

VILLAGE OF RANDOM LAKE

EMPLOYEE HANDBOOK



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INTRODUCTION

This handbook is designed to acquaint you with the Village of Random Lake and provide you with information about working condition, benefits, ad policies affection your employment. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the Village. The policies outlines in this Employee Handbook should be regarded as management guidelines only, which in a growing municipality will require changes from time to time. The Village retains the right to make decision involving employment as needed in order to operate in a manner that is beneficial to the employees and the Village Residents.

The information contained in this Employee Handbook applies to all employee of the Village of Random Lake. The policies described in this handbook are considered a condition of continued employment. However, nothing this handbook alters an employee's status. The contents of this Employee Handbook shall not constitute nor be construed as a promise of employment or as a contract between the Village and any of its employees. This handbook is a summary of our policies, which are presented here only as a matter of information.

CHANGES IN POLICY

This employee handbook supersedes all previous employee handbooks and memos that may have been issued from time to time on subjects covered in this handbook. However, since our Village is subject to change based on the bylaws that govern the State of Wisconsin, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the Village, and after those dates all superseded policies will be null.

Only the Village Board has the authority, on majority vote, to change policies. No individual board member, official, or department head has the authority to change policies at any time.

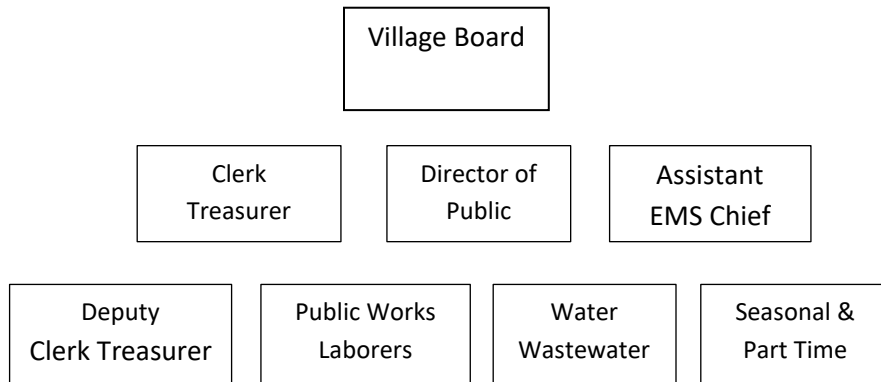
EMPLOYMENT

A potential employee enters into employment with the Village voluntarily, and is free to resign at any time for any reason or no reason. Similarly, the Village of Random Lake is free to conclude its relationship with any employee at any time or any reason or no reason.

ORGANIZATIONAL STRUCTURE

Employees of the Village of Random Lake are employees under the general direction of the Village Board. The Village Board, with a majority vote of its members, directly approves the hiring, supervision and termination of Department Heads and Officers. The Village Board also approves the hiring and

termination of full time employees. Department Heads are responsible for the supervision of full times employees as well as the hiring, supervision, and termination of part time and seasonal employees.



NON-DISCRIMINATION

The Village of Random Lake is an Equal Opportunity Employer. The Village will not tolerate discrimination on the basis of age, race, color, religion, disability, marital status, gender, sexual orientation, national origin, ancestry, citizenship status, genetic information, arrest record or conviction record, veteran or military status, or off-duty use of lawful products. The Village of Random Lake will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy of non-discrimination governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

PROFESSIONAL & ETHICAL CONDUCT

Public Service as an employee of the Village of Random Lake is a privilege and not a right. Being an employee of the village places you in a heightened position of trust and responsibility. Therefore, it is important that you fully understand the emphasis the village places on maintaining the public's trust in the village and its employees.

The Village expects that you will conduct yourself, personally and professionally, in a manner that will help maintain that trust. The following are acts or actions that are incompatible with the public interest and compromise public trust in the integrity of village employees and their official actions.

- Bribery – No employee may directly or indirectly accept or offer to accept any property or any personal advantage, pursuant to an understanding that the employee will act in a certain manner and/or do or not to do any act in violation of the employees, lawful duties.
- Insubordination – No employee may intentionally fail or refuse to perform a known mandatory, nondiscretionary, ministerial duty of the employee’s office or employment within the time or in the manner required by law.
- Abuse of Power – No employee may commit an act which the employee knows is in excess of their lawful authority or which the employee knows is forbidden by law to do in his or her official capacity.
- Fraud – No employee may make an entry in an account or record book or return, certificate, report or statements which in a material respect the employee intentionally falsifies.
- Use of Public Property – No public officer or employee shall use or permit the use of village vehicles, equipment, materials or property for personal conveniences or profit, except when such services are available to the public general or are provided as village policy.
- Delinquencies of Village Accounts – As non-payment of Village of Random Lake accounts has direct impact on increasing the costs of providing services to our residents, no employee may have an account with the Village of Random Lake in a delinquent status. If an employee is unable to make an account payment in full, they must contact Village Hall and enter into a deferred payment agreement (DPA). A deferred payment agreement consists of a down payment, and installment payments to be made or agreed upon dates until the account is paid in full. DPA’s also must be kept in current status.
- Conflict of Interest – No employee may engage in any business transaction with the village or have a direct or indirect financial or other personal interest which is incompatible with the proper discharge of their official duties or will tend to impair their independence, judgement or action in the performance of official duties.
- Perjury – Under Oath or affirmation, no employee may make a false material statement which the person does not believe to be true, in any matter, cause, action, or proceeding before any board or committee.

Any violations of the items in this section will be referred to the Finance and/or Personnel Committee for appropriate action.

STANDARDS OF CONDUCT

High ethical standards among Village employees are essential to the conduct of good representative government. A Code of ethics for public employees will help them avoid conflicts, improve standards of public service and strengthen the confidence of Village of Random Lake residents in their public employees.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, 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;
- Fighting or threatening violence in the workplace;
- Negligence or improper conduct leading to damage of village-owned or resident's property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Sexual or other unlawful or unwelcome harassment;
- Excessive absenteeism or any absence without notice;
- Unauthorized use of telephones or other company –owned equipment for purposes other than business;
- Unauthorized disclosure of confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

EMPLOYEE MEDICAL EXAMINATIONS

To help ensure that employees are able to perform their duties safely, medical examinations may be required.

After an offer has been made to an applicant entering a designated job category, medical examination may be performed at the Village of Random Lake's expense by a health professional of the Village of Random Lake's choice. The offer of employment and assignment to duties is contingent upon a satisfactory completion of the exam and a determination by the Village of Random Lake and its examining physicians that the applicant is capable of performing the essential functions of the position that has been offered, with or without reasonable accommodation.

IMMIGRATION LAW COMPLIANCE

The Village of Random Lake employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Former employees who are rehired must also complete the form if they have not completed an I-9 with the village within the past three years or if their previous I-9 is no longer retained or valid.

EMPLOYMENT CLASSIFICATION

The Village of Random Lake recognizes the following classifications for purposes of compensation and benefits:

1. Full-time – employees regularly scheduled to work a minimum of 32 hours per week. Full-time employees are eligible for benefits as described herein.
2. Part-time – employees regularly scheduled to work fewer than 32 hours per week. Part-time employees are not eligible for benefits, except as specifically provided herein.
3. Casual – employees hired to work for a particular purpose, such as on a specific assignment or for a specific period of time, after which it is, understood that their employment will end (unless terminated earlier by the Village). Casual employees may work full or part-time, but are not entitled to benefits.
4. Temporary – employees may be hired directly by the Village, or through a third party such as an employment agency.

OUTSIDE EMPLOYMENT

Employees of the Village of Random Lake shall not engage in any outside employment that interferes or conflicts with the ability of the employee to perform his or her duties in an efficient and unbiased manner as determined by their supervisor.

GRIEVANCE PROCEDURE

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

1. “Employee discipline” includes all levels of progressive discipline, but shall not include the following items:
 - Placing an employee on paid administrative leave pending an internal investigation;
 - Counseling, meetings or their pre-disciplinary action;
 - Actions taken to address work performance including use of performance improvement plan or job targets;
 - Demotion, transfer or change in job assignment; or

- Other personnel actions taken by the employer that are not a form of progressive discipline.
2. “Employee termination” shall include action taken by the employer to terminate an individual’s employment for misconduct or performance reasons, but shall not include the following personnel actions:
 - Voluntary quit;
 - Layoff or failure to be recalled from layoff at the expiration of the recall period;
 - Retirement;
 - Job abandonment, “no-call, no show”, or other failure to report to work; or
 - Termination of employment due to medical condition, lack of qualification or license, or other ability to perform job duties.
 3. “Workplace safety” is defined as conditions of employment affecting an employee’s physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

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

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

Steps of the Grievance Procedure

Employees should first discuss complaints or questions with their supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

Step 1 – Written Grievance Filed with Department Head. The employee must prepare and file a written grievance with the Department Head within five business days of when the employee knows, or should have known, of the events giving rise to the grievance. The Department Head will investigate the facts giving rise to the grievance and inform the employee of their decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the Department Head, the employee may initially file the grievance with the Village President, who shall conduct the Step 1 investigation.

Step 2 – Impartial Hearing Officer. If the grievance is not settled at Step 1, the employee may request in writing, within five (5) business days following receipt of the Department Head’s decision, a review by an impartial hearing officer. The request shall be filed with the Village Clerk. The Village shall select the impartial hearing officer. The impartial hearing officer shall not be a village employee. The impartial hearing officer will determine whether the Village acted in an arbitrary and capricious manner. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing office will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.

Step 3 – Review by the Village Board. If the grievance is not resolved after Step 2, the employee or the Department Head shall request within five (5) business days of receipt of the written decision from the impartial hearing officer, a written review by the Village Board. The Village Board shall not take testimony or evidence; it may only determine whether the impartial hearing officer reached an arbitrary or incorrect result. The Village Board will inform the employee of its findings and decision in writing within ten (10) business days of the Village Board’s decision. The Village Board shall decide the matter by majority vote of members present and this decision shall be final and binding.

If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved.

EMPLOYEMENT STATUS

Employees are classified as “exempt” or “non-exempt” for purposes of overtime compensation.

1. Non-exempt – employees who are paid on an hourly basis and are entitled to receive overtime compensation for all hours worked in excess of forty (40) in a workweek or over eight (8) hours in a workday.
2. Exempt – employees who are paid on a salary basis and perform certain “exempt” duties. “Exempt” employees typically include Clerk/Treasurer, Public Works Director, Managers, and Department Heads. Exempt employees are not entitled to receive overtime compensation, except as stated otherwise within this manual.

The Village will inform you of your employment classification and status during your orientation, and/or in the event of a job change such as a promotion, transfer, etc., that affects your classification or status. If you have any questions about your classification or status, please contact your Supervisor or the Village Clerk/Treasurer.

PERSONAL APPEARANCE AND DEMEANOR

Discretion in style of dress and behavior is essential to the efficient operation of the Village. Employees are therefore required to dress in appropriate business attire and behave in a professional, businesslike

manner. Employees should use judgment in their choice of work clothes and should remember to conduct themselves at all times in a way that best represents themselves and the village.

ATTENDANCE/PUNCTUALITY

The Village of Random Lake expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on the village.

If you are unable to report for work for any reason, notify your supervisor before your regular starting times. You are responsible for speaking directly with your supervisor about your absence. In the case of leaving a voice-mail, e-mail, or text message, a follow-up call must be made later that day.

Should undue tardiness become apparent, disciplinary action may be required.

PERSONNEL FILES

Employee personnel files include the following: job application, job description, resume, records of participation in training events including certificates awarded, records of disciplinary action, and documents related to employee performance reviews.

Personnel files are the property of the Village of Random Lake, and access to the information is restricted. The Village Clerk/Treasurer shall be the keeper of all personnel files and will allow an employee to access his or her own file only.

It is the responsibility of each employee to promptly notify the Village Clerk/Treasurer of any changes in personnel data such as:

- Mailing address
- Telephone numbers
- Name and number of dependents
- Individuals to be contacted in the event of an emergency
- Any financial changes that may affect payroll

An employee's personnel data should be accurate and current at all times.

EMPLOYEE PERFORMANCE REVIEW

Supervisors will conduct performance reviews with all regular full-time and regular part-time employees annually on or about the end of August. Supervisors may conduct informal performance reviews more often if they choose. The Clerk/Treasurer will conduct performance reviews of the office staff. The

Director of Public Works will conduct performance reviews of the DPW crew and Water/wastewater staff. The Personnel Committee will conduct reviews of the Department Heads.

Performance reviews are designed for the supervisor and the employee to discuss their current job tasks, encourage and recognize attributes, discussing ways in which the employee can improve their skills, and discuss positive, purposeful approaches for meeting work-related goals.

STANDARD WORKWEEK

The standard workweek is 40 hours of work per week. In the computation of various employee benefits, the employee workweek is considered to begin on Sunday at 12:01 a.m. through Saturday ending at 12:00 a.m.

OPERATING HOURS

VILLAGE HALL:

Village Hall is open for business from 8:00 a.m. to 4:00 p.m. Monday through Friday, except for holidays.

Emergencies such as severe weather, fires or power failures can disrupt village operations. During these emergencies it may be necessary to close Village Hall. The decision to close Village Hall will be made by the Clerk/Treasurer after conferring with the DPW Director and/or the National Weather Service.

Time off from scheduled work due to emergency closings will be unpaid for all non-exempt employees. However, if employees would like to use paid time off they will be permitted to do so if the PTO is available.

At times Village Hall may need to close to allow all office staff to attend training, conferences, or meetings. The Village President shall approve any requests to close Village Hall for a non-emergency.

PUBLIC WORKS:

Public Works crew operates on two different schedules; Schedule A is 6:00 a.m. to 2:30 p.m. Monday through Friday from the second full week in November to the first full week of June. Schedule B is 6:00 a.m. to 3:30 p.m. and Fridays 6:00 a.m. to 10:00 a.m., beginning the first full week after Memorial Day until the first full week in November. Director of Public Works may change the summer work hours as needed.

EMPLOYEE BREAKS

Village office staff is not afforded breaks due to the work schedule.

Public Works crew (including water/wastewater) is afforded 2-15 minute paid breaks during the day and 1-30 minute unpaid meal breaks.

TIMECARDS

Timecards are required to be completed by each employee of the Village regardless of employee status. Hours must be totaled and timecards must be signed and submitted to their supervisor on the Monday following the end of the pay period. Department Heads are required to review and verify hours worked for each employee in their department, a supervisor signature or initials must appear on the timecard before processing. Department Heads will submit timecards from their department to the Village Clerk's office by noon (12:00 p.m.) on Monday following the end of the pay period for processing.

Under certain circumstances, timecards may be required to be submitted earlier than Monday (due to a holiday or vacation), hours may be estimated for the remaining days of the pay period and will be corrected on the following timecard.

PAY PROCEDURES

All hourly and salaried employees are paid on a bi-weekly (once every two weeks) basis. In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the day prior to the scheduled holiday.

Direct deposit is required for all employees as a condition of employment, regardless of employment status. Pay will be deposited into the bank account(s) provided by the employee at hire and can be changed as needed by contacting the Village Clerk/Treasurer. Paycheck vouchers will be emailed (preferred) or can be picked-up in the Clerk/Treasurer's office on payday, the paycheck will be available in employee's bank account on the regularly scheduled pay day.

There will be no pay advances to any employee for any reason.

OVERTIME

Employees may occasionally be asked to work beyond their normally scheduled hours or on their day off, as needed and determined by the Village. All employees are expected and required to work overtime when requested, unless excused by their supervisor or Village Board. Non-exempt employees who are required (or permitted) to work overtime will receive overtime compensation or compensatory time at the rate of time and a half their regular rate of pay for all hours worked in excess of eight (8) hours in a work day, in accordance with the following guidelines:

1. All overtime must be approved in advance by the employee's immediate supervisor.
2. "Hours worked" includes hours away from work due to vacation, sickness or holiday.

Call-in Pay

If a public works employee is authorized and required to return to the work site to perform vital services at times other than normal working hours, they shall receive a minimum of two (2) hours pay at the rate time and one-half (1½) or time and one-half (1 ½) for all hours worked, whichever is greater.

VILLAGE BOARD/COMMITTEE MEETINGS

All employees shall receive meeting pay for required attendance at Village Board and standing committee meetings outside of normal working hours. Meeting pay is paid out at a maximum of quarterly but no less than once per year completed in December. The rate of pay shall commence on January 1st and will be set by the Village Board. All employees will receive the same rate for meeting pay.

EMPLOYEE DISCIPLINE

It is expected that employees of the Village of Random Lake uphold to certain work rules and standards of conduct as well as the code of ordinances of the village and state statutes of Wisconsin.

Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the village. Disciplinary action may call for any of four steps:

1. Verbal warning
2. Written warning
3. Suspension (with or without pay)
4. Or termination of employment

There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The Village of Random Lake reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Examples of the most common circumstances of termination of employment are:

- Resignation - voluntary employment termination initiated by an employee
- Termination - involuntary employment termination initiated by the Village of Random Lake

- Layoff - involuntary employment termination initiated by the Village of Random Lake for non-disciplinary reasons.

The Village of Random Lake respectfully requests each employee to offer a two week resignation notice to their supervisor, but understands that some unforeseen circumstances do not make this possible. A notice must be provided to the village in writing, and should also include the last day of working for the village.

Any employee who terminates employment with the Village of Random Lake shall return all keys, uniforms, and village issued equipment by the end of day on the last day of work. Employees may be required to sign documents guaranteeing the return of all village owned materials. If materials are not returned for any reason, the employee may be charged for the repair or replacement of the missing or damaged materials. The employee may be notified at the time of settlement if there are any pending charges, a written detailed account of the missing or damaged materials will be mailed prior to final settlement of hours. Any damage or repair costs will be deducted from the final paycheck. Final settlement of an employee's pay will be mailed to the address on record.

SAFETY

The Village of Random Lake provides information to employees about workplace safety and health issues through regular internal communication such as:

- Training sessions
- Staff meetings
- Memorandums
- Other written communications

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Safety equipment when required will be provided by the Village of Random Lake. Safety Equipment is the property of the Village of Random Lake and is to be returned to the Village upon termination of employment.

Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or, where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify their supervisor and the Village Clerk immediately, injury in the workplace paperwork may need to be filled out, especially if an employee seeks medical attention at any time.

EMPLOYEE RELATIONS

Leave of Absence

The Village of Random Lake recognizes that illnesses, injuries, family matters, personal problems or other circumstances may sometimes require employees to miss work for a prolonged period of time. In order to allow employees to address these issues in a manner that does not unduly disrupt our operations, we have developed a leave of absence policy which provides extended leave to eligible employees in accordance as provided below.

Eligibility

In order to be eligible for a leave of absence, an employee must have been employed by the Village for at least one (1) year.

Procedure

An employee who expects or needs to be absent from work for more than three (3) consecutive work day must submit a written request for a leave of absence at least 30 days prior to the commencement of the requested leave. This will allow the Village to arrange for the necessary approval and find someone to perform your work during your absence, if needed. If the need for the leave is unforeseeable or advance notice is not practical, your request should be made as soon as practicable.

Employees who become ill outside of work must call their immediate supervisor as soon as possible to inform him/her of your absence from work that day. Any employee who is ill and misses work for more than 3 consecutive days must obtain a written notice from your doctor excusing you from work duties. As such, an employee who is out of work on a doctor's excuse must supply a written release from the doctor in order to return to work. Based on information provided by the employee and their doctor, their supervisor may modify the employee's job to ensure the safety of the employee, co-workers, and the public until such time that the health-related issue or medication no longer affects the employee's performance.

Please note, all disclosure of health and/or medication use will remain strictly confidential in accordance with HIPPA regulations.

In the event an employee requires medical attention, whether injured or becoming ill while at work and the employee is unresponsive or unable to communicate the emergency contact must be notified immediately by the senior employee on the scene. If it is necessary for the employee to be seen by a doctor or go to the hospital, a supervisor will arrange transport for the employee to the appropriate facility. A physician's "return to work" notice may be required.

SUPPLIES/EXPENDITURES

Employees shall follow the Village of Random Lake finance and purchasing policy when making purchases, signing or verbally approving contracts and agreements with vendors, and accepting goods and services on behalf of the Village of Random Lake.

Whenever possible, purchase should be made through invoice billing or on Village of Random Lake credit cards. In the event an employee should need to pay for an authorized expenditure with their personal cash or credit card they must submit a receipt to the appropriate Department Head. Department Heads will submit approved receipts to the Village Clerk/Treasurer for review.

The Village of Random Lake provides vehicles for use of employees during the course of their duties. Employees are encouraged to use a village vehicle for all work related travel. In the event that a village vehicle is not available for work related travel, employees will be reimbursed at the federal mileage rate for travel in their personal vehicle. Employees will be required to fill out an expense reimbursement form and must be approved by their supervisor before being submitted to the village board meeting.

UNIFORMS

Uniforms will be provided by the Village of Random Lake and required to be worn on duty. Uniform purchases and replacement must be approved by the appropriate Department Head and will be based upon the uniform allowance approved within the current budget. Employees may wear their uniforms to and from work, but shall not wear uniforms for personal use. These uniforms are the property of the Village of Random Lake and are to be returned to the village upon termination of employment.

The Village of Random Lake also provides to full-time Public Works employees a work boot allowance up to \$250 in a calendar year. Employees who choose to take advantage of the allowance are required to submit the receipt to the Clerk/Treasurer's office for reimbursement.

WAGE OR SALARY INCREASES

Each employee's hourly wage or annual salary will be reviewed by the Personnel Committee during the budgeting process each year. The Personnel Committee will make wage and salary recommendations to the Finance Committee for consideration of the annual budget. The Finance Committee will recommend wage and salary adjustments to the Village Board for final budget approval. Increases will be determined on the basis of adherence to village policies and procedures as well as annual budget considerations.

ABSENCE WITHOUT NOTICE

When you are unable to work due to illness or an accident, please notify your supervisor. This will allow the Village to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and the Village is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform your supervisor of the situation.

HARASSMENT & RETALIATION-FREE WORKPLACE

The Village of Random Lake is committed to providing a work environment that is free of discrimination and unlawful harassment including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristics will not be tolerated.

If you believe you have been the victim of harassment or know of another employee who has, report it immediately. The Village strictly prohibits retaliation against anyone who reports harassment or who cooperated in the investigation of a harassment complaint.

Any supervisor who becomes aware of possible harassment should promptly advise the Village President or President Pro Tem who will handle the matter in a timely and confidential manner.

VIOLENCE IN THE WORKPLACE

The Village of Random Lake will not tolerate violence, harassment or intimidation in and around the workplace, or among individuals conducting Village business. Violence is defined to include, but is not limited to: physical assault, aggressive behavior towards another individual, purposeful destruction of Village property, intimidation through verbalized or implied threats, carry weapons of any kind in the workplace, and destruction of another's property. Reported acts or threats will be investigated as a possible serious violation of Village policy. Any confirmed act or threat will be grounds for disciplinary actions, up to and including immediate termination of employment.

Any employee who has been a recipient of a threat of violence or victim of an act of violence is to make a report to their supervisor. The Village will investigate such reports and take action as appropriate to the situation.

The Village additionally reserves the right to address any off-premises conduct involving violence, threats of violence, harassment or intimidation that has or may have an impact on the workplace or an

employee. As acts of violence in the workplace may also be perpetrated by people from outside the workplace, the Village requests any employee who feels an outside threat poses a risk to report such a situation to their supervisor. The Village will assess the need for special safeguards or other considerations.

TOBACCO, ELECTRONIC CIGARETTES, AND VAPORIZERS

The Village of Random Lake is committed to maintaining a tobacco-free work environment that ensures the safety, health and efficient performance of all employees. In keeping with this intent, the use of tobacco products and electronic cigarettes or similar vaporizers is prohibited throughout the workplace. An electronic cigarette is defined as a battery-powered device that mimics cigarettes by turning nicotine, flavor, and other chemicals into an aerosol that is inhaled by users. The use of an electronic cigarette or similar vaporizer is called “vaping.” Smoking, vaping, or any use of a tobacco product by a Village of Random Lake employee is prohibited during work hours or in village owned vehicles. During approved break times, such activities can be conducted by employees in open areas designated by the Village of Random Lake or within personal vehicles.

DRUG-FREE WORKPLACE

It is the policy and intent of the Village of Random Lake to maintain a drug-free workplace for all of its employees and the public. Therefore, no employee shall report to work or be under the influence of alcohol or illegal drugs during working hours. This policy includes any paid or unpaid lunch periods, training sessions, and the working hours of conferences attended as a representative of the Village.

The sale, possession, transfer or purchase of illegal drugs while in the course and scope of employment with the Village is also prohibited. Any employee found to have used, sold, distributed possessed, or under the influence of illegal drugs or alcohol in the workplace, or otherwise failing to comply with any drug & alcohol testing program and drug-free workplace requirements, may be subject to disciplinary action up to and including the termination of employment.

TELEPHONE/INTERNET/EMAIL USE

The Village of Random Lake’s telephones, including village owned cell phones, and computer are intended for the use of serving our residents and in conducting the Village’s business.

Personal usage of the village telephones or computers during business hours is discouraged except for emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line. All personal email should be kept on a personal email account.

Employees may use the internet when appropriate to access information needed to conduct business of the village. Employees may use e-mail when appropriate for village business correspondence.

Use of the internet must not disrupt operation of the village's computer network. Use of the internet must not interfere with an employee's productivity. Employees are responsible for using the internet in a manner that is ethical and lawful.

Internet and email messages when used with village property are public records and subject to open records laws. The Village of Random Lake reserves the right to access and monitor all files and messages on its systems.

If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action.

CELL PHONES

The Village of Random Lake understands the necessity for employees to have cell phones while at work in order to communicate with each other. While we understand the need for cell phones, we require that certain guidelines be followed. All employees are expected to maintain a professional and conscientious attitude while using cell phones during working hours. If employees require a cell phone to perform their work during the course of the day, the Village will either issue a cell phone or reimburse employees for the use of personal cell phones. The reimbursement amount for the use of a personal cell phone shall be at the discretion of the Village Board.

All employees of the village that use a cell phone for performing their duties shall comply with Wisconsin State laws regarding the use of cell phones while driving. It is imperative that the safety of the employee as well as others is taken seriously.

Regardless of whether the cell phone is village-issued or a personal cell phone, use of the phone should be kept to a minimum while at work. Employees should also convey this guideline with their family and friends.

Any damage that may occur to the village-issued cell phones due to negligence of the user shall be the responsibility of the user. Likewise, the Village will not assume any liability for personal cell phones that are being used while at work.

EMAIL/VOICEMAIL

To promote economy and efficiency the Village of Radom Lake expects that all emails and voicemails shall be checked regularly. Any messages must be responded to, if needed, in a timely fashion.

Employees should check email no less than twice per work day, or more often if possible. Email accounts can be accessed from your work computers and cell phones or remotely via web access. Employees should use caution when opening emails. Do not click links, open attachments, or reply unless you recognize the sender and know the content is safe.

Voicemail must be checked at minimum once daily during the work day. Village employees are required to respond to voicemail messages within one business day. This policy shall be applied to both landline based systems as well as village issued cell phones.

BENEFITS AND SERVICES

The Village of Random Lake offers a benefits program for its regular full-time employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included and administered through these programs.

Group Insurance

The Village of Random Lake offers the following Group Insurance Benefits:

- Health Insurance – eligible in 60 days from hire date
- Life Insurance – eligible first day of work
- Short Term Disability – eligible first day of work
- Dental Insurance – eligible 90 days from hire date
- Vision Insurance - eligible in 60 days from hire date
- Health Reimbursement Account - eligible first day of work

The employee is required to sign up or waive their right to coverage upon hiring; there is a 30 day open enrollment period for new employees. The employee will become eligible for group insurance starting on the first day of the month after the waiting period ends. For example, if your start date is January 10th you will be covered for health insurance on April 1st.

The Village covers 80% of health insurance premiums and the employee covers 20%. Dental insurance, life and short-term disability insurance are covered 100% by the Village. Vision insurance is 100% covered by the employee. All employee responsible coverages are deducted from bi-weekly paychecks, with the exception when there is a third payroll of the month, there will be no withholdings from the third paycheck of the month.

COBRA Coverage

Employees have a right to continue health insurance coverage after termination of employment and under other circumstances. Detailed information about your COBRA rights is available upon request from the Village Clerk/Treasurer.

Workers' Compensation Insurance

The Village of Random Lake provides a comprehensive worker's compensation insurance program consistent with Wisconsin Employment Laws, at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

The amount and duration of payment depend on the nature of the injury or illness. Subject to applicable legal requirements, Workers' Compensation Insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Wisconsin Retirement Fund

All Village of Random Lake employees who were hired prior to July 1, 2011 and are anticipated to work 600 hours or more in a year will be automatically enrolled in the Wisconsin State Retirement Fund (WRS). If the employee's date of hire occurred on or after July 1, 2011 the employee will automatically be enrolled in the WRS if they are anticipated to work 1200 hours or more during the year. Employee and employer contribution rates are determined by the WRS system and are subject to change based on their ruling. Please contact the Clerk/Treasurer's office for current rates.

Employers cannot exclude certain employee groups from participation. For example, seasonal or part-time employees are not necessarily excluded based on employment type, they would be excluded based on the number of hours worked in the calendar year. Employees cannot waive participation in the WRS system unless they are an annuitant.

Employees who are retiring and wish to work for the village in any type of capacity (part-time or seasonal) will be required to separate their employment for 75 days before being allowed to work. This is a WRS ruling.

Deferred Compensation

The Wisconsin Deferred Compensation (WDC) program provides eligible employees with the opportunity to invest a portion of their annual earnings on a tax-deferred basis to supplement retirement income. Contributions are made on a bi-weekly basis through a payroll deduction. Limits of contributions are based on IRS rules. The WDC program is voluntary and there is no contribution made by the village. An employee may enroll in this program at any time; increase/decrease of contributions can be changed at the discretion of the employee.

The WDC program also provides flexibility to designate all or a portion of your WDC deduction as a Roth contribution. Roth 457(b) contributions are post-tax and are voluntary. Deductions are made bi-weekly through the payroll process and an employee may increase/decrease deductions at any time. The Village does not contribute to this type of program.

Health Reimbursement Account

All full-time employees are eligible for a Village of Random Lake health reimbursement account. The village contracts with a third-party facilitator to oversee the program. Each full-time employee will receive either \$2,000 (family coverage) or \$1,000 (single coverage) per year for plan approved purchases, for instance reimbursement of co-pays, deductibles, or prescriptions. The amount of reimbursement is based on an employee's status.

Paid Time Off

Paid Time Off (PTO) is available to all regular full-time employees. Part-time employees PTO will be pro-rated based on the number of hours worked in a calendar year.

PTO can be used in any increment as desired by the employee. PTO cannot be used until after 90 days of service. Any changes must be approved by your immediate supervisor and the Village Board or agreed upon at the time of hire.

Sick Leave

The Village of Random Lake offers sick pay to employees to promote the wellbeing of the individual and other employees of the village. You are encouraged to use the sick pay for legitimate illnesses but also for the health and well-being of your family. The village also promotes pro-active tendencies and encourages employees to use their sick pay for wellness visits.

An employee is offered 80 hours of sick pay upon hiring. After initial hire, sick pay will accrue beginning the following January 1st, at a rate of 4 hours per month. If an employee is hired in the last half of the year, they will not accrue sick pay hours until the second January of employment. Employees can accumulate no more than 480 hours or 12 weeks of sick pay. Employees who have reached the maximum will not accrue additional sick pay until their account falls below the 480 hours. Employees who are sick for more than three (3) days consecutively, must provide a doctor’s excuse for the leave of absence and subsequently must provide a doctor’s approval to return to work.

There will be no payout of unused or accumulated sick leave time upon termination of employment.

Vacation Leave

The Village of Random Lake strongly believes that all employees need time away from work for purposes of rest and relaxation or to address circumstances that may arise from time to time. The Village, therefore, provides all full-time employees with annual vacations with pay in accordance with the following schedule:

Less than One (1) to five (5) years of service	Two (2) weeks’ vacation (80 hours)
Six (6) to ten (10) years of service	Three (3) weeks’ vacation (120 hours)
Eleven (11) to fifteen (15) years of service	Four (4) weeks’ vacation (160 hours)
Sixteen (16) to twenty (20) years of service	Five (5) weeks’ vacation (200 hours)
Twenty-one (21) years of service and over	Six (6) weeks’ vacation (240 hours)

*Newly hired employees are not eligible to schedule vacation time within the first six (6) months of being hired. Hiring conditions may affect this policy.

Part-time employee's vacation time is based on the number of hours worked in one week, for example, a part-time employee working 30 hours per week will be allowed 30 hours of vacation time annually and to be used within the calendar year.

Vacation is intended to provide the employee with time away from work for whatever reason, without loss in pay (to the extent provided above). As such, vacation is administered on a "use it or lose it" basis. This means that vacation is intended to be used. It is not paid out in lieu of time off or carried over from year to year regardless of the reason, except at the sole discretion of the Village Board.

Department Heads are responsible for the smooth operation of their Department and will schedule vacation, including their own time off, while ensuring the needs of the department are met. Employees should submit their request for time off to the appropriate Department Head by using the village approved request form. Vacation will be granted on a first-come first-serve basis so as not to interfere with the workload at hand.

Requests for vacation should be made on the village approved request form and submitted at least two (2) weeks in advance, unless circumstances prevent you from doing so (e.g., in the event you wish to use vacation in connection with an illness, injury, or family emergency). If two (2) weeks' advance notice cannot be given, the Village of Random Lake may be unable to grant your request. In any event, the Village of Random Lake reserves the right to grant or deny any request for vacation based upon the needs of the Village. Seniority will be the deciding factor in the event of two employees requesting time off for the same time period. Approved request forms must accompany the timesheet in which the PTO is taken.

All vacation is paid at the employee's regular rate of pay. If a holiday observed by the Village falls within a period of an employee's scheduled vacation, the employee will not be "charged" vacation for the day of the holiday.

Any unused or accrued vacation time at the end of employment with the Village will be paid out in one lump sum with the final paycheck to employees who have been employed a minimum of one (1) year and that have given a two (2) week notice of resignation. Employees who have been employed for less than one (1) year or who do not provide proper notification will forfeit any unused vacation time.

Observed Holidays

Regular full-time employees will be eligible for the following holidays as of the first day of employment:

- New Year's Day
- Memorial Day
- Good Friday
- Independence Day
- Labor Day
- Thanksgiving Day

- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

If a holiday falls on a Saturday the holiday will be observed on the preceding Friday, if the holiday falls on a Sunday the holiday will be observed on the following Monday.

Holiday pay will be for eight (8) hours for a full day. In order to qualify for holiday pay the employee must work the day before and the day after the holiday during the normal scheduled work week, unless the employee has approved vacation time scheduled.

Funeral Leave

Village of Random Lake employees are eligible for a funeral leave of absence as needed. Employees shall notify the appropriate department head of the need for leave as soon as they are able.

Paid time off for a funeral leave of absence will be granted to employees according to the following schedule:

- Up to eight (8) hours a day up to three (3) days for the death of a member of their immediate family (spouse, child, parent, step-parent, mother-in-law, father-in-law, sibling, grandchild or grandparent).
- Up to eight (8) hours a day up to two (2) days for the death of a member of their extended family (aunt, uncle, cousin, brother-in-law, sister-in-law)

In the event of the death of a friend or acquaintance the employee will be allowed to take one (1) eight (8) hour day off to attend the funeral but the employee will not be paid. The employee may choose to use PTO (vacation time) for this leave of absence.

Military Leave

Employees will be granted a military leave of absence if necessary. Such employees will be compensated for the difference between their current rate of pay and the amount of pay received for their military duty based on a regular employee work week. No overtime, holiday, or paid time off will be issued. All regular employees both full-time and part-time will be kept on the active payroll, and paid with the normal bi-weekly payroll, until their civic duties have been completed. A copy of all associated paperwork is required for the personnel file.

Jury and Witness Duty Leave

The Village of Random Lake complies with all applicable laws concerning jury and witness duty. Any employee that is selected for jury duty will be given leave of absence for the time necessary to serve on a jury and will be compensated at their regular rate of pay by the Village, provided the pay the employee

receives from the court for jury duty is turned over to the village. Pay for expenses (such as mileage or meals) may be kept by the employee.

An employee selected for jury duty must notify their supervisor as soon as possible by providing the dates and times needed. Proper documentation will be required for the personnel file.

An employee must indicate on his timecards the normally-scheduled hours he or she did not work as the result of jury duty. Employees excused from jury duty or on call for jury duty but not actually impaneled as a juror is expected to report to work as village employees.

BUSINESS TRAVEL EXPENSES

The Village of Random Lake recognizes that the skills and knowledge of its employees are critical to the success of the village. The Village of Random Lake does stress the importance of attendance at any and all education and training that is offered to have a better understanding of your job requirements. The Village budgets each year for department heads and support staff to attend training for their specific field of work offered by various entities. It will be up to the department head to oversee these opportunities and offer to their staff when appropriate for attending such programs. Department heads will coordinate with other staff for the potential leave of absence. Employees may also suggest training opportunities to their supervisor for consideration. Best practice would be for department heads to consider training expenses at budget time for the preceding year.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Village of Random Lake. Employees are expected to limit expense to reasonable amounts.

The village will pay for any attendance fees associated with the training; any extracurricular events at the conference will be at the employees' own expense. If meals are not included in conference/training the village will reimburse the employee for breakfast up to \$15 per day, lunch up to \$20 per day, if an evening meal is not included the village will reimburse the employee for dinner up to \$30 per day. The tip for the server should be included in the approved maximum amount not to exceed 20%. The village **will not** reimburse the employee for any alcohol purchases and should require a separate bill for alcoholic beverages. A non-alcoholic beverage purchased with the meal is allowed to be submitted for reimbursement.

It is very important that employees retain any receipts associated with training or meals, without a receipt there will be no reimbursement.

MILEAGE REIMBURSEMENT

The village will pay the employee mileage for all village business when required to use their personal vehicle. This does not include mileage to and from work each day. If an employee is **required** to attend a village function after hours or on a weekend, mileage compensation must be approved by the village board. Mileage is to be calculated to and from the location of the training at the federal reimbursement rate (contact Village Clerk for the current rate), if a village vehicle is available for the employee to use to attend the training this should be the employee's first option. Mileage will also be calculated by the shortest distance, for example, if an employee travels to Milwaukee for training and they leave from home and it's a 90 mile round trip but from the village office it's only 80 miles, then the reimbursement will be the shorter of the two calculations.

VILLAGE ISSUED CREDIT CARDS

The Village will have the bank issue credit cards for the department heads and the Village President. These cards are to be secured when in your possession and **not used** for any **personal** purchases. The village understands that accidents happen and a card could be lost, stolen, or damaged, if this should happen; contact the Village Clerk/Treasurer **immediately** for the safety of the village's account. If a new card is required the Village Clerk/Treasurer will contact the bank to have a new one issued.

Employees making purchases with the village issued credit card must turn in the receipt to the department head or the Clerk's office for reconciliation of the account. The village does not pay late fees or interest, it is very important that the receipt gets turned into the office upon completion of the transaction.

TAX EXEMPT STATUS

The Village of Random Lake is tax exempt; therefore, any purchase made by an employee on behalf of the village should ensure that there is no tax calculated in the payment. If a tax-exempt certificate is required prior to purchase, contact the Village Clerk/Treasurer for the form. An Employee should make every effort to use vendors where the village has already established a purchasing account or set up in advance with the vendor to remove the tax from the purchase.

SOCIAL MEDIA POLICY

Purpose

This Social Media Policy ("Policy") establishes guidelines for the establishment and use of social media sites as a means of conveying information to members of the public by the Village of Random Lake (Village").

The intended purpose of the Village social media sites is to distribute information about their respective missions, meetings, activities and current issues to members of the public.

The Village has an overriding interest and expectation in protecting the integrity of the information posted on Village social media sites and the content that is attributed to the Village, its officials, and its employees.

Definitions

“Village social media sites” means social media sites which the Village establishes and maintains, and over which it has control over all postings, except for advertisements or hyperlinks by the social media site’s owners, vendors, or partners. Village social media sites shall supplement, and not replace, the Village’s required notices and standard methods of communication.

“Electronic Media Officer” means the individual responsible for monitoring all social media sites affiliated with the Village to ensure compliance with the Village’s Social Media Policy. This role shall be carried out by the Village Clerk/Treasurer and/or his/her designee.

“Post” or “postings” means information, articles, pictures, videos or any other form of communication posted on a social media site.

“Social Media Site” means content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the internet. Examples of social media include, but are not limited to, Facebook, Twitter, Blogs, RSS, YouTube, LinkedIn, and Flickr.

General Policy

The village’s official website will remain the village’s primary means of internet communication.

The establishment of Village social media sites is subject to approval by the Electronic Media Officer. Upon approval, Village social media sites shall bear the official name and/or official logo of the village.

Village social media sites shall clearly state that such sites are maintained by the Village and that the sites comply with the Village’s Media Policy.

Village social media sites should, whenever possible, link back to the Village’s official website for forms, documents, online services and other information necessary to conduct business with the Village.

Village social media sites shall comply with usage rules and regulation required by the site provider, including privacy policies.

Users of Village social media sites shall strictly adhere to applicable federal, state and local laws, regulations and policies including, but no limited to, those laws related to open records and open meetings.

Employees representing the Village on Village social media sites shall conduct themselves at all times as a professional representative of the Village and in accordance with all Village policies.

It is the responsibility of each employee that utilizes social media to use sound judgement when posting any content to social media and must never convey any sensitive or confidential information or portray the Village in a poor manner.

If an employee identifies himself/herself in personal social media sites as an employee of or affiliated with the Village, they must ensure content they are posting would be acceptable to the average employee.

This policy is not meant to restrict an employee's rights, but to maintain a standard associated with the Village. A member is free to utilize social media as any other citizen, but that content should not be sensitive or confidential Village information. If the employee wishes to post content that would NOT be considered acceptable to the average Village employee, then their account, page, username, and/or any other social media content should not be or show an association with the Village.

Employees setting up new Village social media sites shall utilize his/her authorized Village affiliated contact information (address, phone, email, etc.) for account set-up, monitoring and access whenever possible. In the event a Village social media site account must be set up using an existing personal account, the registered administrator shall provide the Electronic Media Officer with applicable log-in information, including but not limited to passwords, associated with the site(s). In the even this applicable log-in information changes, the registered administrator shall provide updated applicable log-in information to the Electronic Media Officer within 24 hours of changes being made.

Village social media sites my contain content, including but not limited to, advertisements or hyperlinks over which the Village has no control. The Village does not endorse any hyperlink or advertisement placed on Village social media sites by social media site's owners, vendors, or partners.

The Village reserves the right to change, modify, or amend all or part of this policy at any time.

Content Guidelines

The Village shall have full permission and rights to any content posted on Village social media sites including but not limited to photographs and videos.

Any images or videos taken by an employee of the Village are NOT the property of the individual/employee. This includes any images and/or videos taken intentionally or inadvertently with an employee's personally owned cellular telephone or other imaging device.

Village employees shall not be compensated for time spent posing to social media sites after hours or outside of their scheduled work hours.

Any employee authorized to post items on any Village social media site shall review, be familiar with, and comply with the social media site's use policies and terms and conditions as well as the Village's Social Media Policy.

Any employee authorized to post items on any Village social media site shall not express his or her own personal views or concerns through such postings. Instead postings on any Village social media sites by an authorized Village employee shall only reflect the views of the Village.

Postings must contain information that is freely available to the public and not be confidential as defined by any Village policy, state law, and/or federal law.

Postings to Village social media sites shall NOT contain any of the following:

- Vulgar or abusive language or content;
- Sexual content or links to sexual content;
- Personal or obscene attacks of any kind;
- Threats or defamatory statements;
- Suggestions or encouragement of illegal activity;
- Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- Multiple successive off-topic posts by a single user or repetitive posts copied and pasted by multiple users;
- Unsolicited proposals or other business ideas or inquiries;
- Infringe on copyrights or trademarks; or
- Content that would be restricted by local, state, or federal law.

Any content deemed non-compliant with this policy or otherwise not suited for Village social media sites shall be addressed by selecting the "Hide" option when available.

The Village reserves the right to implement or remove any functionality of Village social media sites when deemed appropriate by the Electronic Media Officer. This includes, but is not limited to, information, articles, pictures, videos or any other form of communication that is posted on a Village social media site.

Except as expressly provided in this Policy, accessing any social media site shall comply with all applicable Village policies pertaining to communications and the use of the internet by employees, including email content.

APPENDIX A

<u>Date of Revision</u>	<u>Item Added/Removed/Changed</u>	<u>Page Number</u>
12/21/2020	HRA reimbursement deduction	Pg. 21
	Added Asst. EMS Chief to organizational chart	Pg. 4
11/06/2023	Health Insurance Contributions	Pg. 20

HANDBOOK RECEIPT

Please sign and date the Handbook receipt document and have a witness sign and date and submit completed documents to the Village Clerk.

I have received, read and agree to abide by this employee handbook.

Employee Signature

Date

Witnessed by:

Name

Date