



**Village of Belgium** | Building our Future,  
Honoring our Past

# EMPLOYEE MANUAL

104 Peter Thein Ave ♦ Belgium, WI 53004



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## **A Word about This Handbook**

This Employee Handbook contains information about the employment policies and practices of the Village of Belgium. 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 outlined 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 decisions involving employment as needed in order to operate in a manner that is beneficial to the employees and the Village Residents. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

The Village reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time the Village of Belgium Board of Trustees approves such a change. All such revisions, deletions or additions to the Employee Handbook must be made by a majority vote at a meeting of the Board of Trustees. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matter it covers.

Nothing in this Employee Handbook is intended to contradict any Federal or State Law or any Village of Belgium Ordinance. If any provision of this Employee Handbook is found to contradict any Federal or State law or by any Ordinance of the Village of Belgium the Law or Ordinance shall take precedence.

This Employee Handbook refers to current benefit plans maintained by the Village of Belgium. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan.

## **TABLE OF CONTENTS**

### **SECTION 1 - GENERAL INFORMATION**

- 1.1 Changes in Policy
- 1.2 Employment Relationship

### **SECTION 2 - EMPLOYMENT CLASSIFICATIONS**

- 2.1 Salaried / Exempt
- 2.2 Hourly / Non-Exempt
- 2.3 Regular Full-Time
- 2.4 Regular Part-Time
- 2.5 Temporary (Full-Time or Part-Time)

### **SECTION 3 - EMPLOYMENT POLICIES**

- 3.1 Non-Discrimination
- 3.2 Confidentiality
- 3.3 Office Hours
- 3.4 Lunch Periods
- 3.5 Personnel Files / Data
- 3.6 Inclement Weather/Emergency Closings
- 3.7 Performance Review and Planning Sessions
- 3.8 Outside Employment
- 3.9 Employee Discipline
- 3.10 Employment Termination
- 3.11 Safety
- 3.12 Health Related Issues
- 3.13 Employee Requiring Medical Attention
- 3.14 Building Security
- 3.15 Supplies / Expenditures
- 3.16 Expense Reimbursement
- 3.17 Immigration Law Compliance

### **SECTION 4 - STANDARDS OF CONDUCT**

- 4.1 Attendance / Punctuality
- 4.2 Absence without Notice
- 4.3 Harassment & Retaliation-Free Workplace
- 4.4 Violence in the Workplace  
Employee Responsibility
- 4.5 Tobacco Products
- 4.6 Drug-Free Workplace

- 4.7 Telephone / Internet / Email Use
- 4.8 Cell Phones
- 4.9 Email / Voicemail / Mailbox
- 4.10 Professional & Ethical Conduct

## **SECTION 5 - WAGE AND SALARY POLICIES**

- 5.1 Wage or Salary Increases
- 5.2 Time Cards
- 5.3 Overtime
- 5.4 Paydays
- 5.5 Village Board / Committee Meetings

## **SECTION 6 - BENEFITS AND SERVICES**

- 6.1 Group Insurance Benefits
  - Health Insurance
  - Life Insurance
  - Dental Insurance
  - Vision Insurance
- 6.2 Continuation of Health Insurance
- 6.3 Aflac
- 6.4 Wisconsin Retirement Fund
- 6.5 Deferred Compensation
- 6.6 Governmental Roth 457 (B) Plan
- 6.7 Paid Time Off
- 6.8 Bonus Pay For Work On Holidays
- 6.9 Holidays
- 6.10 Funeral Provision
- 6.11 Military Leave
- 6.12 Jury and Witness Duty
- 6.13 Education / Training
- 6.14 Uniform Allowance

## **SECTION 7 - EMPLOYEE COMMUNICATIONS**

- 7.1 Staff / Department Meetings
- 7.2 Grievance Procedure

## **SECTION 8 – HANDBOOK RECEIPT**

## **MISSION STATEMENT**

Adopted 05-14-2018

The Village of Belgium leadership exists to work in partnership with its residents to promote economic growth and deliver a wide range of municipal services to those who live, work, or own property within the Village, in order to preserve its heritage and make this community a safe place to live, do business, and raise a family. Principals of honesty, fairness, dependability and compassion must govern the actions of the officials and the employees of the Village. Those who work for the Village as employees or as members of boards, committees and commissions are held to a higher standard in order to provide the strongest, most effective government managed by qualified and competent leadership comprised of elected and appointed officials without regard to their political affiliation.

## **SECTION 1**

### **INTRODUCTION**

This handbook is designed to acquaint you with The Village of Belgium and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this Employee Handbook applies to all employees of The Village of Belgium. The policies described in this Handbook are considered a condition of continued employment. However, nothing in 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. The handbook is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Handbook. Our objective is to provide you with a work environment that is conducive to the betterment of our community.

#### **1.1 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 supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

#### **1.2 EMPLOYMENT RELATIONSHIP**

You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, the Village of Belgium is free to conclude its relationship with any employee at any time for any reason or no reason. Employees are required to follow the Employment Termination Policy (See Section 3.10).

## SECTION 2

### EMPLOYMENT CLASSIFICATIONS

An “employee” of The Village of Belgium is a person who regularly works for the village on a wage or salary basis. “Employees” may include exempt, non-exempt, regular full-time, regular part-time, seasonal persons, and others employed with the Village who are subject to the control and direction of The Village of Belgium in the performance of their duties.

#### 2.1 SALARIED / EXEMPT

Any employee whose position is a salaried position is considered exempt and does not receive overtime pay. Full-time salaried positions are based on a 40 hour work week.

#### 2.2 HOURLY / NON-EXEMPT

Any employees whose position is not salaried is considered hourly and therefor paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

#### 2.3 REGULAR FULL-TIME

Any employee who is regularly scheduled to work 30 hours a week or more and is expected to continue their employment for longer than one year is considered a Regular Full-Time employee. Generally, regular full-time employees are eligible for the Village’s entire benefit package, subject to the terms, conditions, and limitations of each benefit program.

#### 2.4 REGULAR PART-TIME

Any employee who is regularly scheduled to work less than 30 hours per week and is expected to continue in their employment for longer than one year is considered a part-time employee and may not be eligible for the benefits package provided by the Village of Belgium.

#### 2.5 TEMPORARY (FULL-TIME or PART-TIME)

Individuals who are hired for a limited period of time, including seasonal help, is considered a temporary employee. Temporary employees are made aware of their limited term of employment when they are hired. They are not eligible for any of the Village’s benefit programs.

## SECTION 3

### EMPLOYMENT POLICIES

#### 3.1 NON-DISCRIMINATION

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at The Village of Belgium will be based on merit, qualifications, and abilities. The Village of Belgium does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

The Village of Belgium will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy 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.

#### 3.2 CONFIDENTIALITY

No public employee shall, without proper authorization of the Village Board, disclose confidential information concerning the government affairs of the Village, nor shall the employee use such information to advance the financial or other private interest of themselves or others.

Employees who improperly use or disclose confidential Village information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

#### 3.3 OFFICE HOURS

The Village Hall office is open for business from 8:00 a.m. to 5:00 p.m. Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Fridays except for Holidays (see Section 6.9, Holidays). During the months of December and January the Village Hall will be open until 5:00 pm on Fridays or as deemed necessary throughout the year.

The standard workweek is 40 hours of work (see Section 5.3, Overtime). In the computation of various employee benefits, the employee workweek is considered to begin on Sunday starting at 12:01 a.m. through Saturday ending at 12:00 a.m.



### **3.4 LUNCH PERIODS**

Employees working more than six (6) hours in one (1) day are allowed a minimum of one half-hour and a maximum of one-hour unpaid lunch break as determined by the department head. Lunches should be staggered within the department so as not to interfere with the daily work load.

### **3.5 PERSONNEL FILES / DATA**

Employee personnel files include the following: job application, job description, résumé, 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 Belgium, and access to the information is restricted. The Village 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 Treasurer of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- Name and number of dependents, and
- 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.

### **3.6 INCLEMENT WEATHER / EMERGENCY CLOSINGS**

At times, emergencies such as severe weather, fires, or power failures can disrupt Village operations. The decision to close the office will be made by the Office lead.

When the decision is made to close the office, employees will receive official notification from the Office lead. Exempt for this are the Department of Public Works employees whose presence may be required in such emergencies.

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 time off is available to them.

### **3.7 EMPLOYEE PERFORMANCE REVIEW**

Supervisors will conduct performance reviews with all regular full-time and regular part-time employees annually. Supervisors may conduct informal performance reviews more often if they choose. The Office lead will conduct performance reviews of the Office staff. The Finance and Personnel Committee will conduct reviews of the Clerk, Treasurer, and DPW Superintendent and Wastewater Superintendent. The Public Safety Committee will conduct reviews of the Village Marshal

Performance reviews are designed for the supervisor and the employee to discuss his/her 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. Together, employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills.

The Village of Belgium directly links wage and salary increases with performance. Your performance review will have a direct effect on any changes in your compensation. For this reason among others, it is important to prepare for these reviews carefully, and participate in them fully. However, a positive performance review does not guarantee a compensation increase based upon the budgetary factors that govern the financial actions of the Village.

### **3.8 OUTSIDE EMPLOYMENT**

Full-time employees of the Village of Belgium 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 the Department Head.

### **3.9 EMPLOYEE DISCIPLINE**

The Village of Belgium holds each of its employees to uphold certain work rules and standards of conduct (see Section 4) as well as the ordinances as written in the Code of the Village of Belgium and all State of Wisconsin statutes.

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 – verbal warning, written warning, suspension (with or without pay) or termination of employment – depending on the problem and the number of occurrences. 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 reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

### 3.10 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- **Resignation** – voluntary employment termination initiated by an employee.
- **Termination** – involuntary employment termination initiated by The Village of Belgium
- **Layoff** – involuntary employment termination initiated by The Village of Belgium for non-disciplinary reasons.

When a non-exempt employee intends to terminate his/her employment with The Village of Belgium, he/she is requested to give The Village Board a minimum of two (2) weeks written notice. Exempt employees are requested to give a minimum of four (4) weeks written notice or more if possible.

Since employment with The Village of Belgium is based on mutual consent, both the employee and the Village Board have the right to terminate employment at will, with or without cause. The Finance and Personnel committee shall make the determinations of employment in closed session meetings and make their recommendations to the full Board. The employee in question shall be given notice of the action being taken and will be given the right to request an open meeting discussion by the Village Board.

Any employee who terminates employment with The Village of Belgium shall return all files, records, keys, and any other materials that are property of the Village. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck.

Employee's benefits will be affected by employment termination in the following manner. All accrued vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense (see Section 6, Benefits) if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations. Employees that do not give the minimum proper notice as stated above will forfeit any unused vacation or sick pay.

### **3.11 SAFETY**

The Village of Belgium 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. Employees must immediately report any unsafe conditions to the 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 (see Section 3.13, Employee Requiring Medical Attention).

### **3.12 HEALTH-RELATED ISSUES**

Employees who become aware of any health-related issue or need for doctor-prescribed medication that may impact their job or safety should notify their supervisor in writing of any possible side effects and/or performance limitations.

A written “permission to work” from the employee’s doctor maybe required specifying whether the employee is able to perform regular duties as outlined in his/her job description. Based on information provided by the employee and his/her doctor, the 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.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees should notify the supervisor.

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

### **3.13 EMPLOYEE REQUIRING MEDICAL ATTENTION**

In the event an employee requires medical attention, whether injured or becoming ill while at work, 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 the doctor or go to the hospital, the supervisor will arrange transport for the employee to the appropriate facility. A physician’s “return to work” notice may be required.

### **3.14 BUILDING SECURITY**

All employees who are issued keys to any Village-owned property are responsible for their safekeeping. The last employee, or a designated employee, who leaves the building at the end of the work day assumes the responsibility to ensure that all doors are securely locked and all appliances and lights are turned off with exception of the lights normally left on for security purposes.

### **3.15 SUPPLIES / EXPENDITURES**

Only authorized persons may purchase supplies in the name of The Village of Belgium. No employee whose regular duties do not include purchasing shall incur any expense on behalf of the Village or bind the Village by any promise or representation without written approval.

Furthermore, it shall be the expectation that the employee conducting the purchasing shall receive quotes above a certain dollar limit and present these quotes to the Village Board who shall have the authority to award the purchase to the best qualified vendor. Please see the Village Treasurer for dollar limits.

### **3.16 EXPENSE REIMBURSEMENT**

Expenses incurred by an employee must have approval by the Village Board. Examples of such an expense would include but are not limited to mileage, conferences, seminars, hotel reimbursement, training classes and any meals while in attendance of such. The reimbursement request must be made in writing and will be processed like an invoice. All completed reimbursement request forms should be turned in to the Village Treasurer or Village Clerk.

### **3.17 IMMIGRATION LAW COMPLIANCE**

The Village of Belgium 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 of Belgium within the past three years or if their previous I-9 is no longer retained or valid.

## SECTION 4

### STANDARDS OF CONDUCT

It is declared that high ethical standards among Village officers and employees are essential to the conduct of good representative government and that a code of ethics for the guidance of public officers and employees will help them avoid conflicts with improved standards of public service and will promote and strengthen the confidence of the residents of the Village in their public officers and 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 (see Section 5.2, Time Cards);
- 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 (see Section 4.3, Harassment);
- Excessive absenteeism or any absence without notice (see Section 4.1, Attendance/Punctuality and 4.2, Absence without Notice);
- Unauthorized use of telephones, or other company-owned equipment for purposes other than business (i.e. playing games on computers or personal Internet usage) See Section 4.5, Telephone/Internet/Email Use and 4.11, Professional & Ethical Conduct;
- Unauthorized disclosure of confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

#### **4.1 ATTENDANCE / PUNCTUALITY**

The Village of Belgium 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 regular starting time. 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.

## **4.2 ABSENCE WITHOUT NOTICE**

When you are unable to work owing 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.

## **4.3 HARASSMENT & RETALIATION-FREE WORKPLACE**

The Village of Belgium 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 characteristic 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 Board representative who will handle the matter in a timely and confidential manner.

## **4.4 VIOLENCE IN THE WORKPLACE**

The Village of Belgium will not tolerate violence, threats of 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.

### **Employee Responsibility**

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 his/her immediate 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 his/her immediate supervisor. The Village will assess the need for special safeguards or other considerations.

#### **4.5 TOBACCO PRODUCTS**

The use of tobacco products is not permitted within any of the Village's buildings, structures, or vehicles.

#### **4.6 DRUG-FREE WORKPLACE**

It is the policy and intent of the Village of Belgium 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 been 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 immediate termination employment.

#### **4.7 TELEPHONE / INTERNET / EMAIL USE**

The Village of Belgium's telephones, including village owned cell phones, and computers 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 emails 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 e-mail messages when used with Village property are public records and subject to Open Records Laws. The Village of Belgium 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 (see Section 3.9, Employee Discipline).



## **4.8 CELL PHONES**

The Village of Belgium 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 work day, the Village will either issue a cell phone or the Village will reimburse employees for the use of personal cell phones. The reimbursement amount for the use of personal cell phones shall be at the Village Boards discretion and the amount shall be set and reviewed periodically by 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.

## **4.9 EMAIL / VOICEMAIL / MAILBOX POLICY**

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

Email should be checked a minimum of twice a day. For employees that do not work in the office they should be checking their email at least once before work and once at the end of the work day. Office staff should keep email active at all times during the work day and check it frequently.

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 provided cell phones.

Important information, paychecks, and invoices may be placed in employee's mailbox throughout the week. Employee must clear out their mailboxes by the end of every work week.

## **4.10 PROFESSIONAL & ETHICAL CONDUCT**

Public service as an employee of the Village of Belgium 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 omit to do any act in violation of the employee's 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 in accordance with §30.04 of Village Code.

**Delinquencies of Village Accounts** – As non-payment of Village of Belgium accounts has a direct impact on increasing the costs of providing services to our residents, no employee may have an account with the Village of Belgium 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 on agreed upon dates until the account is paid in full. DPA's also must be kept 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 his/her official duties or will tend to impair his/her 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 are to be referred to the Financial & Personnel Committee for appropriate action (see Section 3.9, Employee Discipline).

## SECTION 5

### WAGE AND SALARY POLICIES

#### 5.1 WAGE OR SALARY INCREASES

Each employee's hourly wage or annual salary will be reviewed during the budgeting process each year. The employee's review date will usually be conducted on or about the end of August every year.

Increases will be determined on the basis of performance, adherence to Village policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals (See Section 3.7, Employee Performance Review).

Although the Village's salary ranges and hourly wage schedules will be adjusted annually on January 1<sup>st</sup>, the Village of Belgium does not grant "cost of living" increases. Performance is the key to wage increases in the Village.

#### 5.2 TIMECARDS

Accurately recording time worked is the responsibility of every non-exempt and exempt employee. Employees are responsible for accurately documenting their time spent in each department.

Altering, falsifying, tampering with time cards will result in disciplinary action, including termination of employment.

The supervisor will review time cards each pay period. Any changes to an employee's time card must be approved by his/her supervisor. Questions regarding the timekeeping system or time cards should be directed to the Village Treasurer.

#### 5.3 OVERTIME

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime is payable for all hours worked over 40 per week at a rate of one and one-half times the non-exempt employee's regular hourly rate. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked.

All overtime work performed by an hourly employee must receive the supervisor's and Overtime worked without prior authorization may result in disciplinary action.

## **5.4 PAYDAYS**

All hourly and salaried employees are paid bi-weekly. 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 regardless of employment status as a condition of employment. Paycheck vouchers will be mailed to the employees and the paycheck will be available in their bank account on the regularly scheduled pay day.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization.

## **5.5 VILLAGE BOARD / COMMITTEE MEETINGS**

All employees shall receive meeting pay for required attendance at Village Board and standing committee meetings. Meeting pay is paid quarterly with the first payroll date following the close of the quarter. The rate of pay shall commence on January 1<sup>st</sup> and will be set by the Village Board yearly in the budget. All employees will receive the same rate for meeting pay.

## SECTION 6

### BENEFITS AND SERVICES

The Village of Belgium 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 in and administered through these programs.

#### 6.1 GROUP INSURANCE

The Village of Belgium offers the following Group Insurance Benefits to Regular Full-Time employees (as determined by the carrier of the policies).

- Health Insurance
- Life and Disability Insurance
- Dental Insurance
- Vision Insurance

The employee is eligible to begin all group insurance starting on the first day of the month following the first full month worked after the date of hire. For instance, if an employee was hired on June 15<sup>th</sup> they are eligible to start receiving insurance benefits on August 1<sup>st</sup>. Full-time employees have the option of purchasing additional Life and Disability Insurance at the employees cost through payroll deductions. All employee payroll deductions are automatically taken out of each payroll bi-weekly. Please refer to your insurance policy handbooks or the Village Clerk for specific details.

#### 6.2 CONTINUATION OF HEALTH INSURANCE

The employee is eligible for a continuation of health insurance coverage after termination of employment by either the employee or the Village. Also, a spouse and/or dependent children insured in the Village group insurance plan may be eligible for continuation of coverage after such termination or death of the employee.

Complete information regarding the continuation of health insurance including the circumstances under which you, a spouse and/or dependent children may become eligible will be provided to you with your group insurance policies.

#### 6.3 AFLAC

Optional AFLAC insurance coverage is available to the employee as a payroll deduction and paid entirely by the employee. AFLAC's annual renewal and change of coverage date is August 1<sup>st</sup>. Open enrollment period takes place during the end of July annually.

## **6.4 WISCONSIN RETIREMENT FUND**

All Village of Belgium employees who were hired prior to July 1, 2011 and work 600 hours or more in a year will be automatically enrolled in the State of Wisconsin's Retirement System. If the employee's date of hire occurred on or after July 1, 2011 the employee will automatically be enrolled in the Wisconsin Retirement System only if they work 1200 hours or more during the year. Employee and employer contribution rates are determined by state laws and may change from time to time.

The criteria listed in Section 40.22 of the Wisconsin statutes are the only measure for WRS eligibility. If employees meet the eligibility requirements listed in the statutes, they must be enrolled. Eligible employees have no choice.

Employees cannot exclude certain group—for example, based on seasonal or part-time status or based solely on contractual agreement. Nor can employees choose to enroll employees who do not meet the eligibility criteria based on demonstrated loyalty or based on contribution agreement. Please refer to the Village Treasurer for the current contribution rates.

## **6.5 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 pre-tax basis and there is currently no minimum per-pay-period contribution required of a participant. The maximum annual contribution is generally the lesser of the regulatory indexed limitation (currently \$16,500, excluding any catch-up amounts) or 100% of adjusted gross compensation. Any eligible employee may enroll in this as a payroll deduction at any time.

## **6.6 GOVERNMENTAL ROTH 457(B) PLAN**

The Wisconsin Deferred Comp (WDC) Program will provide flexibility to designate all or a portion of your WDC elective deferrals as Roth contributions. Roth 457(b) contributions are post-tax. Eligible employees may also enroll in this as a payroll deduction at any time.

## 6.7 PAID TIME OFF

Paid time off (PTO) is available to all regular full-time employees. PTO shall be accrued on a bi-weekly basis and credited to their PTO account. PTO is accrued according to the following rate schedule:

- Upon hire employees will accrue 4.5 hours PTO each bi-weekly pay period.
- Beginning in January the year following hire and each January thereafter .25 hours PTO will be added to employee's accrual rate to a maximum of 8 hours PTO each bi-weekly pay period.

PTO cannot be used until after one full month of service.

Employees can accumulate no more than 40 times their current accrual rate in their PTO account. Employees who have reached the maximum will not accrue additional PTO until their account falls below the maximum.

PTO can be used in .25 hour increments. Employees should submit their PTO requests in writing to their immediate supervisor. Employees are encouraged to submit any week-long or greater vacation requests in January.

Vacation schedules will be established by the immediate supervisor, based on the needs of the department, employee workloads and work schedules. Vacation time will be granted on a first-come first-serve basis so as not to interfere with the workload at hand.

Any unused PTO 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 year and that have given proper notice as stated in section 3.10. Employees who have been employed less than one year or who do not give proper notice will forfeit any unused PTO.

## 6.8 BONUS PAY FOR WORK ON HOLIDAYS

Non-exempt employees who are required to work on any of the following holidays will be paid at a rate of 1.5 times their normal wage:

- New Year's Day
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Holiday work hours must be required and approved by a Department Head to be eligible for bonus pay.

## 6.9 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 (1/2 day)
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

If the Holiday falls on a Saturday the holiday will be observed the preceding Friday. If the holiday falls on a Sunday it will be observed the following Monday. If a non-exempt employee is required to work on any observed holiday, for any length of time, the employee will be paid time and a half for the hours worked.

Holiday pay will be for eight (8) hours for a full day and four (4) hours for a half day holiday. 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 received permission by the immediate supervisor to take these days off.

## 6.10 FUNERAL PROVISION

In case of necessary absence of an employee to attend or to make arrangements for a funeral of a member of his/her immediate family (spouse, child, parent, step-parent, mother-in-law, father-in-law, sibling, grandchild or grandparent), a funeral provision is allowed. Any full-time or part-time employee shall be paid at their regular rate of pay for time off for up to eight (8) hours a day up to three (3) days.

Any full-time or part-time employee shall be paid at their regular rate of pay for time off for up to eight (8) hours a day for up to two (2) days in the event of the death of any extended family member (aunt, uncle, cousin, brother-in-law, or sister-in-law).

In the event of the death of a friend or acquaintance the employee will be allowed to take one eight (8) hour day off to attend the funeral but the employee will not be paid. Said employee can choose to take vacation or sick pay for this.



## **6.11 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, vacation or sick pay 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.

## **6.12 JURY AND WITNESS DUTY**

The Village of Belgium complies with all applicable laws concerning jury and witness duty. Any employee that is selected for jury duty will be given a leave of absence for the time necessary to serve on a jury and will be compensated by the Village for the difference between their regular rate of pay and the amount of pay received for services on the jury not to exceed eight (8) hours per work day or forty (40) hours per work week. Proper documentation will be required for the personnel file. Please notify your supervisor immediately if you are selected for Jury or Witness Duty.

## **6.13 EDUCATION / TRAINING**

The Village of Belgium recognizes that the skills and knowledge of its employees are critical to the success of the Village. The Village of Belgium 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 will reimburse the employee for all job-related education and training expenses the employee incurs so long as the training or education has been approved by the Village Board.

## **6.14 UNIFORM ALLOWANCE**

Regular, full-time Department of Public Works employees are expected to wear appropriate Village uniforms at all times for safety purposes as well as easy identification.

The Village of Belgium provides an annual uniform allowance to such Department of Public Works employees. Upon hire, new DPW employees will receive \$500.00 for their first year and \$200.00 per year thereafter. (VBM 02/13/2017)

## **6.15 EMPLOYEE RECOGNITION**

1. Employees shall receive recognition on the anniversary month of each 5 years of service (5, 10, 15, 20, etc.)
2. The employee will receive recognition in the Village newsletter, Village website, and will be recognized at a Village Board meeting.

3. The employee will receive a certificate signed by the Village President recognizing their years of service.
4. Additional Recognition Rewards shall be given:
  - a. 25 years of service       \$200 gift card
  - b. 30 years of service       \$300 gift card
  - c. 35 Years of service       \$300 gift card
  - d. 40 Years of service       \$300 gift card
5. Employees that are retiring with good performance evaluations will receive a Resolution of Commendation and a plaque.
6. Employees, Village Trustees, and Commission members will receive a certificate and recognition at a Village Board Meeting when leaving employment or service. (VB approved 6-10-19)

## SECTION 7

### EMPLOYEE COMMUNICATIONS

#### 7.1 STAFF / DEPARTMENT MEETINGS

Weekly office staff meetings will be held on bi-weekly on Monday mornings. Department Head meetings will be held based upon current workload and schedules. These informative meetings allow employees to be informed on recent Village activities, changes in the workplace and employee recognition.

#### 7.2 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 other pre-disciplinary action;
  - Actions taken to address work performance, including use of a 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 inability 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 immediate 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.

1. Step 1 – Written Grievance Filed with the Department Head. The employee must prepare and file a written grievance with the Department Head within five (5) 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 his/her 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.
2. Step 2 – Review by Village President. If the grievance is not settled at Step 1, the employee may appeal the grievance to the Village President within five (5) business days of the receipt of the decision of the Department Head at Step 1. The Village President will review the matter and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the Village President, the Step 2 review request shall be filed with the Village Clerk, who shall refer it to the most senior (longest term of continuous service on the Village Board) Village Trustee on the Finance and Personnel Committee for review.
3. Step 3 – Impartial Hearing Officer. If the grievance is not settled at Step 2, the employee may request in writing, within five (5) business days following receipt of the Village President's (or senior Trustee'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. In all cases, the grievant shall have the burden of proof to support the grievance. 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 officer 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.

4. Step 4 – Review by the Governing Body. If the grievance is not resolved after Step 3, the employee or the Village President (or senior Trustee) shall request within five (5) business days of receipt of the written decision from the impartial hearing officer a review by the Governing Body. The review request shall be filed with the Village Clerk. The Village President or senior Trustee conducting the Step 2 review shall not participate in the Governing Body review. The Village Board shall not take testimony or evidence; it may only determine whether the impartial hearing officer reached an arbitrary or incorrect result based on a review of the record before the impartial hearing officer. The matter will be scheduled for the Village Board’s next regular meeting. The Village Board will inform the employee of its findings and decision in writing within ten (10) business days of the Village meeting. The Village Board shall decide the matter by majority vote of members present and this decision shall be final and binding. In the event of a tie vote of the Village Board, the impartial hearing officer’s decision shall be deemed sustained.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee will not be compensated for time spent in processing his/her grievance through the various steps of the grievance procedure. Any expense incurred by the employee in processing his/her grievance shall be the sole responsibility of the employee, including but not limited to attorney and witness fees. The fees of the impartial hearing officer shall be paid equally by the employee and the Village.

**SECTION 8**

**HANDBOOK RECEIPT**

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

I have read and agree to abide by this Employee Handbook.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Witnessed by:

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date