting from personal calls.

Because our telephone communications are an important reflection of our image to customers and the community, every employee should use proper telephone etiquette. Some examples of good telephone etiquette are always using the approved greeting, speaking courteously and professionally, confirming the information you have received from the caller, and only hanging up once the caller has done so.

# Town of Draper

## Employee Policy Handbook

### 508 Mobile Phones & Text Messaging

Effective Date: 1/1/2020

Revision Date:

Employees are expected to perform their work for the Town of Draper without distractions, disruption or interruption by personal phones or devices during work hours. Mobile phones should be placed on silent or vibrate during work hours, and employees should not be talking, text messaging, or using devices to access the Internet while they are on the clock.

Incidental mobile phone usage is permitted in the case of emergencies, and employees are free to use devices on breaks.

Sending and receiving text messages while driving is against the law in Wisconsin: **DO NOT TEXT AND DRIVE** while operating a Town vehicle or equipment.

CDL drivers are **PROHIBITED** from any and all use of cell phones behind the wheel. This is a federal law, and violations can result in penalties up to \$2,750.00 for drivers and up to \$11,000.00 for employers who allow or require the use of hand-held phones while driving. CDL holders face disqualification if convicted.

Employees whose mobile phone usage violates laws or the Town of Draper policies are subject to disciplinary action, up to and including termination of employment.

# Town of Draper

## Employee Policy Handbook

### 509 Use of Equipment and Vehicles

Effective Date: 6/23/2006

Revision Date: 1/1/2020

Equipment and vehicles essential in accomplishing job duties are expensive and difficult to replace. When using the Town of Draper property, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Town of Draper equipment and vehicles are *not for personal use*; they are for *authorized Town work and business only*. Any employee who uses Town of Draper property without obtaining prior permission of the Town Board may face discipline or termination of employment.

You should notify your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or other people. Your supervisor can answer any questions about your responsibility for maintenance and care of equipment or vehicles you use on the job.

The improper, unauthorized, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

If an employee causes willful or negligent damages to the Town equipment or vehicles, or to another's property by using the Town equipment or vehicles, the Board may hold the employee financially liable and require the employee to pay for the damages.

*Failure to promptly report an accident or property damage is grounds for discipline or termination of employment.*

# Town of Draper

## Employee Policy Handbook

### 512 Computer Usage

Effective Date: 6/23/2006

Revision Date: 1/1/2020

The Town of Draper gives certain employees and elected officials access to computers, the Town's network, systems, email and software to use in doing their work. No person should use a computer, password, access a file, or retrieve any stored communication without authorization.

In accordance with WI statutes governing elections security and to protect against computer viruses, hacking and malware, the Town's computer network is under managed IT administration; employees and officials may not execute third party downloaded programs, make changes to hardware and software, or access secured computers or systems unless authorized by the IT.

Access to the Clerk's secured computer by anyone other than the Clerk or designated IT administrator is forbidden without prior certification in elections security as authorized by the Wisconsin Elections Commission. *New Clerks must complete the MCT certification course and elections security training requirements before using the Clerk's computer to access the Internet; the Town of Draper will be held liable for any breach of security to the Wisconsin elections database traced back to improper or unauthorized use of the Clerk's computer.*

Computers and devices owned by the Town of Draper should not leave the Town Hall without written permission of the Town Board. User agrees to allow access to these devices at any time upon request by the Board for the purposes of inspection, updates, or maintenance by the IT administrator.

No person is allowed to access Town of Draper computer systems, documents or email from a personally owned device unless you allow that device to be managed by the IT administrator. User agrees that Town of Draper files may be accessed and/or erased by the IT at any time. If any personal device used for Town of Draper business is lost or stolen, you must inform the Town IT administrator immediately.

Email, files and intellectual property produced during your employment or tenure in office are the property of the Town of Draper. All Town of Draper employees and elected officials are strictly forbidden to use personal email or file sharing accounts to conduct Town business; all Town business email and texts must be conducted through townofdraper.com email addresses and texts.

The Town of Draper prohibits the illegal duplication of software and its related documentation.

You should notify your supervisor, the Town Board or the IT administrator if you learn about a violation of this policy. Employees whose computer usage violates laws or the Town of Draper policies are subject to disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

# Town of Draper

## Employee Policy Handbook

### 513 Internet and Email Usage

Effective Date: 6/23/2006 Revision Date: 1/1/2020

The Town of Draper provides certain employees and elected officials with Internet access and email accounts to help them do their jobs. This policy explains our guidelines for using the Internet and email responsibly and productively. While Internet usage is intended for job-related activities, we permit incidental and occasional brief personal use within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer systems is considered to be part of our official records. This means that it is subject to disclosure to law enforcement or other third parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

We strive to maintain a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we prohibit the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

We prohibit displaying, downloading, or emailing sexually explicit images, messages, and cartoons. Examples of unacceptable computer usage include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

We do not allow data that is composed, transmitted, accessed, or received via the Internet to contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, disrespectful or disruptive to any employee or other person.

You may not use email to solicit others for commercial ventures, religious or political causes, outside organizations, or other nonbusiness matters.

Employees whose Internet usage violates laws or the Town of Draper policies are subject to disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

The following are examples of some actions and activities that are prohibited and which could result in disciplinary action:

# Town of Draper

## Employee Policy Handbook

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain .
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Attempting to circumvent the security features of the organization's systems
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

# Town of Draper

## Employee Policy Handbook

### 515 Workplace Violence Prevention

Effective Date: 6/23/2006 Revision Date: 1/1/2020

The Town of Draper is committed to preventing workplace violence and to maintaining a safe work environment. We have adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that might occur during business hours or on our premises.

All employees, including supervisors, temporary employees and elected officials should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. We prohibit firearms, weapons, and other dangerous or hazardous devices and substances from the premises of Town of Draper without proper authorization.

The Town of Draper will not tolerate conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods. This includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, either direct or indirect, should be reported as soon as possible to your supervisor or any other member of management. This includes threats by employees as well as threats by customers, vendors, solicitors, or anyone else. When reporting a threat of violence, you should be as specific and detailed as possible.

Be sure to report any suspicious person or activities as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work area, do not try to intercede or see what is happening.

We will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the person who made the report will be protected to the extent practical.

Any person who violates these guidelines will be subject to disciplinary action, up to and including termination of employment. Violations include making a threat of violence or actually committing a violent act.

If you are having a dispute or differences with another employee, we encourage you to discuss it with your supervisor, the Board or the Clerk before the situation escalates into potential violence. The Town of Draper is eager to assist in the resolution of employee disputes and we will not discipline an employee for raising these types of concerns.

# Town of Draper

## Employee Policy Handbook

### 517 Business Travel Expenses

Effective Date: 6/23/2006 Revision Date: 1/1/2020

The Town of Draper will reimburse employees for reasonable business travel expenses when the travel has been approved in advance by the Town Board. Once your travel plans are approved, you are responsible for making your own travel arrangements.

When approved, we will reimburse the costs of travel, meals, lodging, and other expenses directly related to accomplishing the objective of your trip. Naturally, we expect you will keep expenses within reasonable limits.

In the event that you are involved in an accident while traveling on business, immediately report the incident to your supervisor. And, if you use a vehicle owned, leased, or rented by the Town of Draper, it may not be used for personal reasons unless you have prior approval.

When a business trip is over, submit your completed travel expense report within 5 days accompanied by receipts for all individual expenses.

Your supervisor can give you guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

We consider abuse of this policy to be a very serious matter. This includes falsifying expense reports to reflect costs that were not incurred by you or were not business-related. Therefore, failure to follow this business travel expense policy may be grounds for disciplinary action, up to and including termination of employment.



# Town of Draper

## Employee Policy Handbook

### 603 Personal Leave

Effective Date: 6/23/2006

Revision Date: 1/1/2020

The Town of Draper will consider a request from an eligible employee to take an unpaid personal leave of absence to fulfill personal obligations. Employees in the following employment classifications are eligible to request a personal leave:

- Regular full-time employees

Eligible employees may request a personal leave only after completing 90 calendar days of service. In order for us to give your leave request adequate consideration, we ask that you submit the request in writing to your supervisor as far in advance as possible.

An eligible employee may not take more than 2 calendar days of personal leave every 1 year. With supervisory approval, you may include available accrued paid time off, such as vacation or banked hours, as part of your personal leave period.

We will give each request individual consideration. The decision to approve a personal leave will be based on a number of business factors such as anticipated workload needs and staffing considerations during the proposed absence.

When a personal leave ends, we will make every reasonable effort to return you to the same position if it is available or to an available similar position for which you are qualified. However, Town of Draper cannot guarantee reinstatement in all cases.

If you do not report to work promptly at the end of a personal leave, we will assume that you have resigned (please see *708 Resignations*).

# Town of Draper

## Employee Policy Handbook

### 605 Military Leave

Effective Date: 6/23/2006

Revision Date: 1/1/2020

The Town of Draper will grant a military leave of absence to employees who are absent from work because they are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You are required to give your supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

The military leave will be unpaid. However, you may use any available accrued paid time off, such as vacation or sick leave, for the absence.

Benefit accruals such as vacation, sick leave, and holiday benefits will continue during a military leave of absence.

Employees who are on military leave for up to 30 days must return to work on the first regularly scheduled work period after service ends (allowing for reasonable travel time). Employees who are on military leave beyond 30 days must apply for reinstatement in accordance with USERRA and all applicable state laws.

When you return from military leave (depending on the length of military service in accordance with USERRA), you will be placed either in the position you would have attained if you had remained continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

If you have questions about military leave, contact the Town Board for more information.

# Town of Draper

## Employee Policy Handbook

### 607 Pregnancy Disability Leave

Effective Date: 6/23/2006

Revision Date: 1/1/2020

The Town of Draper provides unpaid pregnancy disability leaves of absence to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions.

Employees in the following employment classifications are eligible to request pregnancy disability leave:

- All employees

Eligible employees may request pregnancy disability leave only after completing 90 calendar days of service. If you think that you will need a pregnancy disability leave, give your request to your supervisor at least 30 days in advance of the date the leave would start. This will help us plan for your absence. If the situation prevents giving advance notice, make your request as soon as possible.

We require a health care provider's statement verifying the need for medical leave and the start and expected end dates. You are responsible for telling us about any subsequent changes to that information. Before you can return to work, we will require verification from a health care provider stating that you are fit to return.

Unpaid pregnancy disabilities are normally for the period of the disability, up to a maximum of 12 weeks within any 12 month period. You may substitute available accrued paid time off, such as vacation or sick leave, for unpaid leave as part of the pregnancy disability leave period.

To help us plan for your return to work from leave, we request at least two weeks notice before the expected return date. When a pregnancy disability leave ends, you will be reinstated to the same position, unless either your job ceased to exist because of legitimate business reasons or the means of saving your job would substantially undermine our ability to operate Town of Draper safely and efficiently. If the same position is not available, we will offer you a comparable position in terms of pay, location, job content, and promotional opportunities.

If you do not report to work promptly at the end of a personal leave, we will assume that you have resigned (please see *708 Resignations*).

# Town of Draper

## Employee Policy Handbook

### 701 Employee Conduct and Work Rules

Effective Date: 6/23/2006

Revision Date: 1/1/2020

To ensure orderly operations and provide the best possible work environment, we expect you to follow rules of conduct that will protect the interests and safety of all employees at the Town of Draper.

Although it is not possible to list all the forms of behavior that are considered unacceptable at work, the following are some examples of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, computers, email, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

# Town of Draper

## Employee Policy Handbook

### 702 Drug and Alcohol Use

Effective Date: 6/23/2006

Revision Date: 1/1/2020

The Town of Draper is a drug-free, healthful, and safe workplace. To meet this goal, we expect you to report to work in a mental and physical condition that enables you to perform your job in a satisfactory manner.

While on the Town of Draper premises or while conducting business-related activities off the Town of Draper premises, you may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs.

We permit the legal use of prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering others.

Using or being under the influence of drugs 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 check for the illicit or illegal use of drugs.

If you are a CDL employee you agree to submit to random quarterly drug testing if ordered, as required by the Department of Transportation. If you test positive for illegal drugs or alcohol, you will be placed on suspension until further notice, pending action by the Board; additionally, we may require that you participate in a substance abuse rehabilitation or treatment program as a condition of your continued employment with the Town of Draper.

If you are involved in a vehicle accident causing damage to persons, Town equipment or property, or private property, YOU MUST report it to your supervisor immediately, and you agree to submit to a Post-Accident DOT drug/alcohol test if required within the DOT mandated time allowance.

You agree to compensate the Town of Draper for damages you incur due to impaired operation of Town equipment and vehicles.

*Failure to comply with these regulations may result in immediate termination of employment with the Town of Draper, and there could also be legal consequences.*

# Town of Draper

## Employee Policy Handbook

### 703 Sexual and Other Unlawful Harassment

Effective Date: 6/23/2006

Revision Date: 1/1/2020

The Town of Draper is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Town Board or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

# Town of Draper

## Employee Policy Handbook

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Town Board or any member of management so it can be investigated in a timely and confidential manner. Any employee engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

# Town of Draper

## Employee Policy Handbook

### 704 Attendance and Punctuality

Effective Date: 6/23/2006

Revision Date: 1/1/2020

As an employee of the Town of Draper, we expect you to be reliable and punctual by reporting for work on time and as scheduled. When you are absent or late, it places a burden on other employees and can impact productivity and service. In the rare instances when you cannot avoid being late or are unable to work as scheduled, be sure to notify your supervisor as soon as possible so that appropriate arrangements can be made.

Because unplanned absences can be disruptive to work, a poor attendance record or excessive lateness may lead to disciplinary action, up to and including termination of employment.



# Town of Draper

## Employee Policy Handbook

### 705 Personal Appearance

Effective Date: 6/23/2006

Revision Date: 1/1/2020

We want the Town of Draper employees to reflect an appropriate business image to customers and visitors. How you dress, your grooming and personal cleanliness standards all contribute to that image and also to the morale of your co-workers.

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

Your supervisor or the Town Board 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 work until you can return properly dressed or groomed. If this happens, you will not be paid for the time away from work. Be sure to consult your supervisor if you have questions as to what constitutes appropriate appearance.

# Town of Draper

## Employee Policy Handbook

### 706 Return of Property

Effective Date: 6/23/2006

Revision Date: 1/1/2020

As part of your job, you may be issued or given temporary possession of the Town of Draper property, keys, materials or written information.

Do not make copies of Town of Draper keys without permission from the Town Board.

You are responsible for the control of the Town of Draper property in your possession and expected to return it promptly when requested or if your employment ends.

# Town of Draper

## Employee Policy Handbook

### 708 Resignation

Effective Date: 6/23/2006

Revision Date: 1/1/2020

Resignation is defined as a voluntary act initiated by an employee to terminate employment with the Town of Draper. Although there is no requirement that you give advance notice, doing so can reduce the impact on your co-workers and productivity. We request a resigning employee submit a written notice of resignation at least 2 weeks in advance.

Before an employee leaves, we will schedule an exit interview to better understand the reasons for resignation and to go over any resulting benefit changes.

# Town of Draper

## Employee Policy Handbook

### 716 Progressive Discipline

Effective Date: 6/23/2006

Revision Date: 1/1/2020

This policy describes the policy for administering equitable and consistent discipline for unsatisfactory conduct at the Town of Draper. We believe that the best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

We also believe that it is in the best interests of the Town of Draper to ensure fair treatment of all employees and make certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory performance in the future.

Disciplinary action may call for any of four steps verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

The Town of Draper recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both employees and Town of Draper.

# Town of Draper

## Employee Policy Handbook

### 718 Problem Resolution

Effective Date: 6/23/2006

Revision Date: 1/1/2020

The Town of Draper is committed to providing the best possible working conditions for our 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 Town of Draper supervisors and the Town Board.

The Town of Draper strives to ensure fair and honest treatment of all employees. We expect the Town Board and employees to treat each other with mutual respect. We encourage employees to offer positive and constructive criticism to each other.

If you disagree with established rules of conduct, policies, or practices, you can express your concern through the problem resolution procedure. You will not be penalized, formally or informally, for voicing a complaint with Town of Draper in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when you believe that a condition of employment or a decision affecting you is unjust or inequitable, you are encouraged to make use of the following steps. You may discontinue the procedure at any step.

1. You present the problem in writing to the Town Chair within 7 calendar days after the incident occurs.
2. The Town Chair responds to the problem within 7 calendar days after consulting with appropriate management, when necessary. The Town Chair documents the discussion.
3. You present the problem to the Town Board within 7 calendar days if the problem is unresolved.
4. The Town Board counsels and advises you, assists in putting the problem in writing, visits with your managers, if necessary, and directs you to the Town Chair for a review of 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.

# Town of Draper

## Employee Policy Handbook

### 722 Workplace Etiquette

Effective Date: 6/23/2006

Revision Date: 1/1/2020

The Town of Draper strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues can arise when employees may be unaware that their behavior at work may be disruptive or annoying to others. Very often you can address these day-to-day issues by politely talking with your co-worker to bring the perceived problem to his or her attention.

In most cases, common sense will dictate an appropriate resolution. The Town of Draper encourages all employees to keep an open mind and graciously accept constructive feedback or another employee's request for you to change your behavior because it may be affecting that person's ability to concentrate and be productive.

The following are some workplace etiquette guidelines and suggestions to help you be more conscientious and considerate of your co-workers and the work environment. These are not necessarily intended to be hard and fast work rules with disciplinary consequences. If you have comments, concerns, or suggestions about workplace etiquette, contact the Town Board.

- Do your part to help other coworkers.
- Be respectful of others work areas and space.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- Refrain from using inappropriate language (swearing) that others may overhear.
- Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- Clean up after yourself and do not leave behind waste or discarded paper.

# Town of Draper

## Employee Policy Handbook

### 802 Recycling

Effective Date: 6/23/2006

Revision Date: 1/1/2020

The Town of Draper supports environmental awareness by encouraging recycling and waste management in our business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize negative impacts on the earth's environment.

We have special recycling receptacles set up at the Town of Draper to promote the separation and collection of recyclable materials.

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. We encourage you to make a commitment to recycle and be a part of this solution.

When we recycle, we are helping to solve the trash disposal and control problems facing all of us. If you have any questions or new ideas and suggestions for the recycling program, contact the Clerk.