

# City of Abbotsford

PO Box 589, 203 N. First Street, Abbotsford, WI 54405

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**ABBOTSFORD CITY COUNCIL**  
**TO BE HELD MONDAY MARCH 2, 2020 at 6:00 P.M.**  
**AT THE ABBOTSFORD COUNCIL CHAMBER**

1. Call the regular meeting to order
  - a. Roll call
  - b. Pledge of Allegiance
2. Establish Order of the Day
3. Communications – Copper Testing Results
4. Comments by the Mayor
5. Administrator’s Update
6. Comments by the Public Pertaining to the Agenda
7. Minutes from the Council held February 3, 2020
  - a. Waive the reading and approve the minutes
8. Minutes from the Council held February 19, 2020
  - a. Waive the reading and approve the minutes
9. Employee Handbook
10. Temporary Beer License for Abby Fest
11. Incidents, Accidents, Training
12. Naming Industrial Park Road
13. A-Team – David Williamson Insurance Policy
14. Street Sweeping Quotes
15. Crack Sealing Quote
16. Discuss/Recommend Pulverizing Hemlock Street
17. Operators Licenses
18. Phosphorus and Copper Compliance Reports – Agreement with MSA
19. MSA Update
20. Items for Future Agendas - No Action Will Be Taken
21. Next Meetings: Committee of the Whole – March 18, 2020, City Council April 6, 2020
22. Adjourn

**From:** [John Smith](#)  
**To:** ["Dan Greve"](#); ["Dan Grady"](#); [j.soyk@ci.abbotsford.wi.us](mailto:j.soyk@ci.abbotsford.wi.us)  
**Subject:** copper  
**Date:** Thursday, February 27, 2020 6:13:27 AM

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Good Morning,

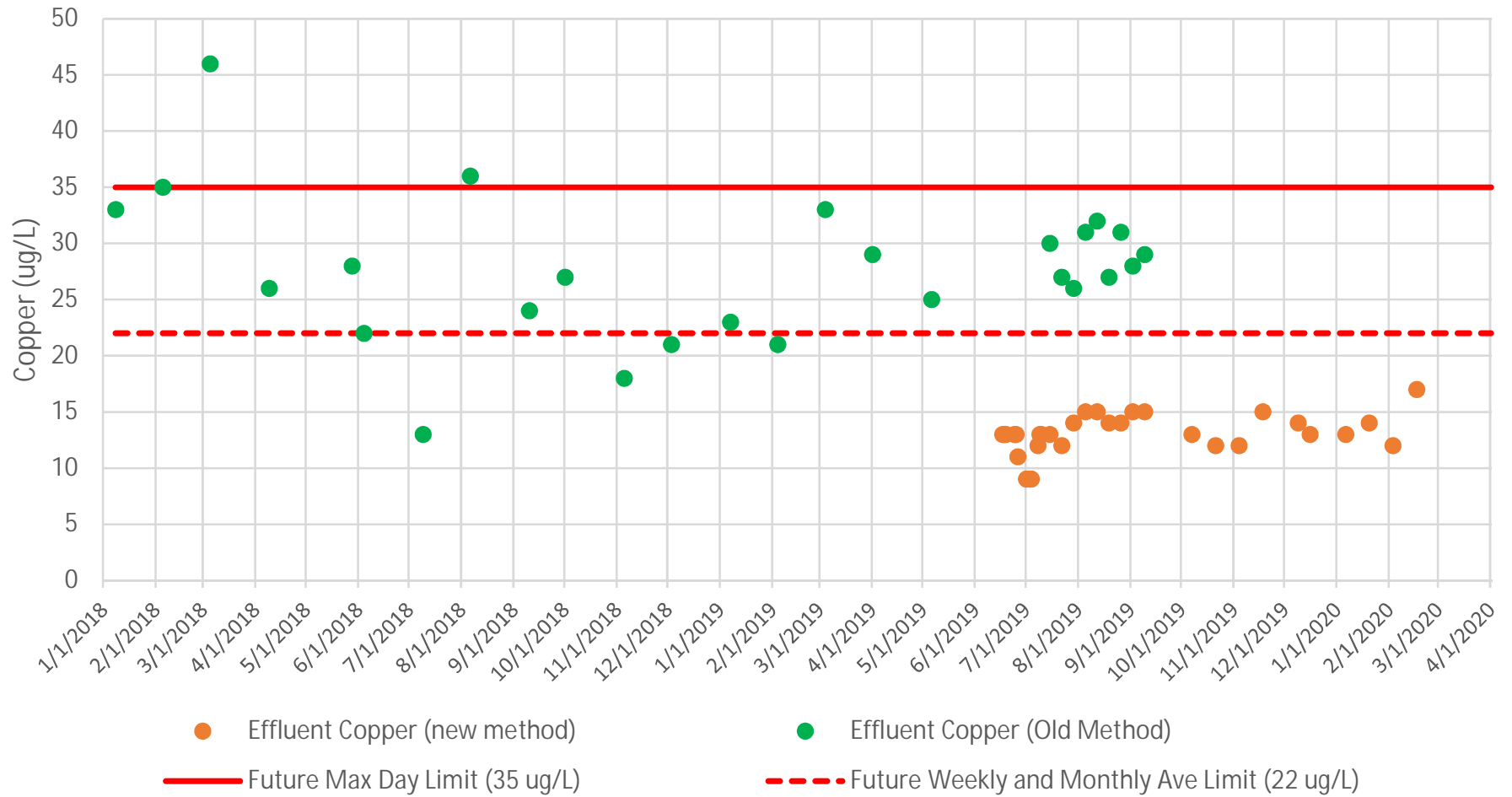
Here are the Copper results for February. I'm not sure why the influent spiked on the 17<sup>th</sup> but I'm sure that's why the effluent was a little higher also. The good news is we would still be within our 22 ug/l limit. We'll see what next month brings.

2/3/20 – Influent-75 ug/l – Effluent-12 ug/l.

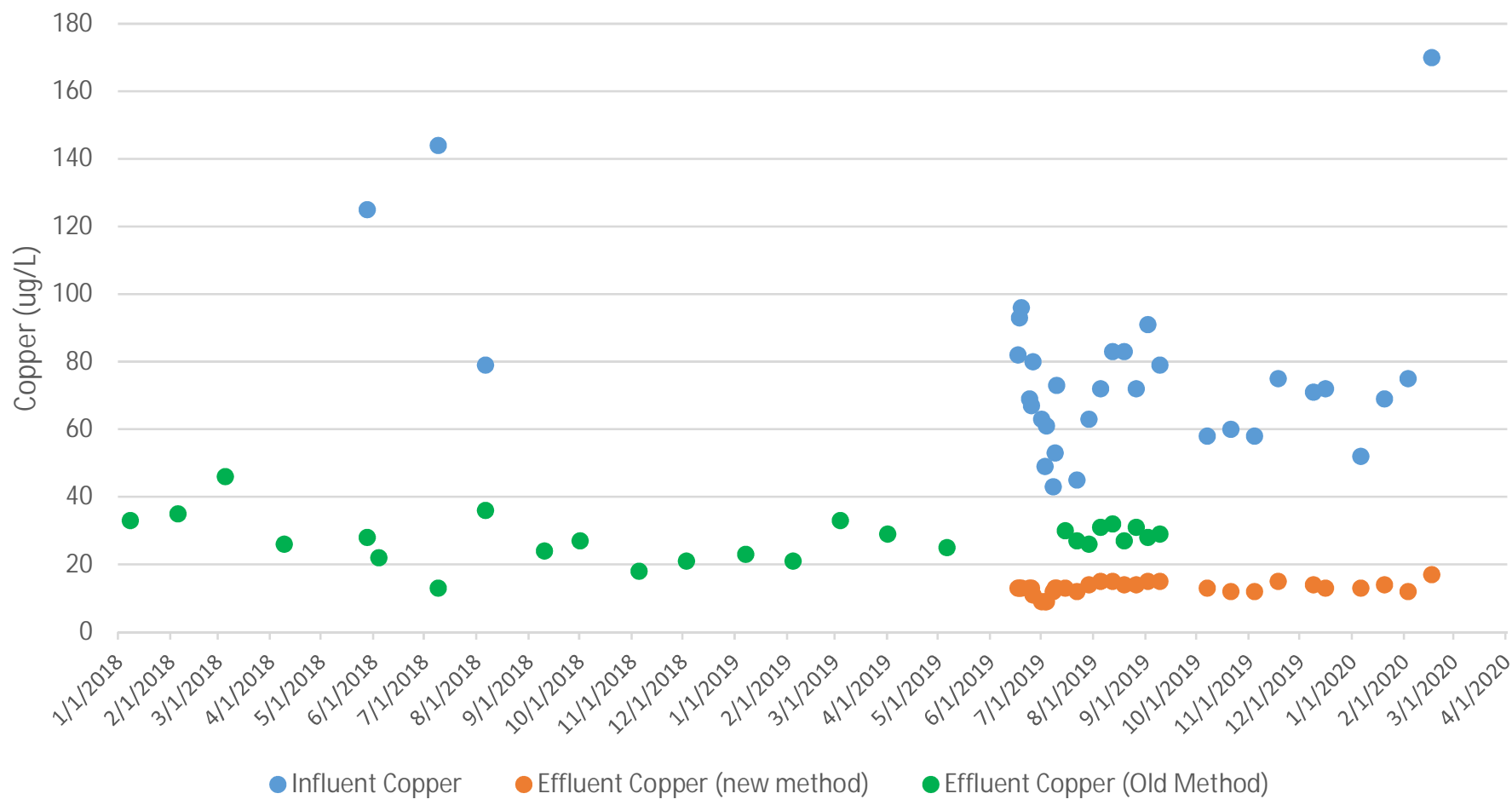
2/17/20 – Influent-170 ug/l – Effluent-17 ug/l.

Thanks, John

# Abbotsford WWTF Effluent Copper 2018-2020



### Abbotsford WWTF Influent and Effluent Copper 2018-2020



## **Minutes from the February 3, 2020 Abbotsford City Council Meeting held in the Abbotsford City Hall Council Chambers.**

Call meeting to order – Mayor Voss called the meeting to order at 6:00 P.M.

**Roll Call:** Weix, Soto, Huther, Weideman, Kramer, and Mayor Voss. One vacant seat. Rachu and Faber asked to be excused

**Also in Attendance:** Administrator Grady, Attorney Dieckman, Public Works Director Stuttgen, Water/Waste Water Supervisor Soyk, Deputy Clerk Luedtke, Jim Colby, Kent Schilling, Paula Ruesch, Dan Borchardt (MSA Services) and Kevin O’Brien (Tribune Phonograph)

**Pledge of Allegiance** - Held

**Establish Order of the Day** – Item 15 will be moved up to immediately following public comments.

**Comments from the Mayor** – Mayor Voss asked for the contract with David Williamson and A-Team be put on the agenda, that City staff provide an update to residents about important dates and that a budget meeting is set up so that Council members can better understand the financials that they received each month.

**Comments from the Administrator** – Administrator Grady week and a half ago the City closed on the Schmitt property. We now own the land that will be the home of our new business park.

We have been in contact with the DSPS regarding our complaint over the commercial building that needs inspection. While our complaint has yet to be processed due to staffing shortages at DSPS, the inspector for our region has been in contact with the business owner and informed him that plans must be submitted.

The new trash carts have been delivered. Initially, we received quite a few complaints from residents who say that they carts are too big for their needs. We are taking down of list of residents who would like smaller carts and will try to get them for these residents.

Chelt Development turned in their liquor license and it was issued to Kambary Bar – the old Hardee’s building.

The Public Works crew has been pushing back the snow off the sides of the streets. Because of this, the city will not be enforcing ordinances that require residents to shovel their sidewalks. It should be noted that the City Right of Way goes 33 ft from the centerline of the road, which goes to the far side of the sidewalk. Residents should expect more snow to be pushed into the ROW and even their own property as we enter what is usually our snowiest period of the season.

Our latest copper results came in and we are still well below our DNR permit levels. The results are in your packet under communications.

This year a member of the Board of Review has to take the required training. Training must be taken by one member of the Board every 2 years. State statues and City ordinances state that the member taking the training must be the Mayor or his/her designee. I then have to certify with the state that a member of the Committee took the training. 2 years ago Mayor Voss took the training. City ordinances state that the Board must be comprised of the Mayor plus 4 person who can be Alders, and public officers or employees. Last year's Board was Mayor Voss, Alders Kramer, Totzke, Weix, and myself. I would also like to point out that we are going to have to purchase new training materials due to changes in state law. The materials will not be available for purchase until next month sometime. As of now, no price has been listed.

Alder Weix volunteered to take the training. Mayor Voss agreed to appoint Alder Weix to the Board of Review in April at reorganization.

### **Comments by the Public Pertaining to the Agenda - None**

**Minutes from the Council held Jan 6, 2019** – Motion to approve the minutes by *Kramer/Weix*.  
*Unanimous*

**Minutes from the Council held Jan 15, 2019** - Motion to approve the minutes by *Weix/Kramer*.  
*Unanimous*

**Closed Session Pursuant to Section 19.85(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is involved (Chelt Development) –**  
*Motion to go into closed by Huther/Weix. Roll call vote: Weix - yes, Soto - yes, Huther - yes, Weideman - yes, and Kramer – yes.*

*Motion to go into closed by Huther/Weix. Roll call vote: Weix - yes, Soto - yes, Huther - yes, Weideman - yes, and Kramer – yes.*

### **Employee Handbook**

- a. **City Attorney's review** – Attorney Dieckman stated that she had completed her review and revisions. However, she was informed that the City Council may wish to make a few changes prior to finalizing the new Employee Handbook.
- b. **Compensatory time for Managers** – Attorney Dieckman stated that employers are not required to pay compensatory time to managers under both state and federal law. However, there was nothing illegal about doing so and the city could allow managers to accumulate comp time. Attorney Dieckman further stated that managers were only required to be on the job

until the work is completed. That means some weeks a manager may only work 35 hours and others 50 hours.

- c. **A onetime exemption to extend the time period for benefits awarded from last year may be used without forfeiting benefits** – Administrator Grady stated that employees requested this one time exemption to use leave awarded last year. Under the previous system, employees earned all of their vacation in one lump sum at the end of the year. Now that city employees are accruing vacation if everyone took their vacation earned this year and last year there would huge scheduling gaps throughout the year. The employees are asking for a 3 year window to use their vacation from last year. Attorney Dieckman stated a resolution would suffice. The Council agreed to take the resolution up at a later meeting.
- d. **Request to Change how long employees may have to use comp time to – comp time must be used in the year it was earned except for comp time earned in November and December plus 16 hours may be rolled over to the next year.** – The employees are requesting that the language regarding comp time usage be rolled back to the original language. City Hall staff believes that the accounting will be easier. The City Council agreed to take this change up at a later meeting.
- e. **Clarification of Sick Time/PTO bank** – There is still some confusion about the sick leave bank and whether employees who were grandfathered in under the old policy can re-accrue sick leave to 480 hours if some were used or whether those employees would only be able to re-accrue hours if they dropped below the new cap of 240 hours. The City Council agreed to resolve the issue at a future meeting.
- f. **Clarification on whether non- working holidays may be used to calculate overtime pay.** – Some members of the Council were advocating to allow using a non-working holiday as hours to be included in overtime pay. Attorney Dieckman stated that there are no illegal impediments to such a proposal, however, state and federal statutes are clear that overtime must be paid only for 40 hours actually worked in a week. The City Council agreed to resolve the issue at a future meeting.

**Building Code/Inspections** – Administrator Grady explained a solution that Alder Rachu had come up with. Alder Rachu proposed changing the building permit form to state that if the city believed that a construction project did not meet UDC then a licensed UDC Inspector would be required to go over the construction work. If the UDC Inspector found nothing wrong then the city would pay for the cost of the inspection. If, however, the UDC Inspector found UDC violations then the holder of the building permit would be required to pay for the permit. The applicant would give consent for such an arrangement by applying for the building permit. Administrator Grady said that he would find out if such an arrangement was legal.

**Municipal Court Update** – The monthly update is in the packet.

**Library Update** – Library Director Jochimsen presented the Library update

**Approve/Disapprove Lawn mowing Contract** – Public Works Director Stuttgen presented the new contract for mowing services from Town and Country. The new contract has a 1.5% over the life of the 3 year contract. Motion to approve by *Weideman/Huther. Unanimous.*

**MSA Update** – Dan Borchardt of MSA Services presented the update.

**Convenience of Rights in Land (SRTS)** – Motion to approve by *Huther/Weix. Unanimous.*

**Temporary Construction Easement (SRTS)** - Motion to approve by *Huther/Weix. Unanimous.*

**Approve/Disapprove Pump Maintenance** – Water/Wastewater Manager Soyk presented the options and recommended Crane Engineering in the amount of \$1874.00. Motion to approve Crane Engineering by *Kramer/Weix. Unanimous.*

**Approve/Disapprove Abby Fest Street Use Permits** – Paula Ruesch explained the standard street closures needed to set up the festival. Some concern was voiced about closing the streets early, however, Ms. Ruesch explained that the large vehicles needed the space to turn the corners. Motion to approve the permit by *Weix/Huther. Unanimous.*

**Approve/Disapprove Operators Licenses** – Motion to approve the license for Sandra Seiler by *Huther/Weideman.* Motion to deny the license for James Lauersdorf based upon the recommendation of Chief Bauer by *Weix/Weideman. Unanimous.*

**July 4<sup>th</sup> Fireworks** – Motion to approve using J & B Displays again at a cost of \$3750 with date of the fireworks show July 4<sup>th</sup> and a rain date of July 5<sup>th</sup> by *Weix/Kramer. Unanimous.*

**Sewer Rates** – Administrator Grady reported that the unaudited year end financials show a \$47,000 deficit in sewer fund. The council discussed whether to raise the rates or wait and see. Motion to raise the sewer rates but 2% effective the March 2020 billing cycle by *Weix/Soto. Motion passes 4-1 (Weideman-no).* Upon further reflection motion to rescind the previous sewer rate increase by *Weix/Soto. Unanimous.* The City Council decided to wait and see how the final audit turns out and see how a full year of the previous rate increase affects the overall bottom line.

**December 2019 Financials** – The unaudited 2019 year end numbers were presented.



**Temporary Beer License for Team Totzke** - Mayor Voss reminded everyone that the event is on February 29<sup>th</sup>. Motion to approve temporary license by *Huther/Kramer*. *Unanimous*.

**Closed Session Pursuant to WI Stats Section 19.85(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (SRTS)**

– Motion to go into closed session by *Kramer/Soto*. Roll call vote – Weix - yes, Soto - yes, Huther - yes, Weideman - yes, and Kramer- yes.

Motion to go into open session by *Weix/Soto*. Roll call vote – Weix - yes, Soto - yes, Huther - yes, Weideman - yes, and Kramer- yes.

**Items for Future Agendas - No Action Will Be Taken-** - Employee Handbook, Building Codes. David Williamson/A-Team, Parking in the Central Business District, and Municipal Court

**Next Meetings: Committee of the Whole – Feb 19, 2020, City Council March 2, 2020**

**Motion to Adjourn by *Huther/Kramer*. *The City Council adjourned at 8:22 P.M.***

## **Minutes from the February 18, 2020 Abbotsford Committee of the Whole Meeting held in the Abbotsford City Hall Council Chambers.**

Mayor Voss called the meeting to order at 6:00 p.m.

**Roll Call:** Mayor Voss, Rachu, Weix, Soto, Faber, Weideman and, Kramer. Huther – excused absence

Others present: Administrator Grady, Public Works Director Stuttgen, Water/Wastewater Supervisor Soyk, Deputy Clerk Luedtke, and Kevin O'Brien (Tribune Phonograph)

**Pledge of Allegiance:** Held

**Establish Order of the Day-** No changes

**Comments by the Mayor** – Mayor Voss reminded everyone that re-organization is April 15, 2020. The exact day is mandated by the state. Mayor Voss asked everyone to choose what committees that they wanted to be on for the next City Council.

**Administrators Comments** – Administrator Grady informed the Council that final payment to the Bureau of Land Trust was in the packet. This is the last payment from the Developers agreement with Chelt Development.

Last summer the City applied for a grant from FEMA to help pay for storm damage caused by the July 19-20 storms. The City received the first approval from WI Emergency Management for a total dollar value of \$16,431.17. Once all of the final approvals are received the City will received 75% of the total awarded.

The contract with Cintas has ended. The City is purchasing new carpets.

**Comments by the Public Pertaining to the Agenda** – None

**Police Department Update and Bills** – Alder Kramer provided the Police Department update. Motion to approve the bills in the amount of \$21,304.72 by *Weix/Kramer. Unanimous.*

**Fire Department Update** – Alder Weideman provided the Fire Department update.

**Municipal Court Update** – Administrator Grady state that City Hall staff had moved all of the Municipal Court income and expenses to the 500 accounts. The City Council can keep track of the profits and loss for the Municipal Court by looking at the bottom of the 3<sup>rd</sup> column.

**Bills for January 2020** – Mayor Voss asked to make sure that the city gets a final count on the number of carts servicing the city for trash pickup. Motion to approve the bills in the amount of \$1,276,279.51 plus \$354.70 for Mid-State truck by *Kramer/Weix. Unanimous.*

**Lead and Copper** – Water/Wastewater Manager Soyk stated that the city is required to conduct tests for lead and copper at residences. The DNR requires that this testing be conducted every 3 years. The testing consists of getting samples from 10 homes in the city. The criteria that the homes must meet is that the homes must have been constructed prior to 1983, it must have copper pipes to their kitchen or bathroom, and not have a water softener. So far, only 3 residents have agreed to the testing and Water/Wastewater Manager Soyk is looking for volunteers to fill the remaining spots. Several City Council members volunteered.

**Building Code/Inspections** – Administrator Grady informed the Committee that Alder Rachu's idea was legal and possible. In addition, a meeting is scheduled with the state inspector for the 27<sup>th</sup>.

**Parking in the Central Business District** – Public Works Director Stuttgen stated that only one side of the street was angle parking because the street is not wide enough to do both sides. It was pointed out that the city is not responsible for obtaining more parking spots and that street parking is open to anyone and that it does not belong to any one person or business. The City Council agreed to look for possible parking solutions.

**Final Fall Leaf Pick Up Date** – Administrator Grady asked that a final fall leaf pick up date be set and that the day be consistent going forward. This way Public Works Director Stuttgen can plan for street sweeping and finishing public works projects. The first Friday in November was suggested. Motion to make the first Friday in November final leaf pick up day going forward by *Rachu/Faber. Unanimous.*

**Water Bill Insert** – Administrator Grady presented an insert that is going in the water bills and asked if the City Council had any additions. The dog license deadline will be changed to March 31. Alder Faber asked about getting magnets printed with the dates for residents

**A-Team – David Williamson Life Insurance Policy** – Administrator Grady explained that in 2012 as part of \$75,000 land purchase the City made for A-Team the city required Mr. Williamson to acquire life insurance and name the city as the beneficiary. The idea was that once the city recouped its investment through the tax increment there would no longer be a need for the life insurance policy. Since opening A-Team, the company has paid almost \$90,000 in property taxes.

**Naming New Industrial Park Road** – Public Works Director Stuttgen stated that the city already has an Industrial Park and name of the road needs to be decided upon. The Committee was reminded that all east-west roads in the City are named after trees.

**Changing Zoning Regulations for Adult Entertainment District** – Administrator Grady informed the Council that an individual came in to City Hall inquiring about an adult entertainment business. In looking at the ordinances it was found that the city's adult entertainment

ordinance and zoning codes conflict. The Council asked that the rules be changed so that both meet the strictest standard.

**Closed Session Pursuant to WI Stats Section 19.85(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (SRTS)** – Motion to go into closed session by *Weix/Weideman*. *Roll call vote: Rachu - yes, Weix - yes, Soto - yes, Faber- yes, Weideman - and, Kramer- yes.*

Motion to go into closed session by *Faber/Rachu*. *Roll call vote: Rachu - yes, Weix - yes, Soto - yes, Faber- yes, Weideman - and, Kramer- yes.*

**Items for Future Agendas - No Action Will Be Taken** – A-Team and naming Industrial Park Road

**Next Meetings: City Council March 2, 2020, Committee of the Whole – March 18, 2020**

*Motion to Adjourn by Rachu/Weix. The Committee adjourned at 7:26 PM.*



***CITY OF ABBOTSFORD***

**EMPLOYEE HANDBOOK**

Approved: WORKING DRAFT 2019  
Last Updated: ~~9-16-19~~

Deleted: August 30, 2019  
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Commented [ADD1]: Dan, why do you want to change this? The "probationary" period ensures flexibility in the termination of employees during the probationary period if they are not going to work out.

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## INTRODUCTION

Welcome to the City of Abbotsford. We are excited to have you join our team. The citizens of Abbotsford depend upon dedicated, skilled, and courteous employees to fulfill our mission.

**Deleted:** This handbook has been prepared to acquaint you with the City of Abbotsford policies and procedures as they apply to employees. It is our hope that the information contained on the following pages will answer any questions you might have. Should you have any further questions, you may talk to your immediate Supervisor or the Finance and Personnel Committee.

This Handbook is designed to acquaint you with the City of Abbotsford's employment policies and procedures. If you have questions regarding any of the content of this handbook please see your immediate supervisor or the City Administrator.

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The City of Abbotsford is committed to providing all employees with a work environment that is free from discrimination and harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status, and other characteristics protected under state, federal, or local law. Such conduct is prohibited in any form at the workplace, at work-related functions, or outside of work if it affects the workplace. This policy applies to all City of Abbotsford employees, customers, guests, vendors, and persons doing business with the City of Abbotsford.

Please note, this Handbook is meant as a guide for employees and does not constitute a contract of any sort. It is intended to serve as a tool for employees, and should not be construed to create a contractual relationship between the City of Abbotsford and its employees.

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Read this handbook so that you may better understand what you can expect and what is expected of you as an employee of the City of Abbotsford.¶

¶

The City Council establishes personnel objectives and issues policy statements. All staff members shall be under the policy authority of the City Council.¶

¶

The City of Abbotsford is committed to providing you with a work environment that is free from discrimination and harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status with respect to public assistance and other characteristics protected under state, federal, or local law. Such conduct is prohibited in any form at the workplace, at work-related functions, or outside of work if it affects the workplace. This policy applies to all City of Abbotsford employees, customers, guests, vendors and persons doing business with The City of Abbotsford.¶

¶

Prohibited harassment may occur between person's of the same or opposite gender, of the same or differing race, of the same or differing religion, of the same or differing disability status, and so on.¶

¶

The Finance and Personnel Committee develops, in the consultation with the appropriate staff, and recommends to the City Council personnel policies which enables the city to employ and retain competent staff to accomplish the work and fulfill the city's responsibilities to the community.¶

¶

These policies and procedures are to be reviewed on as needed by the Finance and Personnel Committee to determine what changes, if any are necessary.¶

¶

This handbook is meant to be used as a tool to our employees, it is not a contract

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## DEFINITIONS

In these City Personnel Policies, certain terms are used with a city-wide perspective. Definitions are provided for these terms.

**APPOINTED OFFICIAL:** Those persons appointed by the Mayor and confirmed by the City Council.

**Commented [ADD4]:** Is this reflected in your ordinances? If not, this change will need to be made at the same time.

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**CITY COUNCIL:** The City Council shall consist of the Mayor and eight (8) members who are elected by a majority vote of the electors of the city for a two (2) year term. They are the policy-making organization of the city.

**COMMISSION/BOARDS:** Those persons appointed by the Mayor and confirmed by the Council, who may or may not receive compensation on a "per-meeting" basis. Such compensation is subject to Social Security.

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**COMMITTEES:** Those Council members appointed by the Mayor, with confirmation by the City Council to service on the various sub-committees, including ad hoc committees.

**COMPENSATORY TIME:** is defined as time worked by an employee outside of their "normal work day." Permanent full-time employees are eligible for compensatory time. Temporary and part-time employees are not eligible for compensatory time.

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**Deleted:** Employees eligible for authorized compensatory time including permanent full-time employees.

**DEPARTMENT:** An established and recognized city division staffed by employees who is organized and structured to provide a particular type of municipal service.

**DEPARTMENT HEAD:** Employees who are responsible for the operation of the city departments. These include City Administrator/Clerk/Treasurer, Water and Waste Water Supervisor, and Department of Public Works Manager.

**Deleted:** Manager

**Commented [ADD5]:** Are there any others?

**EMPLOYEE:** An individual who has been engaged to provide personal services to the city for wages or salary and details of work the city has the right to control.

**Deleted:** DISCHARGE: When an employee has passed the probationary period, discharge may occur.¶

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**EXEMPT EMPLOYEE:** An employee who is paid at least \$455/week, is paid on a salary basis, and performs managerial tasks (supervises more than 2 people, primary duty is management of people or projects, and has genuine input into employee job status). Currently, the City Administrator and Department Heads are considered exempt under the FLSA. They are expected to work the hours necessary to adequately perform their job, including times when they may be required to work more than forty (40) hours in a workweek. Occasionally, exempt employees may take time off to compensate for extra hours worked. All other employees are classified as non-exempt employees.

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**HIRING AUTHORITY:** Authority to appoint, promote, transfer, demote, suspend, and discharge personnel other than Department Heads shall be vested in the City Administrator.

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Department Heads shall be subject to approval of the Mayor and majority of the City Council. Part-time employees shall be selected, retained, and discharged by the City Administrator and respective Department Heads.

**Commented [ADD6]:** Is this reflected in your ordinances? If not, this will need to be passed at the same time as the new handbook.

**Deleted:**

**HOURLY PERSONNEL:** Those persons who receive compensation based on an hourly rate. They may or may not be eligible for overtime compensation based on the Fair Labor Standards Act and Wisconsin age and hour laws.

**Deleted:** s, Chairman of Finance and Personnel Committee and one other Finance and Personnel committee member.

**IMMEDIATE FAMILY:** Is defined and shall include all the following persons: Husband, wife, son, daughter, father, mother, sister, brother, grandparents, grandchildren, father-in-law, mother-in-law,

**Commented [ADD7]:** All hourly employees are likely non-exempt and would be eligible for overtime compensation. We can discuss if there are additional questions.

son-in-law, daughter-in-law, foster child, step child, step parent, step sibling and any person whom such employee stood in mutually acknowledged relation of parent for child.

**MANAGEMENT PERSONNEL:** Those employees charged with the responsibility of recommending hiring, recommending discipline, and recommending separation, providing work direction, training, performance evaluations, and other duties as directed by the City Administrator. These employees are considered exempt

**NON-EXEMPT EMPLOYEES:** Those city employees whose primary duties do not include management and/or are paid by the hour. These employees are classified as non-exempt for purposes of the Fair Labor Standards act and Wisconsin wage and hour laws.

**NORMAL WORK DAY:** This is defined as the typical day worked by that department, set by their Supervisor.

**OTHER FAMILY:** Brother-in-law, sister-in-law, half-sister, half-brother, aunt and uncle.

**PAID TIME OFF (PTO):** See section 4.6.

**PAY PERIOD:** The pay period is every two (2) weeks. The work week is seven (7) consecutive days starting Saturday and ending on Friday, with pay day the Friday after the end of the pay period.

**PERMANENT FULL-TIME:** Those employees who work a regularly scheduled eight (8) hour day, forty (40) hour week for fifty-two (52) weeks per year and occupy positions defined as such. They are eligible for fringe benefits.

**PERMANENT PART-TIME:** Those employees who work a regularly scheduled partial week (less than 40 hours). They are not eligible for fringe benefits.

**RETIREMENT:** When an employee leaves employment and is eligible for the Wisconsin Retirement System benefits.

**SALARIED PERSONNEL:** Those persons who receive an annual salary for a given position, and whose workweek is not necessarily limited to 40 hours.

**SEPARATION:** To end employment with or to no longer have a position with the City. See Section 2.9.

**TEMPORARY EMPLOYEE:** A temporary employee is one who is employed for a specified short-term period, for work on a specific project until its completion, or are employed in a position defined as temporary. Temporary Employees are not eligible for fringe benefits.

**TEMPORARY PART-TIME:** Those employees who work a regularly scheduled partial day, for a specified short-term period, for work on a specific project until its completion, or are employed in a position, or are employed in a position defined as temporary. Temporary Part-Time Employees are not eligible for fringe benefits.

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**PERMANENT EMPLOYEES:** A permanent employee is one who has successfully completed the initial probationary training period of 1040 working hours 90 days and who has advanced to permanent status.¶

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SECTION  
1 GENERAL POLICIES AND  
PRACTICES

1.1 GENERAL PURPOSE. The general purpose of this policy is to establish a system of personnel administration that creates just and equitable conditions of employment as well as to promote efficiency and economy in the operation of the City.

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1.2 PRINCIPLES: The system herein established shall be consistent with the following principles:

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1. Recruiting, selecting and advancing of employees on the basis of their relative ability, knowledge and skills is from within before open competition.
2. Establishing wage/salary rates consistent with the principle of providing comparable pay for comparable work duties.
3. Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, creed, national origin, sex or age and with proper regard to their rights as citizens.
4. Equal Employment Opportunity shall be adhered to in administration of City policies and practices. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of political beliefs, and opinions or affiliations, or because of race, national origin, or other non-merit factors is hereby prohibited. All advertisement for employment will contain the statement "Equal Opportunity Employer".
5. Discrimination on the basis of age, sex, or physical disability will be prohibited except where specific age, sex, or physical requirements constitute a bona-fide occupational qualification necessary to proper and efficient administration.

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6. Any employee who believes he or she has been the subject of sexual or other types of harassment is encouraged to promptly notify the City Administrator. Every reported incident of employee harassment will be thoroughly investigated, with respect for confidences and sensitivities of the situation. If it is determined that harassment has occurred, appropriate disciplinary action, up to and including involuntary separation, will be taken.

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The City of Abbotsford will not retaliate against any employee who makes a good faith report of alleged harassment, even if the employee was in error. However, if after investigating any complaint of harassment it is determined that the complaint was not bona fide, or that an employee provided false information regarding the complaint, disciplinary action, including but not limited to suspension and/or separation of employment, may be taken against the individual who filed the complaint, or gave the false information.

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The City of Abbotsford accepts no liability for harassment of one employee by

another employee. The individual who makes unwelcome advances, threatens, or in any way harasses another employee is personally liable for such actions and their consequences. The City of Abbotsford will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

|

7. Any grievance arising under this section will be handled through the grievance procedures in this policy.

**1.3 POLITICAL ACTIVITY.** No employee is precluded from engaging in political activity provided that such activity does not interfere with normal work performances, is not conducted during normal working hours and does not involve the use of City equipment or property. Employees are specifically prohibited from directly or indirectly coercing any person to hold or contribute monetary or other types of assistance to any political candidate, party, or purpose.

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**1.3 GIFTS AND GRATUITIES.** It shall be unlawful for any City employee to receive or offer to receive, either directly or indirectly, a gift, gratuity, or anything of value which they are not authorized to receive from any person if such person; has or is seeking to obtain contractual or other business or financial relationships with the City of Abbotsford; conducts operation or activities of the City of Abbotsford. The receipt or offer to receive any gift, gratuity or anything of value from a person stated above, is contrary to the public policy of the City irrespective to whether any action of the employee is affected thereby.

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**1.4 OUTSIDE EMPLOYMENT.** Outside employment is defined as any paid employment performed by an employee in addition to their job with the City. Outside employment for all employees will be allowed provided that:

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1. Such employment does not interfere with the efficient performance of the employee's duties.

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2. Such employment does not involve a conflict of interest or conflict with the employee's duties.

3. Such employment does not involve the performance of duties, which the employee should perform as part of their employment with the City of Abbotsford.

4. Such employment does not occur during the employee's regular or assigned working hours, unless the employee, during the work day on which such employment occurs, is either on vacation leave, or leave without pay.

**1.5 WORKING HOURS, ATTENDANCE REGULATIONS.**

1. Basic working hours for all full-time employees is set by the Department Head.

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2. One-half hour to one hour shall be allowed for an unpaid lunch break as long as the employee logs a "normal" workday.

3. The office will be attended during regular office hours.

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4. The Public Works work week will be limited to forty (40) hours unless authorized by the Department of Public Works Manager.

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City Administrator and the Deputy Clerk/Deputy Treasurer will work the normal week plus meetings they are required to attend.

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5. Rotation: Employees required to work on a weekend (Saturday and Sunday) will be excused from work on the following Thursday and Friday.

#### 1.6 ATTENDANCE AND ABSENTEEISM.

1. Inability to report to work. If an employee is unable to report to work, the employee must notify their immediate supervisor within thirty (30) minutes before the start of the normal workday. Failure to give such notices may result in leave-without-pay, as circumstances warrant.

2. Unauthorized absence for three (3) consecutive working days shall be considered a resignation or just cause for dismissal.

3. Tardiness may be excused at the discretion of a supervisor for such reasons, including but not limited to, as road conditions, blood donation, vehicle trouble or accidents.

4. Excessive absenteeism without proper notice to supervisor shall be reason for disciplinary action. Within a thirty (30) day period one (1) to two (2) days of absenteeism will constitute a verbal warning, three (3) days of absenteeism will constitute a written warning, and four (4) days or more of absenteeism will result in separation.

#### 1.7 COMPENSATORY TIME.

1. Compensatory time can only be earned or taken upon authorization by an employee's immediate supervisor.

2. Compensatory time is computed at a rate of one and one-half hours of compensatory time per hour of overtime work performed. Hours worked in excess of forty (40) hours a week will be compensated at the rate of time-and-a-half for hourly employees. Compensatory time can be taken in lieu of over-time pay.

3. Compensatory time must be used within 12 months of the pay period in which it is earned. Compensatory time not used within 6 months of when it was earned will be paid out at one and a half times the original number of hours in excess of 40 hours a week.

4. Employees may accrue up to 80 hours of compensatory time that may be taken at a later time. Employees are only allowed to use compensatory time if it does not cause any overtime and at the discretion of the department head.

#### 1.8 CALL IN PAY

If an employee is called in during off-hours, the minimum paid time shall be for a two-hour period, regardless of time worked. Employees who work in excess of two hours will be compensated for the actual time worked.

#### 1.9 EMPLOYEE CONDUCT.

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Compensatory time can only be earned or taken upon authorization by an employee's immediate supervisor.¶  
¶  
Compensatory time is computed on a straight time basis for those hours worked which is the employee's regular work schedule. Hours worked in excess of forty (40) hours a week will be compensated at the rate of time-and-a-half for hourly employees. Compensatory time can be taken in lieu of over-time pay.¶  
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1.10 PUBLIC APPEARANCE. Any employee representing the City, asked by an outside agency or organization to appear as a guest speaker of invited program participant, must obtain prior approval from the City Administrator.

SECTION  
2 RECRUITMENT AND  
EMPLOYMENT

2.1 JOB ANNOUNCEMENTS. Recruitment notices to publicize vacancies and to provide candidates for a vacant position shall be prepared by the City Administrator and the appropriate Department Head. The notice shall be tailored to the position to be filled and directed to sources likely to yield qualified candidates. Individuals shall be recruited from a geographic area as wide as necessary to assure well-qualified candidates for the various types of positions. Job announcements shall include the job title or classification, summary of duties, qualifications required, where to apply, and application deadline. Notices of vacancies shall be given to staff personnel by posting notices on the appropriate bulletin boards.

2.2 SCREENING OF CANDIDATES/HIRING PROCEDURES. The following shall be used in determining the screening, interviewing and hiring procedures:

1. PERMANENT FULL-TIME, PERMANENT PART TIME & SALARIED EMPLOYMENT.

a. The City Administrator shall screen all applications to determine a reasonable number of candidates to be interviewed.

b. The Mayor (or designee), City Administrator, and Department Head shall conduct the interviews, determine the most qualified candidate(s), and hire the qualified candidate(s).

c. Department Heads shall participate in the above process, when it involves their department.

d. Department Head hires shall be approved by a simple majority vote of the City Council prior to assuming their office.

e. TEMPORARY & TEMPORARY PART-TIME: Part-time employees shall be selected, hired, and involuntarily separated by the City Administrator.

2.3 NOTIFICATION.

All persons selected will receive written notification of their appointment. Such notification will include position, title, starting salary, job description, immediate supervisor, reporting date and location, schedule of working hours, and fringe benefits.

Notification of those not selected. Candidates not selected will be notified that the position has been filled. Candidates may be asked to leave their application on file with the City future employment activities.

2.4 EMPLOYEE ORIENTATION. On the first day of work, the employee will be informed by their immediate supervisor of all City policies and practices. (See New Employee Orientation

**Moved up [1]:** <#>EMPLOYEE CONDUCT. Employees are expected to conduct themselves at all times in a manner befitting their status as an employee of the City of Abbotsford. Employees shall¶

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refrain from any action or public pronouncement, which reflects adversely upon the city. An employee should exercise discretion in regards to matters of official business and records. If any information has been received by an employee on a confidential basis, that confidence must be maintained.¶

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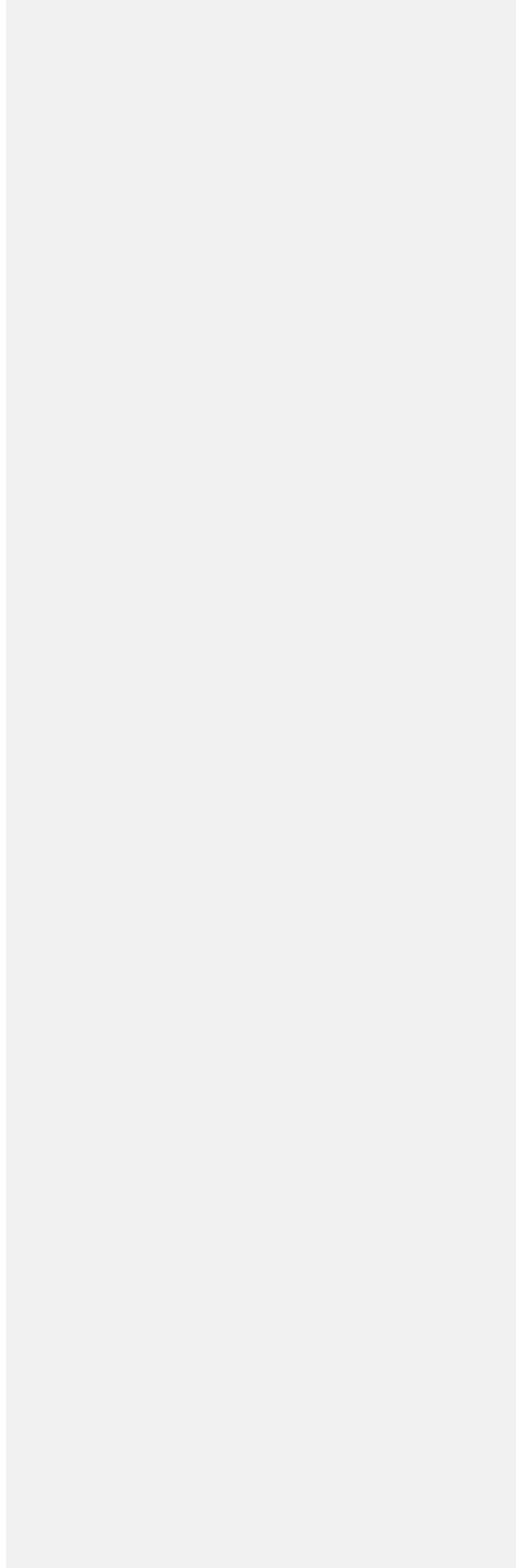
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Form Attached), receive printed material on policies and fringe benefits and complete a variety of payroll and fringe benefit forms. They will then be directed to their work site.



|



NEW EMPLOYEE ORIENTATION MEETING

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Employee name \_\_\_\_\_

Employee's first work day \_\_\_\_\_

- |                                  |                                    |
|----------------------------------|------------------------------------|
| _____ Job Description Reviewed   | _____ <del>Separation</del> Policy |
| _____ Hours, Work Week, Weekends | _____ Policies, Employee Handbook  |
| _____ Overtime Requirements      | _____ Attendance, Punctuality      |
| _____ Job Evaluations            | _____ Dress Code                   |
| _____ Pay Period, First Payday   | _____ Organizational Structure     |
| _____ Pay Increase, Promotions   | _____ Introduction to Staff        |
| _____ Vacations, Holidays        | _____ Tour of Facility             |
| _____ Medical Plan Eligibility   | _____ Parking Information          |
| _____ Unpaid/Emergency Leave     | _____ Lunch Areas                  |
| _____ Benefit Programs           | _____ Telephone Calls in/out       |
| _____ Rest Periods               | _____ <del>Training</del> Period   |
| _____ Work Rules/Regulations     | _____ Co-Worker Assigned           |
| _____ Disciplinary Procedures    | _____ Grievance Procedures         |
| _____ Sexual Harassment Policy   | _____ Right-To-Know Law            |
| _____ Safety Rules & Regulations |                                    |

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Special Notes: \_\_\_\_\_

\_\_\_\_\_

I understand the above are general management guidelines and may be changed as business necessity requires. The above does not constitute a written contract and I understand my employment is "at will" and is for no definite period and may be terminated according to City Policy.

I acknowledge that we have discussed all of the above.

\_\_\_\_\_  
Employee                                  Date                  Supervisor                                  Date

2.6 TRAINING PERIOD.

- 1. Each employee's first 90 days of employment in a specific position constitutes a formal training period. The City Administrator may extend the training period for an additional period as deemed necessary by the City Administrator and Department Head. During the training period, an employee may be discharged from the employment without cause by the City Administrator after consulting the Department Head.
- 2. If mitigating or unusual circumstances occur during the training period, with proper advance approval, employees may be granted leave without pay or arrange to make up the lost hours during the next two (2) consecutive pay periods. Authority to grant this shall be the City Administrator and Department Head.

3. Paid Time Off (PTO) shall be granted to an employee after completion of the training period. The training period will be used to calculate paid time off.

2.7 POSITION CLASSIFICATION.

- 1. Purpose/Establishment. Full-time employees and salaried employees will be evaluated sixty (60) days prior to the end of their training period. Each position shall have a job description consisting of statements listing the duties, responsibilities, and qualifications for that position. Every employee will be given a copy of his or her individual job description and a copy will be made part of the employee's personnel file.
- 2. Maintenance/Review. The City Administrator may periodically make investigations of any and all positions and report its recommendation to the City Council.

2.8 TRAINING DEVELOPMENT & EVALUATION.

- 1. Training, Career Development Policy.
  - a. The City will provide its employees with opportunities for career advancement. Attendance at seminars, conventions, conferences, meetings, and schooling is recognized as an important means for staff development. Within budget limitations, expenses may be paid by the City for such meetings, conventions and conferences. Attendance and completion of seminars and schooling at formal education institutions, where such attendance contributes to increased job capabilities, may be arranged by an employee and may be paid by the City. Employees will be allowed to fail one test per license at the cost of the City. A contract will be presented to the employee showing the costs of the classes for obtaining the license. The employee must sign a contract agreeing that if they terminate their employment before two (2) years have elapsed after completing their City-paid education, they will be responsible to pay back all costs of the education to the City. These costs will be deducted from their last paycheck.
  - b. Notice of job openings within the City will be circulated among staff first. The opening may be filled by a current employee without further recruitment for applicants, or the current employee may be considered along with other applicants.
  - c. Certification – Employees hired without required certifications may be given up to two (2) years after the date of hire to obtain the necessary certifications. If an employee does not obtain the required certifications within two (2) years

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of hire, the employee is subject to dismissal without recourse to the grievance procedure.

2.9 SEPARATION FROM EMPLOYMENT

1. Voluntary Separation

An employee who voluntarily resigns is required to submit a written notice two (2) weeks prior to the separation date. Notice of separation will be addressed to the City Administrator via the Immediate Supervisor. The City Administrator can determine the terms of acceptance of the resignation.

2. City-Initiated Separation

- a. Employees may be involuntarily separated. In the event of a serious infraction, immediate separation will follow with concurrence of the Mayor, the City Administrator, and the appropriate Department Head(s).
- b. If an immediate separation is made, a written summary of the circumstances and facts leading to the dismissal will be prepared and filed in the employee's personnel folder, and one copy will be delivered to the employee.

3. Disability

- a. An employee may be involuntarily separated for disability when they cannot perform the required duties because of a physical or mental impairment. Action may be initiated by the employee or the City, but in all cases, it must be documented in writing by a competent licensed physician. Employees with work-related disabilities will be entitled to all accrued fringe benefits.
- b. The City may require an examination at its expense by a physician of their choice. Before an employee is separated for disability, a reasonable effort shall be made to locate alternative positions within the City's service for which the employee may be suited.

4. Death. Separation will be effective as of the date of death. Unpaid annual leave, compensation, pay and other accrued fringe benefits will be paid to the estate of the employee. Any paid time off or vacation time taken, but not earned, will be deducted from the aforementioned payment to the employee's estate.

5. Reduction in Force/Lay-Off

In the event that a reduction in work force becomes necessary in the interest of economy or because the position no longer is needed, the City Council may abolish any position. Any employee holding such an abolished position shall be laid off and shall be placed on the re-employment list. If several employees hold comparable positions and one of these positions is eliminated, consideration will be given to the quality level of each permanent or salaried employee's past performance, the need for their service and seniority in determining those employees to be retained.

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a. Employees who are laid off because of a reduction in work force will be given at least two weeks' notice of any anticipated lay-off.

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b. Separating employees are entitled to compensatory time off only if it is taken before the separation of employment. Separating employees shall not be reimbursed for accrued compensatory time, and they will be assessed for paid time off taken but not earned.

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c. Separating employees shall be paid for annual vacation accrued but not used and assessed for annual vacation taken but not earned.

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6. Demotions.

a. An employee may be demoted to a position of lower grade for which they are qualified for any of the following reasons:

- 1) When an employee would otherwise be laid off because their position is being abolished.
- 2) Their position is being reclassified to a higher grade for which they do not possess the necessary required qualifications.
- 3) Lack of work.
- 4) Lack of funds.
- 5) When an employee does not possess the necessary qualifications to render satisfactory service in the position they hold.
- 6) When removed during the training period.
- 7) Voluntary request for said demotion.

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b. All demotions must receive the approval of the City Administrator. If the employee is demoted against their will, he/she may appeal to the City Council who shall carefully consider the appeal and communicate its decision to the employee at the earliest practical date.

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7. Suspension.

a. All suspensions shall be recommended to the City Administrator from the Immediate Supervisor.

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b. Suspension with loss of pay for up to thirty (30) days may be levied as a disciplinary measure by the Mayor or City Administrator.

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c. An employee is subject to suspension when there exists a question regarding either 1) a violation of written City policy, or 2) activity in opposition to the stated goals and objectives of the City. All suspensions must be in writing with a copy given to the employee.

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d. An employee on suspension is to leave work and not report to work until instructed to do so in writing.

8. Reinstatement.

- a. An employee who resigns while in good standing or who is dismissed because of reduction in work force may be reinstated within one (1) year of the date of the separation, with the approval of the City Administrator.
- b. An employee who enters extended active service with the Armed Forces of the United States will be granted reinstatement rights commensurate with Chapter 43 of Public Law 93-508.
- c. An employee who is reinstated resulting from a lay-off will be credited with previous service and previously accrued PTO and will receive benefits provided in accordance with this policy and under supplementary rules and regulations.

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2.10 EMPLOYEE DISCIPLINE.

1. Policy. As the basic standard of justice, employees are to be informed in writing of the behavior expected of them and the rules, regulations, policies, procedures, and practices contained in the employee handbook by which they must abide. Disciplinary action may result from failure to abide by such notification and information. All new employees will be oriented to such information at the start of their employment.

2. Progressive Disciplinary Action. 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 City reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

3. Cause for Disciplinary Action. Reasonable standards of employee conduct are necessary in order to provide the best possible atmosphere and service for City residents and others. Conclusive evidence of any of the following non-exhaustive list will constitute a violation of these standards and may result in disciplinary action up to and including separation.

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- a. Failure to comply with explicit requirements of personnel policies.
- b. Substantiated failure to perform according to the job description and requirements of one's position.
- c. Insubordination.
- d. Falsification of employment application or City records.
- e. Willful conduct endangering the welfare of a resident or fellow employee.
- f. Absence from duty without notice.
- g. Willful damage to City property.
- h. Work dysfunction due to the use of alcohol or controlled substances.
- i. Theft of property belonging to the City, a City resident or fellow employee.
- j. False claims for salary and/or other reimbursement for job expenses.
- k. Disclosure of confidential information regarding the City without proper authorization.
- l. Use of City equipment and/or supplies without prior approval from the immediate supervisor, City Administrator, City Council, or Mayor.
- m. Refusal to report for physical examination, laboratory test or x-rays when authorized by the City Administrator.
- n. Unauthorized possession of a dangerous weapon on City property.

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- o. Sleeping on duty.
- p. Use of the employee's position to plan, initiate, or participate in or otherwise aid or assist in the conduct of any unlawful demonstration, rioting or civil disturbance.
- q. Participation in connection with the performances of job duties, in the form of picketing, protest or other direct action which is in violation of any law.

Other circumstances may warrant disciplinary action and will be treated on a case-by-case basis. 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 City.

2.11 GRIEVANCES AND APPEALS.

DISCIPLINE AND GRIEVANCE PROCEDURE

**Discipline.** 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 City of Abbotsford. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay) or separation 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 separation of employment without going through progressive discipline steps. The City of Abbotsford reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

**Grievances.** This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and separation. This policy applies to all employees covered under Section 66.0509, Wis. Stats., An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, "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.

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 City of Abbotsford City Administrator. The employee must prepare and file a written grievance with the City Administrator within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The written grievance must contain the name and position of the employee filing it, a statement of the grievance, the issue involved, the relief sought, the date the event giving rise to the grievance took place, the employee's steps to orally review the matter with the employee's supervisor and the employee's signature and the date. The City of Abbotsford City Administrator or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his or her decision, if possible within ten (10) business days of receipt of the grievance.

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**Policy.** As the basic standard of justice, employees are to be informed in writing of the behavior expected of them and the rules, regulations, policies, procedures, and practices contained in the employee handbook by which they must abide. Disciplinary action may result from failure to abide by such notification and information. All new employees will be oriented to such information at the start of their employment.¶  
 ¶  
**Disciplinary Action.** Disciplinary action may include any of the following:¶  
 ¶  
**Verbal Warning.** A verbal warning is given an employee for minor violations of the city policies or performance standards. The warning is given in an individual conference between the employee and the Immediate Supervisor. The employee will be asked to sign, along with the immediate supervisor, the record of verbal warning and a copy will be placed in the employee's personnel file where it will be retained for five (5) years.¶  
 ¶  
**Reprimand.** An employee, whose performance is not satisfactory, will receive a reprimand in writing signed by the employee and the immediate supervisor with a copy given to the employee. The reprimand must contain the specifics of the conduct for which the employee is being reprimanded. The employee will be given thirty¶  
 (30) days in which to demonstrate improvement in their conduct. Records of reprimands are retained in the employee's personnel file for five (5) years. Substantiated failure to meet the terms of the reprimand, or refusal to comply with the standards of employee conduct may result in the employee's termination.¶  
 ¶  
**Cause for Disciplinary Action.** Reasonable standards of employee conduct are necessary in order to provide the best possible atmosphere and service for city residents and others. Conclusive evidence of any of the following will constitute a violation of these standards and may result in disciplinary action up to and including termination.¶  
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 Failure to comply with explicit requirements of personnel policies.¶

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2. Step 2– Impartial Hearing Officer. If the grievance is not settled at the first step, the employee may request in writing, within five (5) business days following receipt of the City Administrator decision, a request for written review by an impartial hearing officer. The City of Abbotsford shall select the impartial hearing officer. The hearing officer shall not be a City of Abbotsford employee. The impartial hearing officer will determine whether the City of Abbotsford acted in an arbitrary and capricious manner. In all cases, the grievant shall have the burden of proof to support the grievance. 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. The impartial hearing officer shall be appointed by the Mayor.

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3. Step 3 – Review by the Governing Body. If the grievance is not resolved after Step 2, the employee or the City of Abbotsford Mayor/Council President shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Governing Body. For Library employees, the appeal shall be filed with the Library Board. For all other employee, the appeal shall be filed with the City Council. The City Council shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the City Council’s next regular meeting. The City Council will inform the employee of its findings and decision in writing within ten (10) business days of the City Council meeting. The City Council shall decide the matter by majority vote and this decision shall be final and binding.

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

2.12 PERSONNEL RECORDS.

RECORDS RETAINED. Copies of important papers relating to your employment are kept in a central file by the City, called your “personnel file.” An example of the type of information that is kept includes your employment application, insurance enrollment forms, annual performance reviews, disciplinary actions, if any, and any relevant employment test scores. You have the right to review your file during normal business hours, but on unpaid time. If you wish to do so, you should inform your supervisor in writing, and arrangements will be made within seven business days for you to review the non-confidential parts of your personnel file. You may supplement any papers in the file with a written statement.

Employees retain the right to gain access to their personnel file subject to Wis. Stat. § 103.13(2).

PUBLIC RECORDS REQUESTS. The City will comply with the provisions of the Wisconsin Public Records law. Direct any specific questions to the City Administrator.

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- Deleted: PERSONNEL RECORDS.¶  
CONFIDENTIALITY. A personnel/payroll file will be maintained for every employee and will contain records relevant to the employee’s position in the city and their performance of the same. Such records may include, but not be limited to the following:¶  
Section Break (Next Page)¶  
Application and references¶  
Application and references¶  
Medical information¶  
Performance appraisal records¶  
Termination interview record¶  
Home address and telephone number¶  
Name and address¶  
Date of Birth¶  
Dates employment began & ended¶  
Rate of pay for each payroll period¶  
Amount & reason for each payroll deduction¶  
¶  
Personnel records shall be maintained by the Clerk’s Office to be held in the strictest confidence except as provided below.¶  
Employees will be permitted to their own file upon written request.¶  
The Mayor shall have access at any time.¶  
Immediate supervisors shall have access to personnel files.¶  
Consent shall not be required in cases involving court orders.¶  
Any Finance and Personnel committee member shall have access to the personnel files.¶  
Anyone in the above-mentioned sections (a through e), having access to personnel files, must date file and give reason for access.¶  
All other parties not referenced in the aforementioned sections (a through e) shall not have access to personnel records.¶

SECTION  
3 COMPENSATI  
ON

3.1 POLICY. It shall be the policy of the City of Abbotsford to compensate its employees in a manner that is equitable and commensurate to the degree of responsibilities carried by that position.

1. Determination of rates. Salary and hourly wages will be reviewed annually, unless otherwise agreed upon by the City Council or Committee of the Whole at budget time taking into consideration the degree of responsibility, level of training required, complexity of work relationships, attitude, supervisory responsibility, necessity for exercising independent judgment, and performance evaluations for the year.
2. Class Salary Range. Salary ranges will be determined for each job title by the City Administrator for review by the City Council annually. Changes in salary ranges or creation of salary ranges will be recommended by the City Administrator for final approval by the City Council.
3. Hiring Range. In accordance with funding source requirements, at least the Federal minimum wage, unless state minimum wage is higher, will be paid to all employees. Wages and salaries will be reviewed annually to ensure that they reflect local and national trends.
4. Certification Pay: \$.50/hr per license.

3.2 PAYROLL PERIOD & PAYDAY.

1. City employees are paid on a bi-weekly payroll system. Each period covers fourteen (14) calendar days beginning on a Saturday and ending the Friday the following week. The paychecks will be distributed to each department every two weeks on Friday. If the payday falls on an official holiday; checks will be issued the preceding workday.
2. Payroll will occur via direct deposit.
3. City Council members are paid monthly on the day of the City Council meeting for the previous month's meetings.
4. Payroll Advance. Requests for pay advances are discouraged. In an extreme emergency, and with approval of the Mayor and City Administrator, a pay advance may be made to the extent of wages earned up to the time of request.
5. Release of a paycheck to someone other than the employee requires written authorization from the employee.
6. Separation Payments.
  - Annual Leave (Vacation) In the event of separation for any reason, accrued (up to and including the day of separation) annual leave (vacation) shall first be reviewed by the City Council or Committee of the Whole and will be paid out on the next bi-weekly payroll following the meeting of the City Council or Committee of the Whole.
  - Paid Time Off: Benefit full-time employees.
    - Separating employees will forfeit all unused accrued PTO.
    - Retiring employees will receive 100% of unused accrued PTO accumulated through the

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**Deleted:** Employees whom obtain Water and Waste Water certifications shall be paid \$.10 per exam passed. When operator becomes fully certified for all required subgrades in Water or Waste Water they qualify for certification pay of \$1.50 for Waste Water and \$1.50 for Water.

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- date of retirement up to the maximum limit.
- Resigning employees will forfeit all unused accrued PTO.

### 3.3 REIMBURSEMENT FOR JOB-RELATED EXPENSES.

#### 1. Transportation.

- Prior to travel, a training request form must be approved by a Department Head and City Administrator. Employees engaged in previously approved City business will receive reimbursement at the rate established by the City Council. When more than one staff member is going to the same destination, they are expected to travel in the same vehicle if reimbursement is to be paid. This can be reviewed on a case by case basis and exceptions can be considered by the Department Head and the City Administrator. A city owned vehicle must be used if one is available. Reimbursement for use of a personal vehicle will be paid over the shortest route possible. Transportation shall be of the most economical type route and class, with a starting point being measured beginning at the Abbotsford City Hall. Reimbursement will be paid at the IRS Rate for a use of personal vehicle.
- Transportation to and from work is the responsibility and sole cost of the employee.
- Parking fees are reimbursable upon approval by the City Administrator.

#### 2. Meals and Lodging.

- When the employee is required to travel out of town on City business, the City shall provide a suitable vehicle. If the City does not have a suitable vehicle available to use, the employee may use their private vehicle to be compensated by odometer mileage for use by the City at the current IRS rate allowed. All expenses incurred in regard to tolls, parking fees, or garage charges are to be reimbursed by the City upon presenting of receipts.
- When the City requires an employee to attend an overnight out-of-town function, the City will reimburse the employee for lodging and meal expenses, upon presenting of receipts. If a guest accompanies an employee, the City will reimburse the employee for the single rate of lodging, and the employee will be required to pay the difference.
- The City will reimburse the employee for up to
  - \$8.00 for breakfast,
  - \$12.00 for lunch
  - \$17.00 for dinner.
- The City will also reimburse the employee for any registration fees or other materials required for the function.
- Employees will be paid for time actually worked at the employee's regular rate of pay for job-related meetings, seminars, and schooling.

- Elected officials lost wage reimbursement. Each elected official who is required to be absent from his regular place of employment for a period of one working day or longer because of official City business shall be reimbursed for each day absent from his regular place of employment at his or her regular daily pay rate. The regular daily pay rate must be provided in writing by the elected official's employer.

- Payment for licenses. Water and Wastewater licenses and license renewals will be

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paid ~~for~~ by the City.

3.4 OVERTIME.

1. Any ~~non-exempt~~ employee that is required to perform work in excess of forty (40) hours per week, shall be compensated at the rate of time and one-half his/her regular hourly rate.

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2. Overtime will not be authorized unless the immediate supervisor determines and funds are available for payment.

3. Overtime payments will be made in the pay period during which the overtime was performed. Holiday, Vacation, (Annual Leave), and PTO are not used to determine or calculate overtime; only actual hours worked are used in the ~~determination~~ and calculation of overtime.

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4. ~~In lieu of overtime compensation, employees may accrue compensatory time in accordance with the City's Compensatory Time policy.~~

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3.5 HOLIDAY PAY. Hourly or salaried non-supervisory employees who are called because of extreme emergency conditions by the Immediate Supervisor, to perform work on an official holiday, shall receive compensation as follows:

1. Employees shall be paid at their straight time rate for each holiday. Employees required to work a holiday will be paid two times (2) their regular hourly rate of pay for hours on the holiday.

2. Authorization for payment shall be made a part of record on the employees time sheet with a description of the job(s) performed and shall be submitted to the City ~~Administrator or his/her designee~~ by the individual who made the ~~determination~~ to call the aforementioned employee.

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3. Employees must be actively at work the last scheduled workday prior to and the next scheduled workday immediately following a holiday to qualify for holiday pay. An employee may be off from work on one or both qualifying days for one of the following reasons and qualify for holiday pay: Vacation, paid non-occupational illness/injury leave, occupational illness/injury, jury duty, ~~permission from the City Administrator,~~ and funeral leave.

3.6 RECORDING OF TIME. Time sheets for all employees must be completed and submitted to the City Treasurer by 10:00 a.m. the Monday prior to Payday. Time must be entered to the nearest quarter (1/4) hour.

3.7 MEETING ATTENDANCE. If the employee is required to attend meetings, they will ~~be compensated in accordance with the Call-In Pay policy.~~

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SECTION 4

PERMANENT FULL-TIME & SALARIED EMPLOYEE BENEFITS, HOLIDAYS & LEAVES OF ABSENCE.

4.1 RETIREMENT & SOCIAL SECURITY. The City of Abbotsford shall abide by ~~state and federal laws and~~ regulations regarding participating contributions to the Wisconsin Retirement Fund and Social Security. The City will pay the employer contribution to the

**Deleted:** Federal and Wisconsin Statutes and all applicable laws and

Wisconsin Retirement System Fund.

4.2 HEALTH INSURANCE.

1. The City will provide health and welfare benefits to eligible employees beginning the first day of the month following the date of employment. The City will pay 80% of the health insurance premium cost for eligible employees.

2. The City reserves the right to review and change the insurance carrier, or self-fund health care benefits, so long as the benefits provided are substantially similar to those provided. In the event the City elects to change health insurance, it shall only be obligated to provide health insurance benefits substantially similar to those provided in the health insurance plan that is currently in effect.

3. If an employee is absent due to an injury on the job of this Employer, the Employer shall continue the required contributions until such employee returns to work up to five (5) months beyond the month of the injury. If an employee is absent because of layoff, the Employer shall continue the required contribution for one (1) month following layoff.

4. The City will pay an employee a total of \$4,200.00 per year to employees who opt out of the City's health care plan. The payout shall occur on a monthly basis and in equal sums.

4.3 ANNUAL LEAVE (VACATION).

1. A written request for an annual leave is required from all permanent full-time and salaried employees. Annual leave credits are earned by permanent full-time and salaried employees as a fringe benefit, but is a matter for administrative determination when an employee may be granted leave and in what amount. Work requirements as well as reasonable and considerate treatment of an employee are determining factors. All absences from work not covered by compensatory time or PTO will be charged against annual leave or leave pay.

2. Annual leave shall be accrued by each permanent full-time employee from the first day of employment, and may be used after the completion of the employee's training period or with the permission of the City Administrator. Leave of absence without pay or benefits for a maximum of one-hundred-eighty (180) days may be granted to permanent full-time and salaried employees of the City of Abbotsford with the approval of the City Administrator and the City Council. Vacation leave will be credited on a bi-weekly basis at the following rates beginning on the employee's anniversary date:

Continuous Years Of Service	Credited Vacation Leave	Hours Per Pay Period
Less than 2 Years	5 Days	~1,538
2 through 6 Years	10 Days	~3,077
7 through 9 Years	12 Days	~2,038
10 through 14 Years	15 Days	~4,615
15 or more years	20 Days	~6,154

3. If a City non-work day or recognized holiday falls within the vacation period, that day shall not be deducted from the annual credited leave balance of the vacationing employee.

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4. In the case of death of a permanent full-time or salaried employee, unused accrued annual leave shall be paid to the employee's estate.
5. ~~Separating~~ employees shall be paid for annual leave accrued but not taken; they will be assessed for annual leave taken but not earned.
6. No Accumulation: Vacations shall not accumulate from year to year. ~~Vacation earned in the year prior to an employee's anniversary date must be used within 6 months after their anniversary date unless an exception is made by the City Council.~~ In the event an employee has unused vacation time from the previous year, ~~6 months after their anniversary date,~~ the City will pay out unused vacation time with a maximum payout of 40 hours. ~~Any remaining time will be forfeited.~~ Schedule: All vacation usage must be approved. Requests for vacation usage must be approved in advance by the employee's immediate supervisor. Written requests for vacation in excess of (8) hours must be submitted to the employee's immediate supervisor at least five (5) working days before the first day of requested vacation. Written requests for vacation in excess of two (2) weeks must be submitted to the employee's immediate supervisor at least ten (10) working days before the first day of requested vacation.
7. Vacation Increments: Employees shall take vacation in increments to be approved by the supervisor.
8. ~~Annual leave will not be used to determine or calculate overtime pay.~~

4.4 OFFICIAL CITY HOLIDAYS.

1. The following days will be paid holidays for benefit eligible employees:
  - a. New Year's Day
  - b. Memorial Day (Federally designated Monday)
  - c. Independence Day
  - d. Labor Day
  - e. Thanksgiving Day
  - f. ~~Christmas Day~~
2. Employees must be actively at work the last scheduled workday prior to and the next scheduled workday immediately following a holiday to qualify for holiday pay. An employee may be off from work on one or both qualifying day for one of the following reasons and qualify for holiday pay:
  - a. Vacation
  - b. Paid non-occupational illness/injury
  - c. Occupational illness/injury
  - d. Jury Duty
  - e. Funeral Leave
  - f. Prior Approval of the Mayor or City Administrator
3. In the event a paid holiday falls within a vacation period, such day shall not count as a vacation day taken. (see 4.03 (4)). When any such holiday falls on Sunday, the following Monday shall be considered the paid holiday. When any such holiday falls on a Saturday, the proceeding Friday shall be considered the paid holiday. Payment for holidays shall be computed based upon eight (8) hours at the employee's regular hourly rate of pay.

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4. Holiday pay will not be used to determine or calculate overtime pay.

4.5 **RELIGIOUS OBSERVANCES.** The City will endeavor to make reasonable accommodations for employees required observances due to conscientious religious beliefs. Department Heads must be consulted at least ~~seven (7)~~ days in advance of such a religious observance in order to ensure the employee's duties are covered. Any such day taken shall be without pay unless covered by compensatory time or annual leave.

4.6 **PAID TIME OFF (PTO)**

1. **Paid Time Off (PTO) Accrual and Use:**

- a. Permanent full-time employees shall accrue 3.7 hours of PTO accrual per each 2-week pay period, prorated for any pay period less than two (2) weeks.
- b. Paid Time Off (PTO) may be used for any purpose. However, the use of PTO is subject to the approval of the immediate supervisor. In the event of illness, the employee shall notify their immediate supervisor of their intent to take PTO thirty (30) minutes before the start of the regular workday, if at all possible. Failure to give notice within this time period may result in leave without pay as circumstances warrant.
- c. PTO will be used when, through exposure to a contagious disease, the presence of the employee at their place of duty jeopardizes the health of others.
- d. When illness/injury occurs prior to or within a period of a scheduled annual leave, the period of illness may be charged as PTO at the discretion of the immediate supervisor upon written request by the employee accompanied by a doctors certificate.
- e. When accrued PTO is exhausted, or when PTO is requested in excess of accrued PTO, accrued annual leave may be used in lieu of PTO at the discretion of the City Council.

Maximum accumulation. Unused PTO will be credited to each employee's reserve, which may accumulate to a maximum of ~~two-hundred-forty (240)~~ hours. Separation from employment for any reason other than retirement shall result in the forfeiture of all unused accumulated PTO allowance. Retiring employees will receive 100% of their unused accumulated PTO.

f. For the purposes of a PTO payout, a retiring employee is defined as employee who has filed for retirement with the State of Wisconsin Retirement System and has worked for the City of Abbotsford for at least 15 year. An employee who is not eligible to file for retirement due to state age restrictions, but has work for the City for at least 30 years is also eligible for a PTO payout.

g. Employees who have already accrued more than the maximum reserve limit of 240 hours shall have their have their PTO hours capped at the number of

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hours they have accrued at the time of adoption of this manual.

- h. PTO will not be used to determine or calculate overtime pay.
- i. All full time employees may choose to transfer their unused PTO and accumulate up to a ceiling of 240 hours of PTO.
- j. Retirement Payout: When an employee retires by applying for benefits from the Wisconsin Retirement System and before becoming eligible for Medicare, the total amount of their PTO remaining in their bank may be applied to pay for the employee's health insurance premiums, or paid to the employee on their final paycheck at the employee's pay rate at retirement.
- k. Employees shall be grandfathered in cases where a higher maximum threshold was reached prior to the enactment of this employee manual.
- l.

4.7 EMERGENCY LEAVE. At the discretion of the City Administrator leave may be granted to employees, with or without pay, for emergency and personal reasons.

4.8 LEAVE OF ABSENCE.

- 1. Unpaid Leave of Absence:
  - 2. In order to qualify for an unpaid leave of absence, an employee must have worked for one (1) continuous year prior to the request. For requests for an unpaid leave of absence not to exceed two (2) working days, the employee must submit a written request to his immediate supervisor at least five (5) working days in advance. Requests for unpaid leaves of absence exceeding two (2) working days must be submitted in writing to the City Administrator via the employee's immediate supervisor at least five (5) working days in advance of the City Council meeting for approval by the City Council. An unpaid leave of absence shall not exceed six (6) months. Unpaid leaves of absence requested as an extension of PTO must be accompanied by a doctor's certificate. If an employee does not return to work and an extension to the leave of absence has not been granted, the employee will be considered to have resigned his employment with the City.
  - 3. At the expiration of the unpaid leave of absence, the employee shall be reinstated to the position vacated or an equivalent position. If a suitable vacancy is not available, the employee's name shall be placed on the reinstatement list.
  - 4. Employees do not earn vacation or paid time off while on an unpaid leave of absence. Insurance may be retained if the entire monthly premium is paid by the employee during the calendar months that the employee is off the payroll for the entire month. If the employee is on the payroll as of the first day of the month, the Employer will pay the employee's portion of the insurance premium for that month.
  - 5. Unpaid leaves of absence shall not be granted unless an employee has exhausted all paid time off and vacation.
  - 6. Employees shall not be employed elsewhere during unpaid leaves of absence.
  - 7.

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Personal days can be used for any reason that complies with Section 4.06.

If personal days are not used prior to the end of the year, the employee may receive the pay for such unused days at their regular hourly rate, or transfer their unused personal time into their sick leave reserve, thereby accruing maximum of 480 hours. Payment for any unused personal days will be included in the first pay period of the following year.

Personal day pay will not be used to determine or calculate overtime pay.

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In the instance of death in the immediate family, a total of three (3) day's leave with pay will be allowed.

In the event of a death of a member of other family, one...

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8. Emergency Leave: Emergency leave, with or without pay, may be granted to employees for emergency and personal reasons at the discretion of the Mayor and City Administrator.

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4.9 MATERNITY/PATERNITY LEAVE.

1. A maternity/paternity leave shall be granted, not to exceed (10) weeks. An employee is expected to return to work eight (8) weeks after the delivery date. A doctor's statement must be submitted approving an employee's return to work.
2. In all other aspects, a maternity/paternity leave shall be administered under the provisions of Section 4.04.

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4.10 ADMINISTRATIVE LEAVE. Employees may be granted a leave of absence with pay to attend professional conferences, participate in training sessions and courses that are specific to their work and engage in other similar job-related activities provided such leave shall be approved if the employee is not to be compensated from any other source during the period of absence. Traveling expenses, lodging, conference fees, tuition, and similar expenses incurred during such leave may be paid in whole or in part as set down in Section 3.03 of this handbook.

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4.11 CIVIL LEAVE. An employee shall be given time off without loss of pay when performing jury duty, when subpoenaed to appear before a court, public body or commission. The employee will be reimbursed for the difference in wages lost due to the performance of jury duty.

4.12 MILITARY LEAVE.

1. Employees on two (2) week annual training will be paid the difference between the military pay and their normal pay.
2. Employees returning from service in the Armed Forces of the United States will be entitled to re-employment rights as required by State and Federal Law. Upon their honorable discharge from military service, they shall be entitled to be restored in the same position or to a position equally acceptable to them for which they are qualified, provided they reapply for employment within ninety (90) days after discharge or before expiration of any statutory right to employment, and provided circumstances have not changed making it impossible or unreasonable for restoration of employment. Any rights accrued will not be interrupted by absence while on military leave. If re-employed, time spent in military service may be counted in computing years of service for annual leave.

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4.13 UNEMPLOYMENT COMPENSATION. City employment is covered by Wisconsin Unemployment Compensation laws.

4.14 WORKERS COMPENSATION PAY.

1. In the event that an employee of the City is injured while at work and as a consequence to said injury receives worker's compensation disability pay, said employee shall be paid directly from the Workers Compensation insurance company for any time not worked, as Workers Compensation is a non-taxable benefit to the employee.

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2. The employee shall not earn PTO, holiday or vacation accruals during periods of disability under the Worker's Compensation Act beyond the initial one-hundred-eighty (180) calendar day period.

4.15 CLOTHING REIMBURSEMENT – Footwear, coveralls, uniforms, and/or jackets will be reimbursed in the amount of \$200.00 per year

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4.16 SAFETY GLASSES. The following procedure is to be followed concerning the eye safety program.

1. Each employee may go to the eye doctor of his or her choice.
2. Each employee is responsible for his or her own eye examination and subsequent services; including complete frame measurements, verification of prescription, and dispensing.
3. The City of Abbotsford will pay for any frame included in the basic standard package. Any approved safety frame stocked may be used; however, upgraded frame styles will be at employee's expense. All frames must have side shields; clip-on side shield safety glasses are acceptable.
4. For the protection of our employees, polycarbonate lenses are recommended. The City of Abbotsford will pay for single vision and standard (lined) multifocals, tinting, and scratch resistance. Progressive power lenses are available at an additional charge to the employee.
5. All safety eyewear materials (lenses and frames) must meet all specifications of ANSI Z.87.1 (1968/69) and OSHA standards.
6. Options that will not be paid by the City include UV coating, no-line bifocals and no-line trifocals.
7. A receipt of purchase is necessary for reimbursement.
8. When glasses are ready for pickup, your chosen provider will contact you for a fitting appointment; you will be responsible for the fitting fee.
9. If the employee is not in need of prescription eyewear, the City of Abbotsford will provide, at no charge, safety glasses that will be worn by the employee. Cost is not to exceed \$100.00 for each pair.
10. Reimbursements for safety glasses, up to \$100.00 per pair with any excess paid by the employee. Employees are to turn safety glass receipts in to their supervisor. Reimbursement will be issued following the next scheduled council meeting.
11. Employees are required to wear the protection eyewear immediately upon receipt of the safety glasses.
12. Eligibility for a new pair of prescription safety glasses will be every two years; a second pair will be purchased in a calendar year, if approved by the City Administrator.

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SECTION 5

HARRASSMENT

The City of Abbotsford is an equal opportunity employer and is committed to providing you with a work environment that is free from discrimination and harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status with respect to public assistance and other characteristics protected under state, federal, or local law. Such conduct is prohibited in any form at the workplace, at work-related functions, or outside of work if it affects the workplace. This policy applies to all City of Abbotsford employees, customers, guests, vendors and persons doing business with The City of Abbotsford.

Prohibited harassment may occur between persons of the same or opposite gender, of the same or differing race, of the same or differing religion, of the same or differing disability status, etc. The City will not tolerate discrimination, sexual harassment or other inappropriate actions by, or of, any of its employees. All employees are required to abide by this policy and all State and Federal statutes relating to equal opportunity.

SEXUAL HARASSMENT. Sexual harassment has been defined as: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when...

Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;

Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or

Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Examples of sexual harassment may include sexual propositions, sexual innuendos, suggestive comments, sexually orientated "jokes" or teasing, displays of sexually explicit pictures or cartoons, leering, whistling, making obscene gestures and physical contact such as touching, pinching, brushing against another's body, coercing sexual intercourse, continuous requests for dates after the recipient states he or she is not interested, name calling, or communications containing any of the above.

Sexual harassment is measured from the viewpoint of a reasonable woman if the victim is a woman, or a reasonable man if the victim is a man. It is not the intent of the person engaging in the activity that determines what constitutes sexual harassment, but rather, the effect the activity has on the victim. Thus, well-intentioned compliments may be considered sexual harassment if a reasonable person of the same sex as the recipient would perceive it to be harassing, whether or not the compliment-giver intended to harass.

DESIGNATED CONTACT PERSONS. Any employee who believes they have been subject to discrimination or harassment, including sexual harassment, should immediately report the matter to their supervisor, the City Administrator, or the Mayor (whichever the employee is most comfortable with). If for any reason, the complainant is uncomfortable reporting the action to any of these representatives, they may report it to the City Attorney. If any member of management receives a complaint, or is aware of a situation that may constitute discrimination or harassment, they should

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immediately notify the appropriate committee chairperson.

INVESTIGATION/RESOLUTION OF A COMPLAINT. Every reported incident of employee harassment will be thoroughly and promptly investigated. The City will, to the extent possible, maintain the confidentiality of those involved in the complaint and investigation. If the investigation confirms that harassment or discrimination has occurred, the City will take appropriate corrective action including, but not limited to, formal disciplinary action. The employee filing the complaint will be notified of the final determination prior to the closure of the complaint.

The City of Abbotsford forbids intimidation of or retaliation against anyone for reporting harassment or discrimination, or otherwise assisting the investigation of the complaint.

## SECTION 6

### ELECTRONIC MAIL, INTERNET, PHONE, AND COMPUTER POLICY

The City of Abbotsford's electronic mail, computer, Internet, and phone systems are company property. These systems are in place to help you be more productive. These systems are for business purposes, and any personal use is to be limited. The City of Abbotsford reserves the right to intercept, monitor, copy, review and download any communications or files you create or maintain on its systems.

Electronic mail, computer, Internet, and phone communications will be held to the same standards as all other business communications, including compliance with the City of Abbotsford's anti-discrimination and anti-harassment policies. We expect you to use good judgment in your use of our company's system. Management should be notified of unsolicited, and/or offensive materials received by any employee on any of these systems.

Your consent and compliance with e-mail, computer, Internet, and Phone policies is a term and condition of your employment. Failure to abide by these rules or failure to consent to interception, monitoring, copying, reviewing, and downloading of any communications or files is grounds for discipline, up to and including separation.

#### Computer usage

1. All computer equipment and related resources are to be used for business purposes associated with the performance of each employee's job.
2. Computer-related resources include, but are not limited to: computer equipment, printers, systems, terminals, networks, programs, software, data, files and documentation.
3. Each of the City of Abbotsford's personal computers has been customized to the individual user's job description.
4. Employees should not password protect any data, unless authorized to do so. All passwords for protected files must be given to the employee's supervisor. The City of Abbotsford reserves the right to change employees' computer passwords.
5. If your computer comes with factory installed computer games, it is up to the discretion of your supervisor whether or not you can play them on your authorized break times.

**Deleted:** The City of Abbotsford is committed to providing you with a work environment that is free from discrimination and harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status with respect to public assistance and other characteristics protected under state, federal, or local law. Such conduct is prohibited in any form at the workplace, at work-related functions, or outside of work if it affects the workplace. This policy applies to all City of Abbotsford employees, customers, guests, vendors and persons doing business with The City of Abbotsford.¶

¶ Prohibited harassment may occur between person's of the same or opposite gender, of the same or differing race, of the same or differing religion, of the same or differing disability status, and so on.¶

¶ Sexual harassment has been defined as: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when...¶

¶ Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment.¶

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¶ Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or¶

¶ Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or¶

¶ Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.¶

¶ Examples of sexual harassment include, but are not limited to:¶

¶ Repeated offensive sexual flirtations, advances or propositions;¶  
¶ Innuendoes, suggestive comments, sexually oriented "kidding", jokes about gender-specific traits, foul or obscene language or gestures;¶

¶ Displays of foul or obscene printed or visual material; or¶  
¶ Physical contact, such as patting, pinching, or brushing against another's body.¶

¶ Any employee who believes he or she has been subject of sexual harassment is encouraged to promptly notify the City Clerk.¶

¶ Every reported incident of employee harassment will be thoroughly investigated, with respect for confidences and sensitivities of the situation. If it is determined that sexual harassment has occurred, appropriate disciplinary action, up to and including discharge will be taken.¶

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6. The City of Abbotsford licenses computer software for use by its employees on company owned personal computers.
7. Intentional destruction or damage of the City of Abbotsford's computer-related resources may result in separation and civil and/or criminal liability under Wisconsin law.

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### Phone System

The phone system is one of the essential tools we use to enhance the City of Abbotsford and to maintain "high quality" customer service.

Any use of the phone system for non-work related purposes beyond occasional and incidental use, is prohibited. The City of Abbotsford, in its sole discretion, shall determine what constitutes occasional and incidental use. You are permitted to make limited local area calls on company telephones for essential personal business during lunch or "break" periods only. Please do not abuse this privilege. Emergency calls regarding illness or injury to family members, changed family plans, or calls for similar reasons may be made at any time. Incoming urgent calls will be directed to you.

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### E-mail and Internet Usage

1. Internet access and electronic mail is provided for the City of Abbotsford for official business use only.
2. When using the Internet, do not send sensitive or confidential information without prior approval from the department's manager. To protect from viewing by unauthorized parties, these files should be encrypted with a password, unless transferred within a secure site.
3. Electronic communications are generally confidential. However, users should not expect confidentiality on the Internet. The electronic mail system hardware is city property. Additionally, all messages composed, sent, or received on the electronic mail system are and remain the property of the company. They are not the private property of any employee. Employees should be aware that technologies exist that makes the recovery of deleted messages possible. When sending e-mail messages, employees should therefore treat each message as if it were a permanent hard copy. Electronic mail and internet site access may be monitored by the City of Abbotsford to ensure compliance with this policy.
4. Misuse of the Internet can result in disciplinary action, up to and including dismissal. Although this list is not all inclusive, here are some examples of behavior that could result in disciplinary action:
  - o Illegally down-loading electronic files.
  - o Sending threatening or harassing messages/files.
  - o Sending racially or sexually harassing messages/files.
  - o Sending chain letters through e-mail.
  - o Attempting to access any computer system without proper authorization.
  - o Sending or posting confidential information.
  - o Refusing to cooperate with management concerning Internet access.
  - o Using company time and resources for personal gain.

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5. The electronic mail systems shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
6. The City of Abbotsford reserves the right to retrieve and read any electronic messages. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them.
7. Employees shall not use a password, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission. If a file is encrypted with a password, the password must be given to the employee's supervisor.
8. Some Internet sites require that users subscribe before being able to use them. Users should not subscribe to such services without the express approval of their Supervisor.
9. The City of Abbotsford prohibits hacking, which includes gaining, or attempting to gain unauthorized access to any computers, computer networks, databases, or electronically stored information.
10. Since storage is limited, employees should maintain e-mail in such a way as to require minimal storage space, deleting unwanted or unnecessary communications on a regular basis. E-mail messages should be retrieved and managed regularly. However, employees should be mindful of state open records and retention laws. No work related email should be deleted.

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SECTION 7  
ALCOHOL AND CONTROLLED SUBSTANCE  
POLICY

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- 7.1 GENERAL PURPOSE. The City of Abbotsford (City) recognizes the problem of alcohol and controlled substance abuse in today's society. This substance abuse policy has been established to help keep our employees healthy, productive, and free of injury. The City also recognizes that the abuse of alcohol and controlled substances is a treatable illness and will make reasonable efforts to provide assistance to associates seeking treatment for alcohol or drug abuse problems.

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This policy demonstrates the City's commitment to its employees and the belief that drug or alcohol abuses poses a serious risk, not only to the individual directly involved, but also to other employees, City equipment and the City's financial future. It is the intention of the City to provide a work place that is safe and free from any exposure to the manufacture, distribution, dispensing, possession or use, by any employee, of any alcohol or controlled substance.

- 7.2 EMPLOYEEES SUBJECT TO POLICY. All employees, including employees with CDL's, of the City of Abbotsford are subject to this policy.

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- 7.3 PROHIBITED EMPLOYEE CONDUCT. No employee shall report for or remain on duty while having a blood alcohol concentration of 0.02 or greater. No employee shall possess or use alcohol or controlled substances while on duty on City premises. The term "City premises" includes, but is not limited to, City offices, City shops and warehouses, City vehicles and equipment, City work sites, City owned lots, and other locations where City employees have to perform job related duties. Additionally no employee shall possess or use alcohol or controlled substances while on or off duty in or on a City vehicle, trailer or

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other equipment. No employee shall refuse to submit to alcohol or controlled substance testing as required by this policy.

7.4 PRE-EMPLOYMENT TESTING. Upon the conditional offer for employment by the City, at the City's discretion, all prospective employees will be required to take a drug test. If the test results are positive, the prospective employee will not be considered for employment. Employees who are subject to the random testing selection while on lay-off status will not have to submit to pre-employment testing upon returning to work.

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7.5 POST ACCIDENT TESTING. As soon as practical, any employee who creates or suffers a job-related injury or accident will be required to undergo a test for alcohol and controlled substances. Any employee subject to post-accident testing must remain readily available for such testing.

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7.6 RANDOM TESTING. All employees will be required to undergo random alcohol and/or controlled substance testing. This random testing for alcohol and controlled substances will be done periodically. Alcohol tests must be performed just before an employee is to report for duty or while on duty. Controlled substance testing may be performed at anytime the employee is at work for the City. The testing will be unannounced and will be dispersed throughout the calendar year. Each employee will have an equal chance of being tested under the random selection process.

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7.7 REASONABLE SUSPICION TESTING. An employee may be required to undergo alcohol and/or controlled substance testing if the City has reasonable suspicion that an individual violated the rules concerning alcohol or controlled substance use. Reasonable suspicion means that the City believes that the employee's appearance or conduct is indicative of the use of alcohol and/or drugs. The actions or observations of the employee must occur while on duty or just preceding the work period.

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7.8 DRUG TESTING PROCEDURES. Employees will be directed to a designated provider of testing services in conformance with procedures as defined. The testing program for drugs is limited to five (5) drug types. All drug testing is done from urine specimens collected under highly controlled conditions. The five (5) classes of drugs being tested are: Marijuana, Cocaine, Opiates (morphine/codeine), Phencyclidine and Amphetamines. If the results of the test are positive, that is, if the results exceed the test levels for any of the five(5) drug classes, the associate will be subject to the City's disciplinary actions.

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7.9 ALCOHOL TESTING PROCEDURES. Alcohol testing is done by breath, at designated collection site. Breath is the most easily obtained bodily substance and the results will be displayed and printed in terms of grams of alcohol per 210 liters of breath. The testing device is an Evidential Breath Testing device (EBT). The EBT will print three (3) copies of each test result and the test results will be numbered. If the initial test result is 0.02% or greater a confirmation test will be done. Before a confirmation test, a 15-minute waiting period will be observed. If the initial test result shows a reading of less than 0.02% the test is recorded as "negative". If the test result is 0.02% or greater the test is recorded as "positive" and the employee will be subject to the City's disciplinary actions.

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7.10 REFUSAL OF TESTING. This policy prohibits employees, as a condition of their employment, from refusing to submit to any required tests. A refusal to submit to testing is considered a positive test, and is grounds for disciplinary action, including suspension or separation.

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7.11 DISCIPLINARY GUIDELINES. The City of Abbotsford, through this policy, demonstrates its intention to maintain a drug-free work place. Violations of this policy and/or any federal, state, county or local laws or statutes dealing with controlled substances will not be tolerated. The City forbids any employee or non-employee to enter upon "City premises", as defined above, with controlled substances or to report for work with levels of drugs or alcohol that are detectable through observation, conduct, or testing.

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Prohibited controlled substances will be confiscated and turned over to law enforcement officials when appropriate. Any employee found in possession of any substances prohibited by this policy will be removed from "City premises", as defined above, and will be subject to the City's disciplinary actions. Employees are not allowed to drink alcoholic beverages while commuting to and from work sites or driving or riding in or on City vehicles or equipment. Any employee who refuses to comply with a search or investigation on "City premises", as defined above, will also be subject to disciplinary actions.

7.12 EMPLOYEE ASSISTANCE PROGRAM. Creating a healthy and safe work environment is a top priority of the City of Abbotsford. The City does not have an in-house treatment center therefore employees are advised to seek assistance through the City's employee assistance program, if any, and/or the resources offered through the employee's health insurance policy.

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7.13 DISCIPLINARY ACTION PROCEDURES. In the event an employee violates any part or parts of this policy the following series of events will be followed:

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1. The employee and their supervisor(s) will jointly discuss the situation to ensure there is mutual understanding of the issue. The essence of the discussion will be documented in writing and maintained in the employee's personnel file. The written documentation will include the agreed upon disciplinary actions, which may also include possible suspension without pay for a period of time, and a plan to avoid any recurrence of the problem. At the discretion of the supervisor(s), if the situation warrants, the employee may be terminated immediately (see Section 2.09).
2. If an employee violates any part or parts of this policy a second time, the employee will be terminated immediately (see Section 2.09).

7.14 MANAGEMENT RIGHTS. The policies set forth herein do not in any way limit what personnel actions the City may take under its independent authority with respect to an individual who is under the influence or in the possession of drugs or alcohol or who tests positive for drug or alcohol use.

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**ACKNOWLEDGEMENT  
OF RECEIPT AND UNDERSTANDING OF  
THE CITY OF ABBOTSFORD EMPLOYEE HANDBOOK**

I have received a copy of the Handbook. I understand that this revision supersedes all other previous versions of the policies that are addressed in this Handbook and I will destroy all other versions.

I know that I must understand the information contained in the Handbook so that I may comprehend my rights and responsibilities as an employee of the City of Abbotsford. I also know that if I have any questions concerning any of this information, I am to talk with my supervisor or the City Administrator.

I understand that the Handbook is not an employment contract, but it is an explanation of the City of Abbotsford's policies and procedures. I realize that the City may interpret, clarify, revise, and/or deviate from the procedures set forth in this Handbook. I also realize the employment relationship between the City of Abbotsford and me is terminable at will by either party and that nothing in this Handbook creates additional rights or provides a basis for me to believe my employment is not terminable at will.

I understand that the City of Abbotsford reserves the right to access, monitor, and retrieve e-mails, voicemails, computer files, Internet records, and any other information contained on or within the City of Abbotsford computer system at any time, at the sole discretion of the City of Abbotsford, and I have no expectation of privacy regarding my use of this electronic data.

My signature on this form indicates that I agree to abide to all terms and provisions designated in the Employee Handbook and will comply with those policies and procedures as they are written and as they may be modified from time to time. I understand that if I fail to abide by these policies I can be disciplined, up to and including termination.

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

\_\_\_\_\_  
Date

Approved: October 7, 2019

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**ACKNOWLEDGEMENT**

I have received a copy of the City of Abbotsford's Employee Handbook, which describes the City's policies and rules. I agree to read and become familiar with these rules and policies and abide by them during my employment.

I understand that the Employee Handbook contains management guidelines only and is in no way to be interpreted as a contract between the City of Abbotsford and any employee.

I understand that neither this handbook nor any other communication by a management representative is intended to, in any way, create a contract of employment. Similarly, I understand that my employment is "at will" and is for no definite period of time and may be terminated for just cause.

Employee's Signature - Date

**Commented [ADD36]:** You need to include the Act 10 Grievance Procedure. This is something that we should discuss.

Deleted: 3

## APPENDIX A

### **GRIEVANCE PROCEDURE**

#### I. Purpose.

The purpose of this Policy is to set forth the procedure to be followed with respect to grievances by employees. The terms of this Policy shall control unless another valid and enforceable relevant grievance procedure exists in a collective bargaining agreement that applies to the matter.

#### II. Definitions.

A grievance is defined as a dispute or misunderstanding regarding the actions of City officials with regard to the following:

- Employee termination

“Termination” includes an involuntary end to employment but excludes a voluntary quit; a layoff or failure to be recalled from layoff at the expiration of any recall period; retirement; job abandonment such as “no-call, no-show,” or failure to report to work; job transfer; action taken for failure to meet the qualifications of a position; action taken pursuant to an ordinance other than an ordinance specifically addressing employee discharge; death; or the end of the employment of a temporary, contract or part-time employee.

- Employee discipline

“Discipline” includes verbal reprimands; written reprimands; and suspensions without pay. Discipline does not include action taken because of poor job performance, performance evaluations, performance improvement plans, or counseling (verbal or written) regarding job performance.

- Workplace safety

“Workplace safety” includes conditions of employment affecting an employee’s physical health or safety, the safe operation of workplace equipment and tools, environmental hazards, safety of physical work environment, personal protective equipment, and workplace violence.

#### III. Preliminary Procedures.

##### A. Preliminary Grievance Steps.



Step 1: Prior to filing a written grievance, employees should discuss any problem or complaint with his/her Immediate Supervisor to determine if the grievance can be resolved.

Step 2: If the grievance cannot be resolved at Step 1, the employee must file a written grievance with the Immediate Supervisor no later than ten (10) calendar days from the date the employee first becomes aware of the termination, discipline, or workplace safety condition causing the grievance. The written grievance shall include: (1) a summary of the facts pertaining to the grievance; (2) a listing of all parties involved; (3) the remedy sought by the employee; and (4) the employee's signature. The Immediate Supervisor shall respond to the grievance in writing within seven (7) calendar days of receipt of the written grievance.

B. Appeal to City Administrator.

Step 3: If the grievance is not resolved at Step 2, the employee may appeal a denial by filing a written appeal of the grievance to the City Administrator within ten (10) calendar days from the Immediate Supervisor's decision. The City Administrator or designee shall meet with the parties to discuss the matter at a time that both parties are available. Within seven (7) calendar days of the meeting, the City Administrator or designee shall issue a written decision sustaining or denying the grievance.

IV. Hearing Officer Process.

A. Appeal To Hearing Officer.

Step 4: If the grievance is not resolved at Step 3, the employee may appeal a denial by filing a written request for a hearing before a Hearing Officer. This request must be received by the City Administrator no later than fourteen (14) calendar days after the employee receives the City Administrator's or designee's written response.

On appeal, the City Administrator or designee shall transmit the grievance and all responses to the Hearing Officer. As soon as is practicable thereafter, the Hearing Officer shall schedule a date for a hearing. The hearing shall be held at a mutually agreeable time in a public building and shall be open to the public unless the Hearing Officer otherwise directs.

B. Hearing Procedure.

The Hearing Officer shall have the authority to administer oaths and issue subpoenas at the request of the parties and shall be responsible for the fair and orderly conduct of the hearing and the preservation of the record. The hearing shall be conducted in accord with the procedures of the American Arbitration Association. Any party requesting a subpoena from the Hearing Officer is responsible for the fees associated with the subpoena. All testimony shall be taken under oath and shall be recorded by a court reporter under the supervision and control of the Hearing Officer, unless another method of recording is mutually agreed to by the parties and approved by the Hearing Officer. All costs associated with the court reporter and preparation of a transcript of the hearing shall be evenly split between the parties. The Hearing Officer may

only overrule a disciplinary action if the action taken was arbitrary, capricious, and/or discriminatory.

C. Hearing Officer Decision.

The Hearing Officer shall submit his or her decision affirming or reversing the action with the reasons therefore in writing to the City Administrator within thirty (30) calendar days of the close of the hearing or the submission of the parties' written briefs, if any, whichever is later, or on a later date mutually agreed upon by the parties. The City Administrator or designee shall mail a copy of the Hearing Officer's decision to the last known address of each of the parties.

V. City Council Review.

A. Appeal to City Council.

Step 5: Within fourteen (14) calendar days of the date that the Hearing Officer's decision is mailed, either party may file with the City Administrator a written notice of appeal of the Hearing Officer's determination to the City Council. Any such appeal shall be on the written record, the preparation of which shall be the responsibility and at the cost of the party seeking the appeal. The appealing party shall supply a copy of the written record to the other party without charge. The written record shall be filed with the City Administrator within twenty (20) calendar days of the notice of appeal. The City Council shall receive no further evidence on the matter but may request additional briefs of the parties on matters which were raised before the Hearing Officer. The City Council may retain outside counsel if necessary during the process.

B. City Council Decision.

Step 6: Within sixty (60) calendar days of the receipt of the written record, the City Council shall make and file its written decision with the City Administrator. The City Administrator or designee shall, within five (5) calendar days, mail a copy of the decision to the last known address of the employee or the employee's representative. The Hearing Officer's determination shall be affirmed if the City Council determines that credible evidence in the record supports it. If the determination is not supported by a majority of the City Council, the Council may reverse the Hearing Officer's determination or modify it. The Council's decision shall be final and binding on the parties. There shall be no subsequent right of appeal.

VI. Selection of Hearing Officer.

A. Qualifications/Selection.

The City may contract with a Hearing Officer to hear and determine appeals at Step 4. Any Hearing Officer so engaged shall not be a City employee or receiving any compensation or benefits from the City other than those described below.

In the event a Hearing Officer is not contracted by the City, the City Administrator or designee may request a panel of at least three (3) individuals when needed who have indicated

a willingness to serve in the capacity of Hearing Officer and who are experienced in personnel matters and/or who are active or retired attorneys, retired members of the judiciary, retired administrative staff, or currently on the list of arbitrators or mediators for the Wisconsin Employment Relations Commission or the Federal Mediation and Conciliation Service. The Hearing Officer selected to hear a matter shall be selected from the list of three (3) by the City Administrator.

B. Compensation.

The Hearing Officer shall be compensated at the Hearing Officer's regular rate for the hearing, travel time, and time spent composing the decision. The compensation for the Hearing Officer will be split evenly between the parties.

VII. Settlement of Grievance.

A grievance shall be considered waived if not filed or appealed within the grievance timelines. Dissatisfaction is implied in recourse from one step to the next step. A grievance shall be deemed settled and dismissed at the completion of any step in the grievance procedure if all parties concerned are mutually satisfied or the grievance has not been timely processed to the next level. All settlements shall be in writing and signed by the employee in question and the appropriate City official(s) involved at the step level that the grievance was settled.

VIII. Revisions/Updating.

This Policy may be revised, updated, or repealed by the City Council at any time.

# Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ WAIVED

Application Date: 2-24-2020

Town  Village  City of ABBOTSFORD

County of CLARK

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning \_\_\_\_\_ and ending \_\_\_\_\_ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

### 1. Organization (check appropriate box) →

Bona fide Club  Church  Lodge/Society

Chamber of Commerce or similar Civic or Trade Organization

Veteran's Organization  Fair Association

(a) Name ABBY FESTIVAL - ABBY COLBY CROSSINGS CC.

(b) Address 100 W. Spruce Street, ABBOTSFORD, WI 54405  
(Street)  Town  Village  City

(c) Date organized 7-1-2020

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Steven Kolden

Vice President Connie Gurtner

Secretary Natalyn Jannene

Treasurer Jennifer Japel

(g) Name and address of manager or person in charge of affair: PAULA RUESCH 231198 PICKARD Ave, ABBOTSFORD, WI 54405

### 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number W. Hemlock Street

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? NO

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

### 3. Name of Event

(a) List name of the event ABBY FESTIVAL MEN'S SOFTBALL TOURNAMENT

(b) Dates of event MAY 29 + 30, 2020

### DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

ABBY COLBY CROSSINGS C.C.  
(Name of Organization)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer Paula A. Ruesch  
(Signature/date)

Date Filed with Clerk \_\_\_\_\_

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_

# Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ WAIVED

Application Date: 2-24-2020

Town  Village  City of ABBOTSFORD

County of \_\_\_\_\_

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.  
 A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning \_\_\_\_\_ and ending \_\_\_\_\_ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

**1. Organization** (check appropriate box) →

- Bona fide Club  Church  Lodge/Society  
 Chamber of Commerce or similar Civic or Trade Organization  
 Veteran's Organization  Fair Association

(a) Name ABBY FESTIVAL - ABBY COLBY CROSSINGS C.C.

(b) Address 100 W. Spruce Street, ABBOTSFORD, WI 54405  
(Street)  Town  Village  City

(c) Date organized 2-1-2010

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Steven Kolden  
 Vice President Connie Gurtner  
 Secretary Natalyn Jannene  
 Treasurer Jennifer Jakel

(g) Name and address of manager or person in charge of affair: PAULA RUESCH, 231198 PICKARD AVENUE, ABBOTSFORD, WI 54405

**2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:**

(a) Street number 201 N. 1<sup>ST</sup> STREET

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? NO

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

**3. Name of Event**

(a) List name of the event ABBY FESTIVAL

(b) Dates of event MAY 29 - 31, 2020

**DECLARATION**

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

ABBY COLBY CROSSINGS C.C.  
(Name of Organization)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer Paula A. Ruesch  
(Signature/date)

Date Filed with Clerk \_\_\_\_\_

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

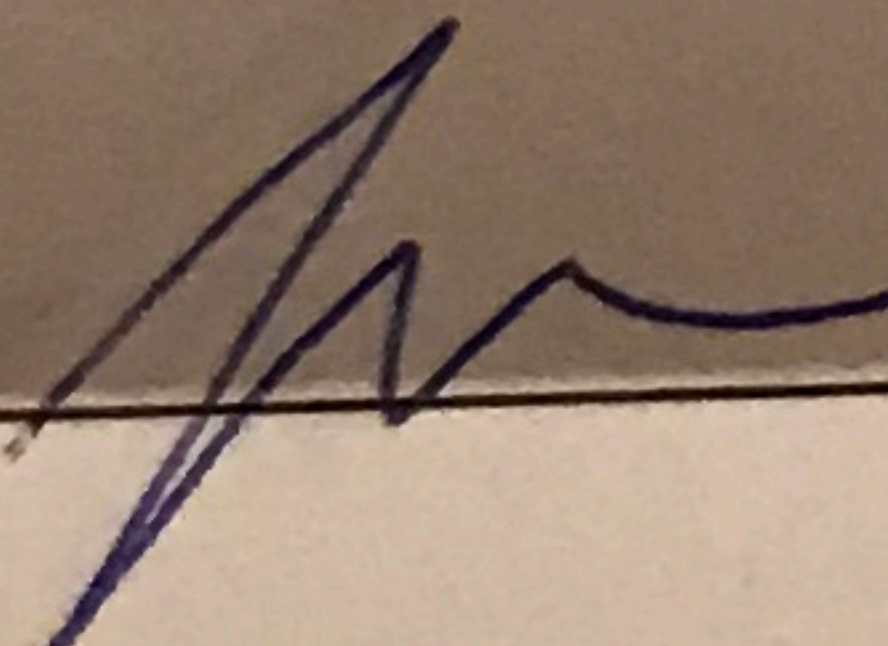
License No. \_\_\_\_\_

# PRECISION

Sealcoating Inc.

Date: 2/25/2020

<b>TO: City Of Abbotsford</b> 203 N. First St. Abbotsford, WI. 54405	<b>FOR: 2020 Street Sweeping Quote</b> Contact: Craig Stuttgen Phone: 1-715-223-3444 1-715-613-9444 Fax: 1-715-223-8891
--	---

DESCRIPTION	AMOUNT
<b>Description Of Work To Be Performed</b> For The Cities 2020 Season Quote: For Street Sweeping Of Street Curb lines With Street Sweepers Debris To Be Dumped At The City Of Abbotsford In The Cities Designated Area To Included The Use Of Water At Cities Area For Street Sweeping (As Per Talking With Craig) <b>Lump Sum Pricing</b> Spring- \$4,150.00 Fall- \$4,350.00 After Acceptance Will Need Maps Will Be Invoiced After Every Sweeping Is Complete Once Signed I Will Get You A Copy Of My Insurance As Additional Insurer	
Acceptance of Bid: _____ Date: _____ Title: _____ Precision's Authorized Signature:  Title: Precision Sales Date: 2/25/20	
<b>TOTAL</b>	<b>\$8,500.00</b>

FEDERAL ID# 39-18-14017 STATE ID# 514407

**If Accepted Signature Required & Copy Sent Back !!!**

Make all checks payable to: Precision Sealcoating Inc.  
Payment is due within 30 days of Invoice upon completion.  
Payments not received when due will incur a late payment charge that will be computed at the rate of 18% APR.  
If you have any questions concerning this please contact  
Bob Wedde Owner  
(920) 229-3306



N6450 River Road  
Princeton, WI  
54968

PHONE (920) 229-3306  
FAX (920) 295-6709



Whirlwind Sweeping WI Inc  
 107009 26th Rd  
 Marshfield, WI 54449-9416  
 (715) 383-6070  
 lisa.whirlwind@gmail.com  
 http://www.whirlwindsweeping.com

## Estimate

### ADDRESS

Craig Stuttgen  
 City of Abbotsford  
 203 E Birch St  
 Abbotsford, WI 54405

ESTIMATE # 1191

DATE 02/03/2020

ACTIVITY	QTY	RATE	AMOUNT
Street Sweeping and Fall Leaf Pick Up Quote for 2020 -			
<b>Sales</b>		7,650.00	7,650.00
Street Sweeping: Once in spring and again in August Includes 27 miles of curb, not including Highway 13			
<b>Sales</b>		6,750.00	6,750.00
Fall Leaf Pick Up: 3 visits - Final Pick up is Nov 7, 2020			
This estimate is contingent on both services being provided by Whirlwind Sweeping WI Inc. Water for sweeper and disposal of leaves and sweepings to be provided by city at no cost to Whirlwind Sweeping. Sweeping of any areas (eg. water main breaks) patched with gravel due to winter repairs may incur additional costs. (A fuel surcharge may be added if fuel costs exceed \$4.20/gallon at the time of providing any of the above services.)			

The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payments will be within 30 days unless otherwise stated. Upon acceptance please sign, date, and return copy. Thank you!

**TOTAL**

**\$14,400.00**

Accepted By

Accepted Date



Whirlwind Sweeping WI Inc  
 107009 26th Rd  
 Marshfield, WI 54449-9416  
 (715) 383-6070  
 lisa.whirlwind@gmail.com  
 http://www.whirlwindsweeping.com

## Estimate

### ADDRESS

Craig Stuttgen  
 City of Abbotsford  
 203 E Birch St  
 Abbotsford, WI 54405

ESTIMATE # 1196

DATE 02/26/2020

ACTIVITY	QTY	RATE	AMOUNT
Street Sweeping - NO Leaf Pick up			
<b>Street Sweeping</b> Once in the spring and one again after leaf pick up - includes 27 miles of curb, not including Hwy 13 This estimate is contingent on both services being provided by Whirlwind Sweeping WI Inc. Water for sweeper and disposal of leaves and sweepings to be provided by city at no cost to Whirlwind Sweeping. Sweeping of any areas (eg. water mail breaks) patched with gravel due to winter repairs may incur additional costs. (A fuel surcharge may be added if fuel costs exceed \$4.20/gallon at the time of providing any of the above services.)	1	8,350.00	8,350.00

The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payments will be within 30 days unless otherwise stated. Upon acceptance please sign, date, and return copy. Thank you!

**TOTAL**

**\$8,350.00**

Accepted By

Accepted Date





Whirlwind Sweeping WI Inc  
 107009 26th Rd  
 Marshfield, WI 54449-9416  
 (715) 383-6070  
 lisa.whirlwind@gmail.com  
 http://www.whirlwindsweeping.com

## Estimate

### ADDRESS

Craig Stuttgen  
 City of Abbotsford  
 203 E Birch St  
 Abbotsford, WI 54405

ESTIMATE # 1197

DATE 02/26/2020

ACTIVITY	QTY	RATE	AMOUNT
<b>Street Sweeping</b> One time in the spring	1	4,900.00	4,900.00
<b>Leaf Pickup</b> 3 visits - Final pick up being Nov 7, 2020	1	7,000.00	7,000.00

This estimate is contingent on both services being provided by Whirlwind Sweeping WI Inc. Water for sweeper and disposal of leaves and sweepings to be provided by city at no cost to Whirlwind Sweeping. Sweeping of any areas (eg. water mail breaks) patched with gravel due to winter repairs may incur additional costs. (A fuel surcharge may be added if fuel costs exceed \$4.20/gallon at the time of providing any of the above services.)

The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payments will be within 30 days unless otherwise stated. Upon acceptance please sign, date, and return copy. Thank you!

**TOTAL**

**\$11,900.00**

Accepted By

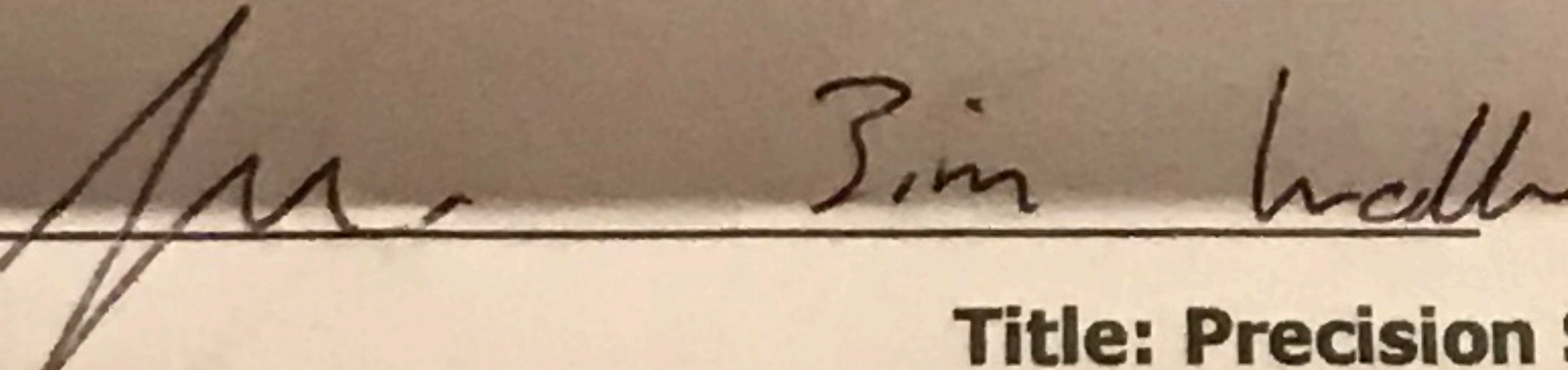
Accepted Date

# PRECISION

Sealcoating Inc.

Date: 2/25/2020

<b>TO: City Of Abbotsford</b> 203 N. First St. Abbotsford, WI. 54405	<b>FOR: 2020 Crack Filling Quote</b> <b>Contact: Craig Stuttgen</b> Phone: 1-715-223-3444 1-715-613-9444 Fax: 1-715-223-8891
--	--

DESCRIPTION	AMOUNT
<b>Description Of Work To Be Performed</b> A. Route Pavement Cracks 3/4 inch x 3/4 inch In Pavement B. Clean The Cracks Of Debris and Moisture C. Crack Fill With ASTM D6690 (D-3405) State Spec. Crack Sealant D. Crack Fill Main Cracks, Touch Up Sunken And Failed Cracks As Necessary E. Cover Cracks With Single Ply Toilet Paper Or Detach To Prevent Tracking F. To Included All Necessary Signs And Traffic Control As Needed  Price Per Pound Listed Above Applied Quantity	<b>\$1.55 Per Pound</b> _____ LBS
Acceptance of Bid: _____ Date: _____ Title: _____ Precision's Authorized Signature:  Title: Precision Sales Date: 2/25/20 Title: Precision Sales	
FEDERAL ID# 39-18-14017 STATE ID# 514407	<b>TOTAL</b>

**If Accepted Signature Required & Copy Sent Back !!!**

Make all checks payable to: Precision Sealcoating Inc.  
Payment is due within 30 days of Invoice upon completion.  
Payments not received when due will incur a late payment charge that will be computed at the rate of 18% APR.  
If you have any questions concerning this please contact  
Bob Wedde Owner  
(920) 229-3306



N6450 River Road  
Princeton, WI  
54968

PHONE (920) 229-3306  
FAX (920) 295-6709

# PROPOSAL AND ACCEPTANCE CONTRACT

# LAIKES

## ASPHALT MAINTENANCE

N3403 County Rd. E • Medford, WI 54451 • Business Phone: (715) 748-5006

PROPOSAL SUBMITTED TO <i>City of Abbotsford</i>	CONTACT <i>Craig Stutzgen</i>	PHONE <i>715-613-9444</i>	DATE <i>2-28-20</i>
STREET <i>PO BOX 589</i>	JOB NAME <i>City Street CS</i>		
CITY, STATE AND ZIP CODE <i>Abbotsford WI 54405</i>	JOB LOCATION <i>City of Abbotsford</i>		

We hereby submit specifications and estimates for the above-named job.

1. Crack Sealing and Cleaning: Route, clean, heat lance cracks and fill with hot pour rubberized crack sealer, federal spec ASTM D 6690.

*\$ 1.24 per pound*

2. Seal Coating: Clean, prime oil spots and apply 2 coats of coal tar sand mix sealer with latex additive.

3. Stripping:  
Color:

4. Asphalt Paving & Repair:

**We Propose** to complete the above work in accordance with above specifications, for the sum of:

\_\_\_\_\_ dollars (\$ \_\_\_\_\_)

Payment to be made in CASH UPON COMPLETION OF WORK UNLESS OTHERWISE STATED BELOW:

There shall be a one (1) year guarantee on the material and all workmanship, except that as applied to cracks. The guarantee shall be limited to the replacement of the material and application of same. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized  
Signature \_\_\_\_\_

*[Handwritten Signature]*

This proposal may be withdrawn by us if not accepted within 60 days.

**Acceptance of Estimate** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Legal fees and court costs incurred in the collection of monies owed according to this contract will be borne by the customer. Any law suits that may result from this contract will be held in Taylor County, Wisconsin.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_





## APPLICATION FOR BEVERAGE OPERATOR'S LICENSE

Provisional License \_\_\_\_\_ Fee \$15.00 **City of Abbotsford**

Original License   X   Fee \$25.00 **PO Box 589**

Renewal License \_\_\_\_\_ Fee \$25.00 **Abbottsford, WI 54405**

I, the undersigned, do hereby make application to the local governing body of the City of Abbotsford, Wisconsin for a license to serve, from **June 30, 2018 to June 30, 2019** inclusive (unless sooner revoked), fermented malt beverages and intoxicating liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations; federal, state or local, affecting the sale of such beverages and liquors if a license be granted to me.

Briski Sheila M Horvat  
Last First MI Maiden Name



Date of Birth Sex Race Phone Number  
 \_\_\_\_\_  
Social Security Number \_\_\_\_\_ Abbottsford Travel Stop  
 Business License will be used

Have you been convicted of any felony or of violating any law of the State of Wisconsin or of the United States?

Yes      Date of Conviction (If Any) \_\_\_\_\_  
 No      Nature of Offense \_\_\_\_\_

Being first duly sworn on oath says that he/she is the person who made and signed the foregoing application for an operator's license; that all the statements made by the applicant are true.

Sheila Briski  
 Applicant's Signature

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

\_\_\_\_\_  
 NOTARY PUBLIC

MY COMMISSION EXPIRES \_\_\_\_\_

*pd 8/25/20*  
*# 77*

## APPLICATION FOR BEVERAGE OPERATOR'S LICENSE

Provisional License \*15.00 Fee \$15.00 **City of Abbotsford**

Original License 25.00 Fee \$25.00 **PO Box 589**

Renewal License \_\_\_\_\_ Fee \$25.00 **Abbottsford, WI 54405**

I, the undersigned, do hereby make application to the local governing body of the City of Abbotsford, Wisconsin for a license to serve, from **June 30, 2018 to June 30, 2019** inclusive (unless sooner revoked), fermented malt beverages and intoxicating liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations; federal, state or local, affecting the sale of such beverages and liquors if a license be granted to me.

Umbs Joshua L



Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_ Phone Number \_\_\_\_\_  
Abbottsford Travel Stop (Shell)  
 Social Security Number \_\_\_\_\_ Business License will be used \_\_\_\_\_

Have you been convicted of any felony or of violating any law of the State of Wisconsin or of the United States?

Yes Date of Conviction (If Any) 08-03-2017  
 No Nature of Offense misd. A Battery

Being first duly sworn on oath says that he/she is the person who made and signed the foregoing application for an operator's license; that all the statements made by the applicant are true.

Joshua Umbs  
 Applicant's Signature

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF

\_\_\_\_\_  
 \_\_\_\_\_  
 NOTARY PUBLIC

MY COMMISSION EXPIRES \_\_\_\_\_

**From:** [Dan Greve](#)  
**To:** [John Smith: j.soyk@ci.abbotsford.wi.us](mailto:j.soyk@ci.abbotsford.wi.us); "[Dan Grady](#)"  
**Subject:** WPDES permit compliance items  
**Date:** Thursday, February 27, 2020 5:45:42 PM

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John and I spoke this morning about your WPDES permit requirements, so I took a look at the permit. John called me because there is a **Phosphorus Optimization Report** due on March 31, 2020. These are required annually as a condition of the phosphorus Multi-Discharger Variance. MSA submitted the report on the City's behalf that was due last March, so we can complete the one that's due this March. The cost will be less than \$750. To save time and paperwork, instead of opening a new project I would like to bill that time to the #007681034 project number, which is for MSA assistance on wastewater copper and phosphorus. Let me know if that's OK with you.

Regarding copper, the first WPDES permit requirement was for a **Report on Effluent Copper Discharges** which was due on December 31, 2018. That's when CBS-Squared submitted what they called a facility plan report.

The next WPDES permit requirement related to copper was for the **Copper Action Plan**, which was due on June 30, 2019. MSA submitted that on behalf of the City, but we never received any review comments or feedback of any kind from DNR. Also in June 2019, you changed the copper sampling and since then the effluent copper results have been great.

The next WPDES permit requirement related to copper is to **Implement the Copper Action Plan** items by June 30, 2020. However, if the copper results stay below the future effluent limit of 22 ug/L as they have since June 2019, it appears the Copper Action Plan items won't be required.

I recommend that we send the DNR a letter in April with a summary of the copper results, tell DNR that it's our opinion the Copper Action Plan items are not needed (if that's our conclusion), and ask for their concurrence.

Let me know your thoughts on this. Thanks.

--Dan Greve  
MSA Professional Services, Inc.  
(608) 355-8873



**City of Abbotsford, WI****CLIENT LIAISON:**

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**DATE:**

March 2, 2020

**SAFE ROUTES TO SCHOOL DESIGN - MSA PROJECT #07681015****SPRUCE ST. (BUS. 29) RECONDITIONING PROJECT - MSA PROJECT #07681024****PROJECT STATUS UPDATE – SRTS**

MSA submitted 90% plans to WisDOT and they are under their review for comments. The City staff have also provided some comments and MSA will plan to make all changes for final plans when the DOT has returned their comments. The plans currently indicate the SRTS project and reconstruction of Spruce Street, which is pending funding. Based on MLS or LRIP funding, the plans will need to be revised to reflect whether those improvements are made or not.

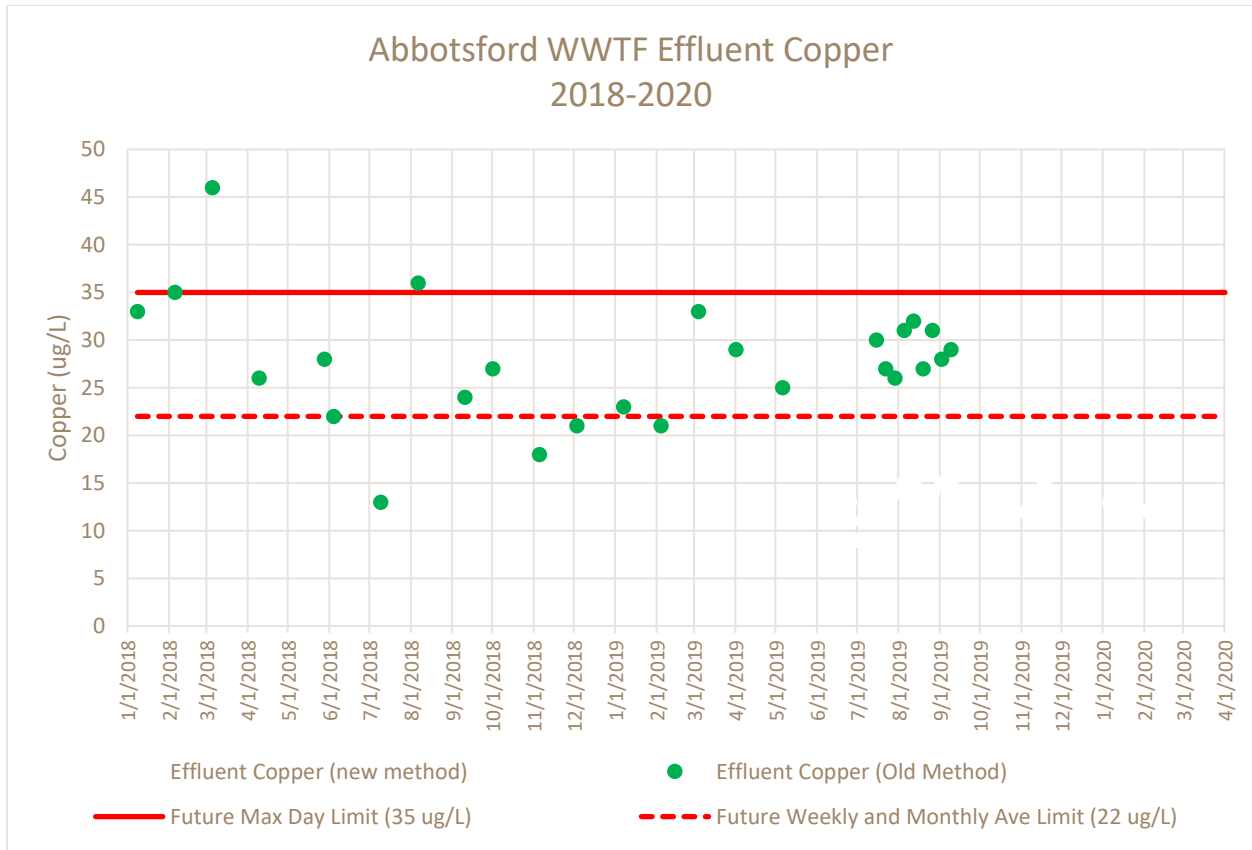
The real estate process is progressing with all parcels (including railroad) reaching agreements. The Railroad received the check and is obtaining the necessary signatures on the Permanent Limited Easement document. The original signed document will be returned to MSA for recording. We have received the check for the last remaining parcel with previous land contract title issues. The conveyance document will be recorded after the check is mailed to the owner. MSA has received all three utility conveyance documents, two have been recorded and the last conveyance is being sent in for recording.

**COPPER COMPLIANCE ACTION PLAN– MSA PROJECT #07681034**

MSA submitted a Copper Action Plan to the Wisconsin Department of Natural Resources on July 1, 2019. The Copper Action Plan was required as part of the City's WPDES permit compliance schedule for copper. As of February 27, 2020, the WDNR had not provided any comments or questions regarding the Copper Action Plan.

The wastewater effluent copper concentrations continue to be significantly lower since City staff implemented a new sampling procedure on June 17, 2019. The effluent copper results since June 2019 have been very consistent, and consistently below the future monthly average effluent copper limit of 22 ug/L. It appears the future effluent copper limits will be achievable with no other actions. MSA recommends that that influent and effluent copper sampling continue twice per month through the winter, to provide a high degree of confidence that the future copper limits can be met. In the meantime, the items in the Copper Action Plans are "on hold".

**PROJECT UPDATE**



**INDUSTRIAL PARK UTILITY AND ROADWAY EXTENSION – MSA PROPOSAL #07681040**

MSA and the City staff had a 60% project level design meeting on February 27, 2020. MSA will be working on making plan design adjustments as a result of the meeting, coordination with CN on the utility crossings, DOT on the water and sewer connection to STH 13, utility permitting with the DNR and utility coordination. MLS grant amounts are anticipated to be announced early March. MSA anticipates the following schedule below.

Date	Milestone
March 2020	Final Plans complete, Permit applications submitted
March 2020	Bidding process
April/May 2020	Owner awards construction contract
July 2020	Construction Begins
August 2020	Railroad crossing work completed
October 2020	Project Closeout

## PROJECT UPDATE

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### **SOUTH 1<sup>ST</sup> AVENUE REHAB (LINDEN TO ELM) – MSA PROJECT #07681030**

#### **CONSTRUCTION UPDATE**

Project is paused for the winter season, the final restoration and lift of asphalt will be installed in the spring of 2020.

### **INDUSTRIAL PARK CONNECTION TO STH 13 - MSA PROJECT #07681025**

#### **CONSTRUCTION UPDATE**

Project is paused for the winter season, Steen will need to complete warranty work in spring on the sidewalk curb ramps that abut STH 13. The DOT notified the City the ramp cross slopes are too steep and did not meet the plans standard detail for installation.

### **ABBOTSFORD ARCGIS ONLINE SYSTEM – MSA #07681041**

MSA facilitated a GIS presentation to City staff on February 25, 2020 showcasing the ArcGIS mapping and applications to assist with work flow of City utilities to replace the City's antiquated InfraMap system. The City will review their current needs and decide if this application is best suited the City moving forward.