

EMPLOYEE HANDBOOK



City of Lodi, Wisconsin

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INTRODUCTION

This handbook provides basic information on employee benefits and responsibilities. This edition of the handbook supersedes all previous editions and directs employees to individual policy statements rather than attempting to summarize those policies. Upon request, employees may receive a paper copy of any city policy. These policies will be updated periodically. Employees will be advised that the policy has been changed and will be trained on the new policy. All City of Lodi policies will be stored on the City Intranet, where employees will have access to review, acknowledge, and ask questions regarding policies.

Employees are expected to be familiar with this handbook and all policies. In addition, each department has its own set of work rules, which employees are expected to acknowledge and understand, provided by the department supervisor.

This manual does not represent every conceivable type of employment situation; it is a summary of established policies. The City of Lodi is an "At-Will" employer; therefore, by acknowledgement of this handbook, it does not constitute an employment contract or guarantee employment. All employees who are not under a labor contract are at-will employees. **Refer to the At-Will Employment Policy.**

EQUAL EMPLOYMENT OPPORTUNITY

The City of Lodi is an equal employment opportunity employer and follows the principle guidelines of the Equal Employment Opportunity Commission (EEOC) as outlined in the Americans with Disabilities Act (ADA) Title I policy.

GENERAL INFORMATION

Employees Covered by These Guidelines. This handbook applies to all City employees. For City employees covered by a Labor Agreement or Contract, that Agreement or Contract shall take precedence in the event of a difference between these policies and contract provisions of the Agreement. In the event the contract agreement is silent, all employment decisions will be made based on the guidelines of these City policies.

City Government Organization. The City of Lodi operates under the Mayor-Council form of government, pursuant to Wis. Stats., Chapter 62.09(8). It has an elected Mayor and a six-member Common Council. The Mayor and Common Council are elected at-large for staggered two-year terms. The Mayor is the Chief Administrative Officer of the City and is responsible for carrying out the directives and policies of the Council, subject to statutory limits that may apply. The Common Council is the policy formulating body for the City. The Council President presides over meetings of the Common Council during the Mayor's absence.

Public Relations. The Mayor, or designee, is the official Public Information Officer for the City with the responsibility of assuring that the news media are kept informed about the operations of the City. City personnel shall direct any media requests for information to the Mayor.

Definitions.

1. Management – City Council, the Mayor, Directors, and Supervisors, acting in their various legal capacities.
2. Director – designated by job description.
3. Supervisor – designated by job description.
4. Employment Classification –
 - A. Full-Time Exempt: An employee who works a minimum of 2080 hours per year or 80 hours bi-weekly and is not eligible for overtime or compensatory time. This employee is expected to work more than 40 hours within a work week without additional compensation as necessary to support business needs.
 - B. Full-Time Non-exempt: An employee who works 2080 hours per year and is eligible for overtime.
 - C. Part-Time: An employee who is scheduled less than 1560 hours per year.
 - D. Temporary: An employee hired to fill a limited basis with a specific end date or a specified time period. Employment terminates at the end of the assignment.
 - E. Seasonal: An employee hired to perform seasonal work for a specific time period.
5. Immediate Family – spouse or domestic partner, child (by birth, adoption or foster care; over 18 but unable to care for themselves because of a serious health condition) and parent (biological, foster, adoptive, stepparent, legal guardian, in-law).

Employment of Relatives. An Employee is not permitted to work in a position where his/her immediate supervisor is a relative. **Refer to Employment of Relatives Policy.**

Trial Period. The trial period for City of Lodi new hires shall be 90 days, excluding sworn new hire Police personnel. Sworn officers will follow statutory probationary standards. This trial period offers management an opportunity to review an employee's skills and abilities. During the 90-day trial period, the Disciplinary Procedure Policy shall not apply.

Employee Records. The City of Lodi shall follow the guidelines of Wis. Stats., Chapter 103.13, which allow employee access to records. **Refer to the Employee Records Policy.**

Outside Employment. An employee who desires to hold secondary employment while employed by the City may do so as long as the outside employment does not compromise their ability to fulfill their duties to the City. Outside employment shall not impede productivity, pose a conflict of interest or otherwise negatively impact the City. Before accepting outside employment, an employee must obtain permission from their Director. Utilize the Outside Employment Approval form provided by the department supervisor.

WORK ENVIRONMENT

Drug Free Workplace. The City of Lodi maintains a drug- and alcohol-free workplace. **Refer to the Alcohol Misuse Prevention and Anti-Drug Policy.**

Anti-Harassment. It is the policy of the City of Lodi to provide a work environment in which all individuals are treated with respect and dignity. **Refer to the Anti-Harassment and Retaliation Policy.**

Americans with Disabilities Act. The City of Lodi will adhere to all aspects of Title I and Title II of the Americans with Disabilities Act (ADA). **Refer to the ADA Title I and Title II Policies.**

Violence in the Workplace. The City of Lodi is committed to providing a safe, secure workplace for all employees. The City prohibits all workplace threats, harassment, bullying, violence and retaliation. All employees are expected to report such behavior immediately. **Refer to Violence in the Workplace Policy.**

Workers Compensation. The City of Lodi supports the prevention of work-related injuries. However, when a work-related injury or illness takes place, a report must be made to the Director of Administration, or designee, immediately. **Refer to the Workers Compensation - Injury Reporting Policy.**

Tobacco and smoking products, including any and all products such as tobacco chewing, vaping and e-cigarettes, etc., is not permitted at any time on any City premises or in any City vehicles.

ON THE JOB

Code of Conduct. It is the obligation of all employees to be courteous and efficient in the performance of their duties. Employees are expected to establish and maintain harmonious and effective working relationships with others, both on duty and off duty. A friendliness and willingness to help should be exhibited during telephone calls, as well as person-to-person conversations with the public, other departments and employees. **Refer to the Code of Conduct Policy.**

Code of Ethics. The City of Lodi has adopted a Code of Ethics for all city officials and employees. By municipal ordinance, the Code of Ethics shall be issued to all city officials, elected or appointed, and all city employees. **Refer to the Code of Ethics Policy.**

Use of City Equipment. The City of Lodi will provide employees the proper tools and equipment to conduct respective work; however, such items are the property of the City. **Refer to the City Equipment Policy.**

Electronic Communication (Technology). The City of Lodi employees will have access to various forms of electronic media. This media is to conduct city business and is property of the City. **Refer to the Electronic Communication (Technology) Policy.**

Social Media. The City of Lodi has a social media policy to establish the role of communication tools for the City. **Refer to the Social Media Policy.**

Work Week. The work week for overtime purposes for all employees runs from 12:01 a.m. Saturday through 12:00 (midnight) Friday. **Refer to the Adjusting, Controlling, Compensating for Overtime (FLSA) Policy.**

Lunch and Breaks. Directors will determine lunch and breaks as appropriate by department. **Refer to the Hours Worked Under Fair Labor Standards Act (FLSA).**

Dress Code. The City expects that employees dress appropriate to their hired position. **Refer to the Code of Conduct Policy.**

Disciplinary and Grievance Procedures. When prohibited conduct is reported, disciplinary procedures must be followed. **Refer to the Grievance Policy and the Disciplinary Procedure Policy.**

Commercial Driver's License (CDL) Requirements. The Federal Omnibus Transportation Employee Testing Act of 1991 requires testing of drivers. **Refer to the DOT-Regulated Employee Alcohol Misuse Prevention and Anti-Drug Policy.**

NOTE: If a test result is positive, the City shall notify the employee of his/her leave status, pending the appointed Medical Review Officer (MRO)/Physician discussion within seven (7) days of the positive results that disqualify the employee from operating in a Commercial Driver's License (CDL) capacity.

PAY

Compensation. The City's Classification and Compensation Plan is a guideline for the salary and job classification for the organization. **Refer to the Classification and Compensation Plan Policy.**

Overtime. Overtime means compensation pay for hours worked that exceed 40 hours within the established work week for non-exempt employees for the City of Lodi. **Refer to the Eligibility for Overtime Under FLSA Policy.**

The Safe Harbor Rule. The City of Lodi is protected from errors in the payroll process under the Safe Harbor guidelines established by the Fair Labor Standards Act (FLSA). **Refer to the "Safe Harbor" Improper or Unlawful Deductions from Pay (FLSA) Policy.**

Holiday Pay. Full-time (exempt and non-exempt) and part-time employees as defined by this handbook are eligible for holiday pay benefits, unless in a non-paid status (i.e., leave without pay). Holiday pay is prorated for part-time employees based on the number of hours scheduled. The City provides pay for nine (9) Holidays including - New Year's Day, Martin Luther King, Jr., Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day - and three (3) Floating Holidays.

If any holiday falls on Saturday or Sunday, it will be observed on the following Monday unless the following Monday is also a Holiday. In that case, the Holiday will be observed on the preceding Friday.

NOTE: Any non-exempt employee who is called in to work, or is scheduled to work, on a holiday will receive holiday pay for the day and also receive holiday premium pay - two (2) times the regular rate of pay - for the hours that work is performed.

NOTE: Part-time, seasonal and temporary employees will be compensated at their normal rate of pay for hours worked on a holiday.

NOTE: Any unused floating holidays will **not** be paid out to terminating employees.

NOTE: The (3) Floating Holiday transactions for a calendar year must be completed by the last full payroll within the same calendar year.

Vacation. Full-time employee vacation benefits will be applied on January 1st of each calendar year according to the following schedule. This time is applied for use, although if employment is terminated prior to December 31st, vacation time will be prorated based on the date of separation.

Less than one (1) year of continuous service	Prorated share of 80 hours
After one (1) year of continuous service	80 hours
After five (5) years of continuous service	120 hours
After ten (10) years of continuous service	140 hours
After fifteen (15) years of continuous service	160 hours
After twenty-five (25) years of continuous service	200 hours

Part-time employees earn prorated vacation benefits according to their scheduled hours.

Scheduling Vacation. Preference in vacation is scheduled on a first-come-first-serve basis. Proper notice for requests must be submitted to the appropriate Director/Supervisor no less than five (5) days prior to the first day of requested leave. For eight (8) hours or less, one day notice is sufficient. The minimum time that can be requested for any accrued time will be in one half hour increments. Utilize the Leave Time Usage Report form provided by the department supervisor.

Vacation Bank. Up to 40 hours of unused vacation time can be carried over into the next calendar year. Any unused hours beyond 40 will be lost. Part-time employee vacation roll-over will be prorated according to their scheduled hours.

NOTE: All vacation transactions for a calendar year must be completed by the last full payroll within the same calendar year.

Sick Leave. The purpose of sick leave is to allow continuation of pay for full-time and part-time employees while they recuperate, or provide care to an immediate family member (as defined by FMLA policy) from illness or attend necessary medical related appointments. Proper notice of sick leave is a minimum of 30 minutes from a regular scheduled start time. Each day of absence from duty, the employee, or someone on their behalf, shall provide proper notice to the Director/Supervisor of the reason for such absence.

Sick Leave Accrual. Full-time employees earn sick leave at 8 hours per month to a maximum of 960 hours. Part-time employees earn prorated sick leave based upon their scheduled hours.

Other Accrued Time Allowed for Sick Leave. At such time that an employee exhausts all of their sick leave benefits, vacation and comp time may be used to continue pay during the remainder of sick leave per guidelines of the Family Medical Leave Act (FMLA) policy.

Executive Leave. To acknowledge work requirements regularly occurring outside of work week days, exempt employees will receive five (5) days of executive leave at the beginning of each year (and prorated for anyone starting in a salaried position mid-year). These hours must be used during the calendar year. Any unused hours will be lost.

NOTE: All Executive Leave transactions for a calendar year must be completed by the last full payroll within the same calendar year.

NOTE: This time is applied for use on January 1st, although if employment is terminated prior to December 31st, executive leave time will be prorated based on the date of separation. Any unused executive leave will **not** be paid out to terminating employees.

Family and Medical Leave. The City follows the Federal and State of Wisconsin laws for the Family and Medical Leave Act (FMLA). When an employee qualifies for FMLA, the employee will be required to use their accrued balances as follows: Sick, Comp Time, Vacation, other accrued leave, before the employee will be placed in a Leave Without Pay (LWOP) status. All accrued time must be exhausted before LWOP status is allowed, except as described under State FMLA. **Refer to the Family Medical Leave Act (FMLA) Policy.**

Compassionate/Funeral Leave. Employees are granted regular pay according to the following:

1. Twenty-four (24) hours for the death of a current spouse, child by birth or adoption or stepchild, parent, sister, or brother.
2. Eight (8) hours for the death of a mother-in-law, father-in-law, sister-in-law, brother-in-law, aunt, uncle, grandparent or grandchildren.

Donated Leave Program. Employees may voluntarily donate accrued sick leave time to another employee. **Refer to the Paid Leave Donation Policy.**

The following rules apply:

1. An employee's total number of donated hours to all recipients cannot exceed 40 hours within a calendar year.
2. The recipient employee cannot receive more than 160 hours of donated time during a calendar year; part-time is pro-rated.

Jury Duty Leave. An employee who is selected for jury duty shall receive a paid leave of absence for the time spent on such days away from his/her scheduled work. A maximum pay of eight (8) hours pay at the employee's straight-time hourly rate will be allowed. An employee who is released from jury duty prior to the end of the employee's scheduled workday shall immediately notify the City and shall report to work if so requested. Upon return to work, employee must submit all compensation received for Jury Duty services.

Military Leave. All military leaves of absence shall be granted pursuant to applicable State and Federal Law. **Refer to Leave Without Pay Policy.**

Voting Leave. In accordance with Wis. Stats., Chapter 6.76, employees who are eligible to vote are entitled to be absent from work while polls are open not to exceed three (3) successive hours to vote and paid regular straight time. An employee is expected to notify their supervisor prior to the intended absence.

Volunteer Fire/EMS Duty Leave. Employees who are members of the Lodi Area Fire Department or the Lodi Area EMS may be released from work without loss of pay to respond to an emergency situation. The employee shall return to work immediately upon release from the emergency site by the Fire/EMS Chief or designee in charge. Employees engaged in emergency work for the City of Lodi may be denied a release from work to respond to other emergencies.

Leave Without Pay. Leave without pay will not be granted unless all accrued time has been used/exhausted, including the provision of FMLA. **Refer to Leave Without Pay Policy.**

Absence without Authorized Leave. Any unauthorized absence from duty by an employee shall be grounds for disciplinary action, up to and including termination. **Refer to Job Abandonment within the Separation of Employment Policy.**

BENEFITS

Health Insurance. The City offers the Wisconsin Public Employers (WPE) Group Health Insurance program to eligible employees, through the State of Wisconsin Group Insurance Board, and abides by the terms of the program.

Other Insurance. Employees may also elect to participate in the Wisconsin Deferred Compensation (WDC) Program, Income Continuation Insurance (ICI), and the Group Life Insurance plan through the Wisconsin Retirement System upon the start of employment.

Voluntary Benefits. The City may make available group rate insurance paid 100% by the participating employee. Such plans may include life, accident, short-term disability, cancer, dental and vision insurance through a third-party provider.

Flexible Spending Accounts. The City may make available flexible spending accounts for dependent care and out of pocket medical expenses through a third-party provider.

Retirement Plan. The City is a member of the Wisconsin Retirement System (WRS). A description of the WRS, the benefits and contribution requirements, is available on the state website at <http://etf.wi.gov>. The City will pay the required contribution for qualified employees and qualified employees will pay the employee required contribution as dictated annually to the Wisconsin Retirement System.

Other Post Retirement Benefits. For employees whose start date is before November 1, 2015, when a full-time employee retires, unused accrued sick leave shall be converted to a dollar amount based on the rate of pay at retirement and applied to health insurance premiums for the individual.

NOTE: For employees whose start date is on or after November 1, 2015 (including a break in service resume date), there will **not** be payout of unused accrued sick leave upon termination for any reason including retirement.

Tuition Reimbursement. The City of Lodi supports ongoing education as it relates to the development of its employees. **Refer to the Education/Tuition Reimbursement Policy.**

Employee Service Recognition. The City of Lodi appreciates employee dedication and commitment. The City shall recognize employees upon the completion of every five years of service, on or near the employee anniversary date. Recognition will include a reception and \$10 for every year of service, payable through employee payroll. Upon retirement from City employment, a planned reception for the retiring employee, a plaque and an award in the amount of \$20 for each year of service will be presented.

Resignation, and Termination, and Layoff/Reduction of Workforce. **Refer to the Separation of Employment Policy.**

~~Resignation Notice:~~

- ~~• The expectation for non-exempt employees wishing to resign in good standing shall give written notice to their respective Supervisor **not less than two (2) weeks** before such resignation shall be effective.~~
- ~~• The expectation for exempt employees wishing to resign in good standing shall give written notice to their respective Supervisor **not less than 30 days** before such resignation shall be effective.~~

~~The Supervisor shall notify the appropriate Director of the resignation. Upon receipt of resignation, it is at the discretion of the Director and the Mayor as to the status of the employee.~~

~~Notification of Termination: The Director shall notify the Mayor of any employee termination.~~

~~Layoff/Reduction in Force: If, in the event the organization requires a reduction in force, the organization will follow the procedure for layoff identified as an addendum to the Separation of Employment Policy.~~

Additional Policies. The City has a number of policies and programs which are required due to Federal or State regulatory rule and organizational best practices. Not all of these affect every employee. Below is a list of the current policies which affect the majority of employees. These policies, like this handbook, will be updated periodically. You may receive a paper or electronic copy of a policy upon request. There may be other department-specific policies for positions. Please refer to your Director/Supervisor to obtain these policies.

City of Lodi Policy List. For more information on current City policies, contact the Director of Administration or designee. The current policies include:

Adjusting, Controlling, Compensating for Overtime (FLSA) Policy

Alcohol Misuse Prevention and Anti-Drug Policy

Americans with Disabilities Act (ADA) Title I and Title II Policy

Anti-Harassment and Retaliation Policy

At-Will Employment Policy

Class and Compensation Pay Plan Policy

Code of Conduct Policy
Code of Ethics Policy
Disciplinary Procedure Policy
DOT Regulated Employee Alcohol Misuse Prevention and Anti-Drug Policy
Education-Tuition Reimbursement Policy
Electronic Communication (Technology) Policy
Eligibility for OT Compensation Under FLSA Policy
Employee Records Policy
Employment of Relatives Policy
Family Medical Leave Act (FMLA) Policy
Grievance Policy
Hiring Policy
Hours Worked Under FLSA Policy
Leave Without Pay Policy
Paid Leave Donation Policy
Safe Harbor Policy
Separation of Employment Policy
Social Media Policy
Use of City Equipment Policy
Violence in the Workplace Policy
Workers Compensation - Injury Reporting Policy