



# Library Board Meeting Agenda

Tuesday, September 16, 2025 at 5:00 PM

Columbus Public Library - 223 W. James Street

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## Call to Order

**Roll Call of Members, Introduction of Visitors, Public Input**

**Approval of Agenda for September 16, 2025**

**Approval of Minutes from August 19, 2025**

1. August 19 Meeting Minutes

## Reports

2. Financial Secretary's Report

3. Bills-\$3,079.36

4. Budget Comparison

5. Director's Report

6. Director's Goals

7. President's Report

## Literacy Council

## Friends of the Library

## Correspondence

8. Award Letter from CAE

## Unfinished Business

9. Library User Policy

10. 2026 Library Budget

11. Library Social Media Policy

## New Business

12. City Personnel Handbook

13. Sue Mathwich Retirement

## Adjourn

\*A quorum of city committees and/or commissions may be present at this meeting. No action will be taken or considered by those committees and/or commissions.

**Columbus Public Library  
Library Board Meeting  
Tuesday, August 19, 2025  
Phyllis Luchsinger Callahan Meeting Room**

**Call to Order:** Pete Kaland called the meeting to order at 5:00 p.m.

**Present:** Pete Kaland, Amanda Wakeman, Sue Salter, Jim Schieble, Trina Reid, Deb Haeffner, Nora Vieau, Merry Anderson  
**Absent:** Shirley Berkley, Dana Pike

**Roll Call, Introduction of Visitors Public Input:**

**Approval of the Agenda for July 15, 2025:** Jim moved and Sue seconded a motion to approve the Agenda. Motion carried.

**Approval of Minutes June 17, 2025:** Jim moved and Deb seconded a motion to approve the June Minutes. Motion carried.

**Reports**

**Financial Secretary's Report:** CDAR 1 renews 8/28 at 4.35 %. SCLS account continues to increase, up \$3,109.00 from previous month. Nora moved and Deb seconded a motion to approve the Report. Motion carried.

**Bills:** Bills of \$6,197.72 submitted. Deb moved and Nora seconded a motion to approve the bills. Motion carried.

**Budget Comparison:** Budget on track with 66.22 % of budget spent.

**Library Director's Report:**

Summer Library Program concluded with 617 participants. August 11, 350 people celebrated end of summer with meal sponsored by Columbus Kiwanis and Kwik Trip. Kids swam free and Mullins Short Stop donated ice cream treats. Kiwanis and Friends of the Library handled clean-up duties.

CPL participated in National Night Out partnering with DPW to help children decorate hardhats and safety vests and add colorful handprints to a snowplow. Library staff attending included Amanda, Helen, Catherine, Kristen, Deb and Pat.

**Youth Services**

Special guests included:

Fire Chief Scott Hazeltine and Police Chief Dennis Weiner  
Recreation Director Amy Jo Meyers  
Columbus Utilities Lineman Jake Boness  
Columbus Police Officer Julia Knoll  
Library Board Members Jim Schieble and Dana Pike  
City Administrator Matt Amundson

Final summer programs included:  
 The Wonders of Physics from UW-Madison  
 J&R Aquatic Rescue  
 Musician Angela Puerta

#### Adult Services

July 17-Author Dean Robbins  
 July 24-Cookbook Club  
 Online Lotus Lantern Workshop in collaboration with the Korean Spirit and Culture Promotion Project attracted capacity 20 participants.  
 August 7-After Hours Book Club met at the 161 Building with 28 participants  
 September 18-New Art from the Heart Art Club for kids

#### Looking Ahead

September-Library card sign-up month with raffles for both new and current patrons who update their information  
 September 9-Author Ruth Coniff discussing her book *Milked: How an American Crisis Brought Together Midwestern Dairy Farmers and Mexican Workers*  
 September 18-Classical guitarist David Rogers  
 Books and Beer with Valerie Biel meets monthly in the Annex

#### Meetings:

July 18/September 24-Columbia County meeting focusing on near-completion of the county strategic plan. Amanda will help present the county library budget to the Finance Committee on September 24.

#### Facilities

DPW removed the west side window and is rebuilding in-house.  
 Quotes being collected for cleaning and sealing grout in bathrooms.

#### Library Stats

Visits and Items Borrowed up by 4.9% and 5.5% respectively; 21% of items borrowed by "other Columbia County" patrons (Columbus and Fall River account for 63% of items borrowed).

**Library Director's Goals:** As noted above Director attended National Night Out with DPW and conclusion of Summer Reading Program with the Columbus Recreation Dept. Staff meeting scheduled for September 9 to discuss teamwork and communication styles. Creating an adult crochet club based on patron feedback.

**President's Report:** None

**Literacy Council Report:** None

**Friends of the Library:** Ad hoc committee reviewing bylaws.

**Correspondence:** None

**Committee Reports:**

Ad hoc committee on development met to identify names of local people potentially interested in attending an information and input meeting to discuss library expansion. Discussed putting a more formal development plan together based on citizen input.

**Trustee Training:** None

**Unfinished Business:**

Budget Process moved to September CPL board meeting pending receipt of information from City. The County Library Board will be requesting a budget increase from the County.

**New Business:**

Library User Policy: Board reviewed and commented. Amanda will present final version for approval at September meeting

Library Social Media Policy: CPL does not have its own social media policy relative to the City. Board discussed options including policies from other libraries. CPL is under state library law and funded by both City and County. Board will continue to work on developing a policy. Amanda will gather examples from other libraries. Sue moved and Jim seconded a motion to utilize further research and input to develop a CPL social media policy. Motion carried.

**Adjourn:** Jim moved and Deb seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:02 p.m.

Next scheduled board meeting—September 16, 2025, at 5:00 p.m. in the Library.

Respectfully submitted,  
Merry Anderson, Secretary

## Columbus Public Library - Financial Secretary Report

Date 9/16/2025

Bank Accounts				FMUB Checking Account - Information	
	Balance	Date	Interest YTD	Checking account transactions	To Date
FMUB CDAR 1 (3 mos.)	\$ 35,351.22	8/28/2025	\$796.98	34554.24 Total memorials, donations + grants	
FMUB checking	\$2,722.55	9/16/2025	\$5.42	deposited as of date	
				Safety deposit box rental	-\$11.00
FMUB CDAR 2 (3 mos.)	\$16,857.25	10/16/2025	\$590.37	16266.88 Staff appreciation gifts	
<b>TOTAL</b>	<b>\$ 54,931.02</b>		<b>\$1,392.77</b>	Total dispersements	
CDAR1 at 4.35% matures 8/28/25				Total YTD transactions	-\$11.00
CDAR2 at 4.35% matures 10/16/25					

## SCLS Foundation

	Beginning Market Value	Total additions less withdrawals	Total Admin Fees	Total Interest/ Dividend Income	Income - Admin fees	Net gain	Ending Market Value
2020 summary	\$ 326,612.26	\$ 20,000.00	\$ (3,446.30)	\$ 6,291.32	\$ 2,845.02	\$ 24,888.73	\$ 374,346.01
2021 summary	\$ 374,346.01	\$ -	\$ (4,793.59)	\$ 6,526.94	\$ 1,733.35	\$ 32,109.66	\$ 408,189.02
2022 summary	\$ 408,189.02	\$ -	\$ (4,426.13)	\$ 7,387.16	\$ 2,961.03	\$ (73,200.74)	\$ 337,949.31
2023 summary	\$ 337,949.31	\$ -	\$ (4,365.57)	\$ 8,268.52	\$ 3,902.95	\$ (3,575.17)	\$ 380,771.12
2024 summary	\$ 380,771.12	\$ -	\$ (5,178.55)	\$ 12,526.28	\$ 7,347.73	\$ 1,639.44	\$ 418,120.71
Monthly Performance Report	Ending Market Value from previous month	Additions (Withdrawals)	Balance After Addtn's/ Withdrawals	Proration of Admin Fee	Interest/ Dividend Income	Realized Gains/(Losses)	Ending Market Value
September 31, 2024	\$ 416,670.55		\$ 416,670.55	\$ (454.57)	\$ 1,384.18	\$ 5,680.18	\$ 423,280.33
October 31, 2024	\$ 423,280.33		\$ 423,280.33	\$ (461.13)	\$ 678.63	\$ (7,572.00)	\$ 415,925.82
November 30, 2024	\$ 415,925.82		\$ 415,925.82	\$ (454.29)	\$ 644.47	\$ 13,006.53	\$ 429,122.53
December 31, 2024	\$ 429,122.53		\$ 429,122.53	\$ (467.20)	\$ 3,521.81	\$ (14,056.43)	\$ 418,120.71
January 31, 2025	\$ 418,120.71		\$ 418,120.71	\$ (455.97)	\$ 156.14	\$ 9,238.52	\$ 427,059.42
February 28, 2025	\$ 427,059.42		\$ 427,059.42	\$ (465.65)	\$ 627.53	\$ (1,733.59)	\$ 425,487.69
March 31, 2025	\$ 425,487.69		\$ 425,487.69	\$ (463.92)	\$ 1,548.71	\$ (11,267.54)	\$ 416,287.37
April 30, 2025	\$ 416,287.37	\$ -	\$ 416,287.37	\$ (465.49)	\$ 431.35	\$ 79.60	\$ 416,331.54
May 30, 2025	\$ 416,331.54		\$ 416,331.54	\$ (455.29)		\$ 14,913.86	\$ 430,790.23
July 31, 2025	\$ 430,790.23		\$ 447,119.91	\$ (484.65)		\$ 3,109.00	\$ 447,119.91
August 31, 2025	\$ 447,119.91			\$ (486.26)		\$ 11,470.05	\$ 458,103.70

Vendor		Input Date	Amount
	Amazon-End of summer party, adult crafts, books, new desk drawer, computer privacy screen	9/2/2025	\$ 692.17
AMERICAN EXPRESS		9/2/2025	\$ 625.48
BAKER & TAYLOR INC	Books- AD and CH	9/2/2025	\$ 17.97
COLUMBUS ACE HARDWARE	New indoor master keys	9/2/2025	\$ 318.90
COMPLETE OFFICE OF WISCONSIN IN	Cleaning supplies, paper		
	CC- new artwork in bathrooms, end of summer party, water delivery	9/2/2025	\$ 1,219.84
ELAN FINANCIAL SERVICES		9/2/2025	\$ 50.00
THE WORKSHOP	Youth coloring page program	9/2/2025	\$ 100.00
WIECHERT, LAURA	Window painting and face painting	9/2/2025	\$ 55.00
WRIGHT PLUMBING & SOIL TESTING	Checking the water leak in the Annex		
			\$ 3,079.36

*PR 9/2/25*

## DIRECTOR'S REPORT

### Library Card Sign-Up Month

September is Library Card Sign-Up Month! To encourage library card sign-ups, we have raffle prizes donated by Farmers & Merchants Union Bank, Author Valerie Biel, and Royal Guernsey Creamery. We also have free cookie vouchers for anyone who signs up for a new card from The Coffee Garage. Existing patrons also receive a raffle ticket if they make sure their information is up-dated. We are focusing on trying to get as many accounts with email addresses as possible to cut down on the cost of mailing out overdue letters.

### Community Outreach

- Helen and Deb attended the open house at Columbus Elementary School along with members of the Friends of the Library.
- Helen will be doing a Storytime at Sadie Bee's Orchard in Fall River on September 20.

### Youth Services

- The early learning programs started back up in September. Every week features Storytime at the Library, Storytime at Home Again, or Music & Motion.
- Chess Club happens every other week at the Library. Once a month our instructor, Louie Pace, does a chess talk where he goes over strategy and techniques.
- The Homeschool Program started back up with a NOT Back to School Party on September 8. This group will continue to meet weekly on Mondays.
- Storytime at Home Again Assisted Living continues to happen monthly.



### Adult Services

- Books & Beer was held on August 28 with author Kevin Kluesner. There were 18 people who attended in person.
- The first Hooked on Books and Yarn was very popular with 13 people attending. This will be a monthly program.
- Adult Craft Night continues to be held every month. We have a great turn-out in person, and then Kristen makes take-and-make bags with any leftover supplies.
- Amish in Wisconsin with Larry Scheckel was a very well received program with several people attending.
- After Hours Book Club, Romantasy Book Club, and 3rd Thursday Book Club all continue with great numbers and consistent attendees.
- Milked by Ruth Conniff had a small group of readers attend her program about Wisconsin dairy farms and immigrants.

### Looking Ahead

- September 18 – Classical guitar performance by David Rogers
- September 18– New Art from the Heart Art Club for kids.
- October 9–Cook Book Club: Autumn Harvest
- October 17– Writing Mysteries in Tandem with Peggy Joque Williams and Mary Joy Johnson












### Meetings

- Amanda will attend the Columbia County Library Board Meeting and Directors Meeting on September 19 in Rio. On September 24 she will be presenting the county library budget to the finance committee.

### Facilities

- On September 19 Reliable Floorcare from Sun Prairie will be deep cleaning and sealing the grout in the bathrooms. They will be coming in the late afternoon and start with one bathroom and not start the 2nd bathroom until 5:00 to make sure we always have a bathroom available to patrons. The sealer needs to dry for 6 hours so it will be ready to go for patrons Saturday morning.
- There is water in the basement around the furnace and water heater. Wright Plumbing confirmed it is not from the water heater. TAS thinks it may have been from the air conditioner, but since they have been here, it has not been leaking but it's because it hasn't been hot enough for the air conditioner to run a lot. We'll continue monitoring the situation.

Library Statistics		2025 Month	2025 YTD	2024 YTD	2024 Total	% Change from 2024 to 2025
	Visits (# door counts)	6,041	48,063	46,374	67,146	3.6%
	Items Borrowed (total)	4,873	42,005	40,686	58,538	3.2%
	% Columbus residents		47%		50%	
	% Fall River residents		13%		13%	
	% Other Columbia County		24%		21%	
	% Dodge County		11%		10%	
	% Other		6%		6%	
	Digital Items Borrowed (# checkouts)	1,080	9,458	10,102	14,759	-6.2%
	Books by Mail (# items sent)	6	97	170	259	-43%
	Public Wi-Fi (# sessions)	3,922	39,324	41,141	56,084	-4.4%
	Public Computer Use (# sessions)	227	1,808	2,077	3,077	-10%
	Wireless Printing & Faxing (# jobs)	86	650	635	967	3%
	Community Use of Rooms (# attended)	95	775	770	1,171	.7%
	Patrons Added (# added)	40	237	278	368	-15%

Item #5.

Program Statistics	In-Person & Live Virtual (# programs)	In-Person & Live Virtual (# attended)	Self-Directed Activities (# participated)
Future Readers	8	201	7
Children	3	43	0
Teen	4	38	0
Adult	7	102	12
General Interest	6	655	0



<b>Goal: Foster strong relationships with the municipalities that we serve and the Library Board</b>	
<p>Activities-</p> <ul style="list-style-type: none"> <li>Continue to create a presence in Fall River, including the addition of a book drop</li> <li>Collaborate with other City Departments for programs and marketing of programs</li> <li>Keep the Library Board updated on social issues and events that may impact the library</li> </ul>	<p>3/2025-The Book Drop has been taken to Fall River and is at the Fall River Village Hall. They are going to be doing some new landscaping this summer and it will have a permanent home near the main doors. The staff in Fall River was extremely helpful and happy to have the book drop there.</p> <p>3/2025-Amanda, Helen, and Kristi met with Kane from the Recreation Department to collaborate on advertising for the summer programs.</p> <p>3/2025-At the March 20 All Directors Meeting, the main topic of conversation was a new ILS system. At the May meeting the directors will be voting, and it seems like everyone is on board to move to SirsiDynix in 2026.</p> <p>4/2025- We are working with the City Administrator, Rec Department, and Community Center to reimagine the Columbus Commotion and make sure we are informing our community of events in a way that is not wasteful of resources and staff time.</p> <p>6/2025- We kick off the summer library program with several events overlapping with other departments. We are working closely with the rec department's summer camp and events in Fireman's Park in the evenings.</p> <p>6/2025-Attended a Council/Department Head Retreat where we worked on team building and creating a mission statement for the City of Columbus</p> <p>8/2025- Attended National Night Out and partnered with DPW for the evening.</p> <p>8/2025- We ended the Summer Library Program with a party at the Aquatic Center with the Columbus Recreation Department.</p>
<b>Goal: Continue to update and maintain our building to create a structurally sound and accessible space for all patrons.</b>	
<p>Activities-</p> <ul style="list-style-type: none"> <li>Evaluate the future needs of our space to best serve our patrons</li> <li>Work with DPW to develop a plan of preventative maintenance.</li> <li>Help the City of Columbus include the Library on a Capital Improvement Plan in a meaningful way</li> </ul>	<p>3/2025- The Friends received a grant for \$2,800 to go toward the ramp at the Annex. DPW removed all of the rotten wood from the ramp and replaced it with new lumber. They also added supports at the bottom to help prevent it rotting again the same place. We will evaluate pressure washing and staining in the summer. So far the project has cost \$147.</p> <p>4/2025- The bathroom project is complete. The two bathrooms have been well received, especially by families.</p> <p>5/2025- Pride Originals came and created a quote for new countertops at the downstairs circulation desk. I plan on applying for the Columbus Area Endowment grant for this project. He will also be fixing the woodwork in the upstairs staff area that has needed to be replaced since a radiator was taken out.</p> <p>6/2025- Continued putting some finishing touches on the bathroom, including painting the janitor closet door.</p>

	<p>8/2025- Worked with DPW to get the window on the west side of the building repaired that is starting to rot.</p> <p>9/2025-Working on getting the grout in the bathrooms cleaned and sealed which will complete the bathroom remodeling.</p> <p>9/25-Received a grant from the CAE to go toward the upgrade of the downstairs circulation desk counters.</p>
<b>Goal: Promote and support staff professional growth and cohesiveness.</b>	
<p>Activities-</p> <ul style="list-style-type: none"> <li>Promote and help find opportunities for Continuing Education</li> <li>Review and revise policies to make sure they are not getting in the way of helping patrons</li> <li>Create opportunities for Staff social enjoyment</li> </ul>	<p>4/2025- Thanks to the new Employee Engagement Team for the City, the staff enjoyed a Subway lunch during National Library Week.</p> <p>4/2025- All staff attended Dementia Live to learn how to serve our patrons with Dementia and how to make our Library space dementia friendly.</p> <p>5/2025- DPI has created a Policy of the Month Club, which helps libraries go over the policies they have and look for things that needed to be added or updated. For June I am working on the Policy Audit Workbook to see where we need work. I plan on doing a full rehab on our policies.</p> <p>6/2025-The staff took off a few hours on June 5 to attend the City of Columbus Staff picnic.</p> <p>7/2025- Worked on a creating a manifest of policies that need to be updated.</p> <p>8/2025- Scheduled an all staff meeting with City HR for September 3 to go over team work and communication styles.</p> <p>9/2025-The entire staff along with some other city staff had a meeting on Sept. 3.</p>

<b>Goal: Support the library goals set forth by the strategic plan</b>	
<p>Activities-</p> <ul style="list-style-type: none"> <li>Promote and help with the continued weeding of our collections</li> <li>Continue to use feedback strategies and continually evaluate the effectiveness of our programs.</li> <li>Seek public input for programs that will help us to best serve our community</li> <li>Create summer and winter reading programs that promote literacy and the library</li> </ul>	<p>3/2025-Amanda, Helen, and Kristi met with Kane from the Recreation Department to collaborate on advertising for the summer programs.</p> <p>3/2025- We have weeded the juvenile non-fiction which has created a better space for our new materials downstairs and better merchandising opportunities.</p> <p>4/2025-We had to do some weeding once again in our Adult Fiction section. As this is the most popular section, it is the one we must work hard at maintaining as we are constantly adding new titles.</p> <p>4/2025- Catherine has been using Project Outcome to gain feedback on the paid speakers we have coming in. The results have come back really liking the program, we just need to find a way to use this data to bring more people in the door for programs.</p> <p>6/2025- The Summer Library Program has launched with great participation.</p>

	<p>6/2025- The Romantasy Book Club started on June 9, which was patron requested and had a good turn-out.</p> <p>7/2025- The SLP has surpassed our numbers from last year.</p> <p>8/2025- We are creating an adult crochet club based on feedback from patrons that they would like one.</p> <p>9/2025- We are continuing to add new programs based on feedback from patrons. Adult Crochet Club, Art from the Heart, and Cookbook Club are all new and well received.</p>
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P.O. Box 423, Columbus WI 53925

September 4, 2025

Amanda Wakeman  
Columbus Public Library  
223 West James Street  
Columbus WI 53925

Dear Amanda,

The Columbus Area Endowment Executive Committee and the Board of Governors for the Madison Community Foundation are pleased to award a grant of \$1,000 toward a second accessible circulation desk. The Committee found that this project conforms to the Endowment's mission to support durable additions to our communities, and was sponsored by tax-exempt entity under IRS Rule 501 (c) (3).

You will receive a distribution within 60 days of this letter. You are invited to a public presentation of your grant at the annual Celebration of Philanthropy scheduled for the afternoon of Sunday November 9th; details to follow.

Upon completion of the project, please submit the attached project report to the Committee at the above address or to [columbusendowment@gmail.com](mailto:columbusendowment@gmail.com) .

Sincerely,

A handwritten signature in black ink that reads "John Pearson".

John Pearson, President, Columbus Area Endowment Executive Committee

# Columbus Public Library

## Library User Policy

The Columbus Public Library is committed to providing a welcoming, safe, and respectful environment for learning, recreation, and community engagement. To ensure the comfort and safety of all patrons, the following guidelines apply:

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### Behavior Guidelines

The library has a responsibility to maintain a safe and secure environment for staff and patrons. Any violation of these guidelines may result in being asked to leave the premises and/or law enforcement being contacted.

Prohibited behaviors include:

- Aggressive or abusive behavior or language toward staff or other patrons
  - Direct or indirect threats
  - Profanity or hate speech directed at an individual
  - Fighting
  - Excessive or disruptive noise
- 

### Health & Safety Guidelines

To maintain a healthy and comfortable environment for everyone, patrons must:

- Be fully clothed and wear shoes at all times
- Refrain from using or consuming tobacco products, vape products, alcohol, or other controlled substances on library grounds
- Not enter the library while under the influence of alcohol or drugs
- Not carry concealed or openly carried firearms or other weapons
- Not damage, deface, or misuse public property
- Keep food and beverages in closed containers, and avoid eating or drinking near public computers
- Children must be accompanied by an adult on the elevator

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## **Unsupervised Children in the Library**

Columbus Public Library welcomes children of all ages. However, parents and guardians are responsible for supervising their children and ensuring they follow this policy.

- Children under the age of 8 must be accompanied by a parent, guardian, or caretaker at all times. Guardians of unaccompanied minors will be contacted to pick up the child. If a guardian cannot be reached, the Columbus Police Department will be contacted.
- Siblings or caretakers must be at least 12 years old to be considered adequate supervisors
- If a child is left unattended at closing time, staff will attempt to contact a parent/guardian. If a child has not been picked up within 5 minutes after closing, the Columbus Police Department will be contacted

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## **Animals in the Library**

No pets or animals are allowed in the library unless they are:

- Service animals, as defined by Title II and Title III of the Americans with Disabilities Act (ADA)
- Animals that are part of a Library-sponsored program

Account	Title	Entry Level	Current Actual	PY1	Current Budget	
210-414110-000	LIBRARY; TAX SUBSIDY FROM CITY (R)	\$ 308,000.00	\$ 300,000.00	\$ 295,000.00	\$ 300,000.00	
210-474715-000	LIBRARY; COUNTY FUNDS (R)	\$ 161,706.00	\$ 157,659.92	\$ 147,340.06	\$ 161,659.50	
210-474716-000	LIBRARY; SCLS FUNDS (R)	\$ 500.00	\$ -	\$ 450.00	\$ 500.00	
210-474717-000	LIBRARY; FINES & FEES (R)	\$ 800.00	\$ 508.42	\$ 605.48	\$ 900.00	
210-474718-000	LIBRARY; FAX & COPIES (R)	\$ 4,000.00	\$ 4,110.92	\$ 5,174.63	\$ 4,200.00	
210-484810-000	LIBRARY; DONATIONS (R)	\$ 2,000.00	\$ 5,425.48	\$ 3,589.55	\$ 1,000.00	
210-484811-000	LIBRARY; GRANT REVENUES (R)	\$ -	\$ 5,000.00	\$ 18,968.29	\$ -	
210-484812-000	LIBRARY; INSURANCE RECOVERIES (R)	\$ -	\$ -	\$ -	\$ -	
210-484820-000	LIBRARY; INTEREST INCOME (R)	\$ 1,000.00	\$ 1,138.67	\$ 3,238.52	\$ 1,000.00	
210-484860-000	LIBRARY; RENTAL INCOME-ANNEX (R)	\$ 5,760.00	\$ 3,270.00	\$ 4,515.00	\$ 5,760.00	
210-485100-000	LIBRARY; ARTISTS COLLABORATIVE (R)	\$ -	\$ -	\$ -	\$ -	
210-494950-000	TRANSFER FROM SURPLUS FUNDS (R)	\$ 22,000.00	\$ -	\$ -	\$ 17,089.81	
210-494960-000	TRANSFER FROM OTHER FUNDS (R)	\$ -	\$ -	\$ -	\$ -	
210-494970-000	OTHER FINANCING; SCLS FNDTION (R)	\$ -	\$ -	\$ -	\$ -	
210-494980-000	OTHER SOURCES; PLA REIMBURSED (R)	\$ -	\$ -	\$ -	\$ -	
210-511570-210	LIBRARY; AUDIT/ACCOUNT SVCS (E)	\$ -	\$ -	\$ -	\$ 1,500.00	
210-511920-348	LIBRARY; BAD DEBT EXPENSE (E)	\$ -	\$ -	\$ -	\$ -	
210-555000-111	LIBRARIAN SALARY (E)	\$ -	\$ 52,007.83	\$ 71,636.18	\$ 72,820.18	
210-555000-112	LIBRARY; YOUTH SERV DIRECTOR (E)	\$ -	\$ 34,829.94	\$ 49,301.61	\$ 51,221.66	
210-555000-113	LIBRARY; PART-TIME (E)	\$ -	\$ 104,641.64	\$ 139,383.11	\$ 155,337.45	
210-555000-126	LIBRARY; ASSISTANT SALARY (E)	\$ -	\$ -	\$ -	\$ -	
210-555000-127	LIBRARY; PAGES (E)	\$ -	\$ -	\$ -	\$ -	
210-555000-151	LIBRARY; SOCIAL SECURITY (E)	\$ -	\$ 14,619.45	\$ 20,289.52	\$ 21,917.63	
210-555000-152	LIBRARY; RETIREMENT (E)	\$ -	\$ 10,466.02	\$ 14,508.76	\$ 16,327.21	
210-555000-154	LIBRARY; INSURANCE BENEFIT (E)	\$ -	\$ 21,162.36	\$ 40,118.79	\$ 41,924.52	
210-555000-155	LIBRARY; LIFE INSURANCE (E)	\$ -	\$ 103.67	\$ 122.24	\$ 116.78	
210-555000-156	LIBRARY; LT DISABILITY (E)	\$ -	\$ 291.03	\$ 383.02	\$ 434.15	
210-555000-159	LIBRARY; LONGEVITY (E)	\$ -	\$ -	\$ -	\$ -	
210-555000-195	LIBRARY; CUSTODIAN (E)	\$ -	\$ 5,285.52	\$ 7,183.43	\$ 7,125.73	
210-555000-210	LIBRARY; LEGAL SERVICES (E)	\$ 250.00	\$ -	\$ -	\$ 250.00	
210-555000-219	LIBRARY; PROFESSIONAL FEES (E)	\$ 500.00	\$ 389.00	\$ 603.08	\$ 350.00	
210-555000-220	LIBRARY; BANK FEES (E)	\$ 250.00	\$ 109.10	\$ 173.26	\$ 125.00	
210-555000-221	LIBRARY; ELECTRIC/WATER/SEWER (E)	\$ 5,700.00	\$ 3,431.71	\$ 5,671.63	\$ 5,500.00	
210-555000-224	LIBRARY; HEAT (E)	\$ 2,000.00	\$ 1,250.84	\$ 1,446.06	\$ 2,000.00	
210-555000-225	LIBRARY; TELEPHONE & DATA (E)	\$ 1,500.00	\$ 602.64	\$ 1,379.41	\$ 1,650.00	
210-555000-226	LIBRARY; SAFETY TRAINING (E)	\$ -	\$ -	\$ -	\$ -	
210-555000-249	LIBRARY; REPAIR & MAINTENANCE (E)	\$ 10,000.00	\$ 27,230.95	\$ 2,723.96	\$ 6,000.00	
210-555000-250	LIBRARY; ELEVATOR SERV/REPAIR (E)	\$ -	\$ -	\$ 2,309.68	\$ 2,500.00	Moved to Repair/Maintenance
210-555000-310	LIBRARY; WEB MEDIA (E)	\$ 850.00	\$ 853.83	\$ 813.16	\$ 800.00	
210-555000-311	LIBRARY; POSTAGE (E)	\$ -	\$ 176.38	\$ 507.51	\$ 600.00	Moved to Supplies/Operating Exp
210-555000-312	LIBRARY; SUPPLIES/OPERATNG EXP (E)	\$ 15,000.00	\$ 10,606.01	\$ 13,513.06	\$ 9,500.00	
210-555000-313	LIBRARY; PRINTING (E)	\$ -	\$ -	\$ -	\$ 150.00	Moved to Supplies/Operating Exp
210-555000-314	LIBRARY; EQUIPMENT (E)	\$ 3,500.00	\$ 2,612.52	\$ 3,381.66	\$ 3,500.00	
210-555000-315	LIBRARY; DELIVERY (E)	\$ 6,000.00	\$ 6,126.00	\$ 6,291.00	\$ 6,126.00	
210-555000-316	LIBRARY; FURNITURE & FIXTURES (E)	\$ 3,000.00	\$ 891.05	\$ 3,067.44	\$ 3,000.00	
210-555000-330	LIBRARY; SAFETY TRAINING (E)	\$ -	\$ 150.98	\$ -	\$ 500.00	Moved to Education & Travel
210-555000-331	LIBRARY; COPIER (E)	\$ -	\$ 2,335.12	\$ 3,287.01	\$ 2,500.00	Moved to Supplies/Operating Exp
210-555000-333	LIBRARY; EDUCATION & TRAVEL (E)	\$ 2,000.00	\$ 656.96	\$ 883.56	\$ 1,000.00	
210-555000-371	LIBRARY; ADULT AUDIO VISUAL (E)	\$ 2,500.00	\$ 1,389.85	\$ 1,495.47	\$ 3,000.00	
210-555000-372	LIBRARY; YOUTH AUDIO VISUAL (E)	\$ 500.00	\$ 294.38	\$ 431.00	\$ 600.00	
210-555000-373	LIBRARY; YOUTH BOOKS (E)	\$ 8,000.00	\$ 4,468.64	\$ 6,581.14	\$ 8,000.00	
210-555000-374	LIBRARY; PERIODICALS (E)	\$ 2,000.00	\$ -	\$ 1,811.76	\$ 2,000.00	
210-555000-375	LIBRARY; REFERENCE MATERIALS (E)	\$ -	\$ -	\$ 28.96	\$ 350.00	Moved to Adult Books
210-555000-376	LIBRARY; SOFTWARE/DATABASES (E)	\$ 1,750.00	\$ 1,324.22	\$ 1,591.15	\$ 1,750.00	
210-555000-377	LIBRARY; ADULT BOOKS (E)	\$ 12,000.00	\$ 6,511.27	\$ 10,787.43	\$ 12,000.00	

210-555000-378	LIBRARY; TEEN BOOKS (E)	\$	1,500.00	\$	658.11	\$	1,259.47	\$	1,800.00
210-555000-385	LIBRARY; YOUTH PROGRAMMING (E)	\$	7,000.00	\$	7,687.01	\$	5,840.71	\$	6,000.00
210-555000-386	LIBRARY; ADULT PROGRAMMING (E)	\$	6,000.00	\$	5,707.74	\$	8,214.92	\$	5,000.00
210-555000-387	LIBRARY; PUBLIC RELATIONS (E)	\$	1,000.00	\$	325.00	\$	600.99	\$	1,000.00
210-555000-388	LIBRARY; ROTATE BOOKS/CASSETTE (E)	\$	-	\$	-	\$	-	\$	-
210-555000-389	LIBRARY; DIGITAL MEDIA POOL (E)	\$	2,832.00	\$	3,073.00	\$	2,841.00	\$	2,983.00
210-555000-511	LIBRARY; PROP, LIAB, WC INS (E)	\$	3,800.00	\$	3,521.32	\$	3,225.74	\$	3,800.00
210-555000-805	LIBRARY; SCLS CONSORTIUM (E)	\$	22,744.00	\$	22,460.00	\$	22,802.00	\$	22,550.00
210-555000-810	LIBRARY; CAPITAL BLDG EXPENSE (E)	\$	-	\$	-	\$	-	\$	-
210-555000-930	LIBRARY; TSF SCLS FOUNDATION (E)	\$	-	\$	-	\$	-	\$	-
210-555100-221	ANNEX; UTILITIES (E)	\$	-	\$	-	\$	-	\$	-
210-555100-224	ANNEX; HEATING/UTILITIES (E)	\$	4,500.00	\$	2,588.40	\$	3,684.22	\$	4,500.00
210-555100-249	ANNEX; REPAIRS & MAINTENANCE (E)	\$	1,500.00	\$	343.52	\$	5,081.95	\$	1,500.00
210-555100-312	ANNEX; MISC OPERATING EXP (E)	\$	500.00	\$	147.43	\$	260.88	\$	500.00
	Rev: \$505,766.00				Rev: \$477,113.41				Rev: \$478,881.53
	Exp: \$128,676.00				Exp: \$361,330.44				Exp: \$465,516.93
	Total: \$377,090.00				Total: \$115,782.97				Total: \$13,364.60
									Rev: \$492,109.31
									Exp: \$492,109.31
									Total: -\$0.00



# CITY OF COLUMBUS



## Employee Handbook

01/01/2025

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Employee Acknowledgement

## WELCOME FROM THE CITY ADMINISTRATOR

For employees who are beginning employment with the City of Columbus, let me extend a warm and sincere welcome.

For employees who have been with us, thank you for your past and continued service.

The City of Columbus values integrity, teamwork, honesty, diligence, compassion and strong ethics in interactions between and among employees, elected officials and the public. We strive to be highly open, transparent and accountable for public actions, expenses, and use of work time. As a city employee, you immediately become part of our work team and family. We value your insights into quality improvement and thank you for your dedication in making the city an even better place to live, work and play.

## Purpose of the Handbook

This handbook contains information about working conditions, employee benefits, employee responsibilities, and City of Columbus (the “City”) employment policies. This handbook sets forth employment policy guidelines which employees are expected to follow and informs employees about what employees may generally expect from the City. As a City employee, it is the employee’s responsibility to read, understand, and comply with all provisions of this handbook. The City goal is to provide a work environment that is conducive to the personal and professional growth of all employees.

The City expects all employees to demonstrate professional, competent and reasonable behavior, and to continually serve, both on-duty and off-duty, as positive examples of the high-quality personnel affiliated with this organization and consistent with the high expectations of the public. Compliance with the policies, rules and general expectations of conduct is of paramount importance to fulfill these objectives and for the employee to have a successful career with the City. Failure to comply with the policies, rules and general expectations of conduct can undermine these objectives, and the trust and confidence that the public, businesses, employees and officers of the City must have in that employee. The City treats all violations of the policies, rules and general expectations of conduct very seriously. Violations of the policies, rules and general expectations of conduct can subject an employee to discipline, up to and including discharge.

This edition of the handbook cannot anticipate every possible circumstance or question about City employment policies. To meet the evolving needs of the organization, the City retains the right to revise, supplement or rescind such policies as may be deemed appropriate. The City reserves all its rights, and final interpretation and implementation of any of the policies in this handbook are vested solely with the City Council through the City Administrator.

This handbook and the statements in this handbook are not, and should not be construed as, an employment contract, nor do they imply that the City is guaranteeing employment for anyone or changing the at-will employment relationship in any manner. Only the Common Council may enter a contract with an employee, and that contract must be in writing and approved by vote of the Council at a duly noticed meeting. No statement or promise by a supervisor, manager, department head, elected or appointed official, or an employee may be interpreted as a change in or constituting a contract with an employee or modification of the at-will employment relationship.

Many of the topics addressed in this handbook are also addressed in the Local 237 employee bargaining group labor agreement. The provisions of this specific employee group labor agreement supersede information or policy provisions of this handbook. Additionally, any wages, hours and working conditions referenced in this handbook that are subject to the mandatory duty to bargain between the City and a collective bargaining representative are not binding on those parties, except for rules of conduct identified in this handbook that are made and revised from time to time under the City’s managements rights authority.

The contents of this handbook are also not to be used as a substitute for any controlling ordinance, resolution, regulation, state or federal statute, code or regulation, common law or other legally binding authority as updated from time to time. Applicable ordinances, resolutions, regulations, state or federal statutes, codes or regulations and common law shall supersede this handbook.

## ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with City of Columbus. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. City of Columbus adheres to the policy of employment at will, which permits the City or the employee to end the employment relationship at any time, for any reason, or no reason, with or without cause or notice.

No City representative other than the City Administrator may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate City documents. These City documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general City guidelines. The City may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and City Administrator.

This handbook is subject to the terms of any applicable collective bargaining agreement.

This handbook supersedes all prior handbooks.



## Section 2 – Employment Policies

### 2-1. Equal Employment Opportunity

City of Columbus is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex, or gender (including pregnancy, childbirth, pregnancy-related conditions, and lactation), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. City of Columbus's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources Administrator. City of Columbus will not allow any form of retaliation against employees who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact Human Resources Administrator. To ensure the workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

### 2-2. Harassment

It is City of Columbus's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by City of Columbus.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on City premises, while on City business (whether on City premises or otherwise) or while representing the City. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

#### Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to always behave in a manner consistent with the intended purpose of

this policy.

### **Sexual Harassment Defined**

Sexual harassment can include all the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

- Unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement.
- Requests for sexual favors or demands for sexual favors in exchange for favorable treatment.
- Obscene or vulgar gestures, posters or comments.
- Sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies.
- Propositions or suggestive or insulting comments of a sexual nature; derogatory cartoons, posters and drawings.
- Sexually explicit e-mails, text messages or voicemails.
- Uninvited touching of a sexual nature.
- Unwelcome sexually related comments.
- Conversation about one's own or someone else's sex life.
- Conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
- Teasing or other conduct directed toward a person because of the person's gender.

### **Reporting Procedures**

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to the Employee's Supervisor. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Human Resources Administrator. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

### **Investigation Procedures**

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

### **Retaliation Prohibited**

In addition, the City will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same way the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

## **2-3. Recruitment and Selection**

All City of Columbus employment opportunities will be posted through NeoGov onto our City website, as well as posted to other avenues relevant to the position open. If employees find a position of interest on the City website and they meet



the eligibility requirements, an online job posting application must be completed to be considered for the position.

All employees, except Columbus Utilities, Library, Police Chief, Fire Chief and subordinates in the Fire Department and Police Department shall be hired by the City Administrator. Department Heads shall be hired by the City Administrator with the consent of the City Council. The Police Chief, Fire Chief, and subordinates shall be hired by the Police and Fire Commission. Applications for employment must be submitted online at the City's website. All applications must adhere to the approved employment process. Employment process for Columbus Utilities and the Library Board shall be under the guidelines of the Library Board and Utilities Commission, but recruitment and onboarding will be facilitated by the city and the NeoGov platform.

The City Administrator will determine the need for an Interim Department Head and consult with the Human Resources Administrator regarding the selection process. An employee appointed to an Interim Department Head position shall be granted a salary increase. The increase will be determined by the City Administrator in consultation with the Mayor and not be an increase of more than 10% of the employees current salary.

## **2-4. Employee Classifications**

For purposes of this handbook, all City of Columbus employees fall within one of the classifications below.

### **Regular Full-Time**

A regular full-time employee is one who is scheduled to work 40 hours or more per week, on a regular basis, for a continuous and indefinite period. Full-time employees are eligible for all employee benefits.

### **Regular Part-Time**

A regular part-time employee is one who is regularly scheduled to work less than full-time (less than 40 hours) but twenty hours or more on a full workweek basis for a continuous and indefinite period. Part-time employees are eligible for some benefits, as is further explained in the specific benefit information.

### **Part Time**

A part-time employee is one who is regularly scheduled to work less than 20 hours per week for a continuous and indefinite period. Part-time employees are not eligible for benefits.

### **Temporary**

Employees, hired as temporary replacements for full-time or part-time employees, or for short periods of employment such as summer months, peak periods, and vacations, are considered temporary employees. Temporary employees are not eligible for benefits regardless of the number of hours or weeks worked.

### **Hourly**

Hourly employees are paid by an hourly rate for the pay period. Overtime for all authorized hours worked in excess of forty (40) hours per work week are paid out at time and half or banked at the rate of time and half per hour worked as compensatory time. *Refer to: Overtime/Compensatory Time and Flex Time*

### **Salaried**

A salaried employee is paid a fixed rate for the pay period. Salaried employees who are employed in administrative, executive, or professional categories are specifically exempted from overtime pay for hours worked over 40 hours per week. The hours worked by salaried employees are often irregular and begin and end outside the normal workday. The salaried employee may be eligible to use flex time. *Refer to: Overtime/Compensatory Time and Flex Time*

### **Non-represented Employee**

Employee not represented by collective bargaining agreement.

**Represented Employee**

Employee represented by collective bargaining agreement.

**Appointed Employee**

An appointed employee is an employee appointed to an officer position according to processes outlined in Wisconsin Statutes or City Ordinance, typically by the mayor with the advice and consent of the City Council, under may also have a specific agreement that outlines the terms and conditions of employment. benefits provided by the city, except as specifically noted.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non- exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

**2.5. Employment in Multiple Positions**

While uncommon, there may be occasion where the same employee is hired and concurrently working in multiple positions with the City of Columbus. This situation presents unique challenges for the employee, the department(s) the employee works for, and the City.

In these instances, if an employee is working at their primary position and then called to help in their other role for an emergency, the employee will be paid for the rate of the role that they are putting the hours in at.

**2-6. Employment Eligibility Verification**

New employees must complete Section 1 of the I-9 form. A Form I-9 is a document used by employers in the United States to verify the identity and employment eligibility of every new hire, ensuring they are legally authorized to work in the country. A list of acceptable documents for verifying identity and employment eligibility is provided on the I-9 form. Original documents must be provided to the Human Resources Administrator for verification.

## Section 3 – Employee Benefits

### 3-1. Vacation

The City of Columbus appreciates how hard employees work and recognizes the importance of providing time away from the demands of work for rest, recovery, and recreation. City of Columbus fully encourages employees to use their earned vacation time in accordance with this policy.

#### Definition of Vacation Days/Time

Vacation Time/Days are paid per the number of scheduled hours for the employee, for which they are not present for work, on the day(s) on which the vacation hours are utilized. Employees cannot take Vacation Time/Days on or for any hours/days they are not scheduled to work, for more hours than they would normally be scheduled to work on a scheduled workday or workweek, or for any hours in which work is actually performed. Vacation policies for union employees are specified in their respective bargaining contracts. Starting discretionary vacation is negotiable with contract.

Vacation leave is calculated on January 1<sup>st</sup> of every year.

#### Regular Full Time and Salaried Employees:

<u>Years Employed</u>	<u>Vacation Earned</u>
Upon hire (after 30 days)-2 years completed	128 Hours
3-4 years completed	144 Hours
5-8 years completed	160 Hours
One additional day (8 hours) for each successive year completed after 8 years of service, to a maximum of 280 hours.	

#### Regular Part-Time Employees:

<u>Years Employed</u>	<u>Vacation Earned</u>
Upon hire (after 30 days)-2 years completed	64 hours
3-4 years completed	72 hours
5-8 years completed	80 hours
One additional day (8 hours) for every other year completed after 8 years of service, to a maximum of 140 hours.	

Employees must submit requests for vacation leave in writing to their supervisor. Vacation may be granted, at a minimum, in two-hour increments. A minimum of seven (7) days' notice must be made for any vacation requests. Vacation leave requests received less than seven days' notice will be considered at the discretion of the Department Head.

Employees who are unable to use all their vacation time due to work schedules and needs of the department may request to carry vacation over a maximum of 40 hours into the following anniversary year. Any vacation carry over must be approved in advance and in writing by the City Administrator, and any carried over vacation leave must be taken in the first six months of the subsequent anniversary year. Vacation not carried over or not used will not be paid out under any circumstances, except when separate employment agreements or collective bargaining agreements state otherwise.

Vacation pay is based on the pay rate in effect when the vacation is used and does not include bonuses or other special forms of compensation. Employees are paid for vacation time on their regular payday.

After 1 year of employment, upon separation of employment, an employee will be paid their accrued earned unused vacation time based upon pay rate in effect. No accrued unused vacation will be paid out if separation of employment occurs before one year of employment is completed. To receive a vacation payout, you must give at least a two week notice as an hourly team member and or a month notice as a salary team member.

In addition to our regular vacation plan, we offer the option to take 8 hours per calendar year to volunteer at an organization of your choice. To utilize this benefit, you must submit the volunteer form to the Human Resources Administrator requesting a day off to volunteer. After the day of volunteering, provide the volunteer confirmation form from the organization you volunteered for to the Human Resources Administrator. \* Due to the nature of our organization, you cannot volunteer for a government or religious organization. \*

### **3-2. Holiday Pay**

The City provides the following days as paid holidays for regular full-time and salaried employees immediately upon hire:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day  
3 Personal Days

The City provides 36 hours as paid holidays for regular part-time employees Regular part-time employees can choose from the above list of holidays and the number of hours paid for those holidays not to exceed 36 hours per calendar year.

Employees will receive holiday pay for the preceding Friday if a holiday falls on a Saturday. Conversely employees will receive holiday pay for the following Monday if a holiday falls on a Sunday. If the Christmas Eve/Christmas Day and New Years Eve/New Years Day holidays fall on a Friday/Saturday or Sunday/Monday, employees will receive holiday pay for that Friday and Monday.

Employees must work the last scheduled workday preceding and the first scheduled workday following a holiday to be eligible for holiday pay, unless on an excused absence or on a paid leave of absence.

Holiday pay is calculated at the approved hourly rate.

When an hourly employee is required to work on a legal holiday, wages will be paid at the rate of time and one-half, or according to union contract. Salary employees required to work on a recognized holiday will be eligible for flex time.

Personal Days are granted to give some flexibility for City employees to recognize state or federal holidays as holidays rather than workdays. For example, Martin Luther King Day is a federal holiday in which the City does not recognize as a paid holiday. Regular full-time employees must submit requests for personal days leave in writing to their supervisor. Personal days will be scheduled and considered for approval on a departmental basis. Personal days are not eligible for pay out or carryover.

If a paid holiday falls during an employee's vacation, the paid holiday will be applied in lieu of the paid vacation day.

### **3-3. Sick Leave**

Regular full-time hourly and salaried employees will be granted 40 hours of sick leave upon hire. After completion of 5 months of employment, additional sick leave will accrue at a rate of 8 hours for each month worked up to a maximum of 720 hours.

Regular part-time hourly employees will be granted 20 hours of sick leave upon hire. After completion of three months of employment, additional sick leave will accrue at a rate of 4 hours for each month worked up to a maximum of 360 hours.

Sick leave balance will be paid out upon employees (**separation and/or retirement**). Payout of sick leave balance will not occur if employment is terminated for any reason within five years of hire. To receive sick leave payout an employee must give a one-month notice.

Sick Leave Payout balances are based off years of service:

- 5 Years 50%
- 7 Years 75%
- 10 Years 100%

Sick leave accrues from the employee's date of hire. Sick leave hours do not accrue during disability leave, authorized leave without pay, and absences without leave. Employees on suspension from work shall not be eligible to earn sick leave benefits during periods of suspension.

Sick leave may be used in the following situations:

- Absence from duty because of illness
- On a scheduled basis to attend necessary personal Doctor, Dentist, or other required medical appointments, including but not limited to pregnancy or other recognized health care
- Bodily injury, when not a Worker's Compensation case
- Exposure to contagious disease
- Pet vet appointments, illness, or death.
- Caregiver needs for a child, parent, or partner.
- Serious illness in the family of the employee requiring the employee to provide care for the ill family member
- In conjunction with, or in place of Bereavement Leave for the death of an employee's family member. For specifics on this see the Bereavement Policy.

For situations when the employee has advanced knowledge of the need for sick leave, the employee is to provide notification of the need for sick leave to their supervisor with as much advance notice as is possible. When sick leave is taken for unexpected, unplanned illnesses, the employee must notify their supervisor of intent to take sick leave no later than 30 minutes after the beginning of their regular workday. The supervisor may require a doctor's statement for any requested sick leave.

Any payments of accrued but unused sick leave pursuant to this Policy are subject to the approval of the City.

### **3-4. Sick Leave Donation Program**

The Sick Leave Donation Program is to permit an employee to donate sick leave to another employee. This Policy permits such donation to occur when an employee has a need for additional paid leave because they have exhausted all paid leave and have a need for additional Family Medical Leave Act (FMLA) qualifying leave. This need may arise for treatment or care of their own illness or qualifying condition; or from their need to care for a family member as permitted under FMLA. This Policy is not intended to provide for the donation of sick leave for common illnesses of short duration, or illnesses or injuries covered by employer paid long term disability policies or those illnesses compensated by Worker's Compensation.

To be eligible, an employee:

1. Must be a regular full-time or regular part-time employee.
2. Be eligible to accrue sick leave.
3. To have exhausted all forms of their own accrued leave (sick, vacation, compensatory time), or plan on

exhausting all forms of leave, during or after the qualifying FMLA leave event.

Employees are ineligible to use this policy during any disciplinary suspension or if they are receiving Worker's Compensation benefits and pay.

#### Procedures:

The Human Resources Administrator is responsible for coordinating donations, reviewing donation requests and authorizing eligibility. Final decisions on eligibility and distribution of donated leave time rests with the City Administrator and shall not be subject to any grievance or appeal procedure.

### **3-5. Insurance Program Eligibility**

Regular Full-time and part-time employees may participate in the City of Columbus insurance programs based on their individual eligibility. Under these plans, eligible employees may receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, employees will receive summary plan descriptions describing the benefits in greater detail. Please refer to the summary plan descriptions for detailed plan information. Contact the Human Resources Administrator with any further questions.

### **3-6. Health, Dental, And Vision Insurance**

Eligible City of Columbus employees have access to Health Insurance, Dental insurance, and Vision Insurance. Depending on the plan, several options may be available to enroll in. Specific information as to plans, providers, premiums, cost shares, and benefits are available from the Human Resources Administrator. These will be provided to eligible employees upon hire, during annual open enrollment and upon request.

### **3-7. Term Life Insurance Plans**

Eligible City of Columbus employees have access to a group term Life Insurance program that, at no cost to you, provides coverage equal to your earnings rounded to the next \$1,000. Supplemental, additional, and dependent units may also be purchased at an additional price.

### **3-8. Long Term Disability**

Regular full time hourly and exempt employees are automatically enrolled in long term disability insurance. The City pays for this benefit.

### **3-9. Wisconsin Retirement System (WRS) Pension Plan**

The Wisconsin Retirement System (WRS) is a qualified retirement system under Section 401(a) of the Internal Revenue Code. It is a hybrid defined benefit plan, containing elements of both a 401(k) or defined contribution plan and a defined benefit plan.

Participation in WRS is compulsory for all employees of the City meeting the minimum thresholds for participation. City of Columbus employees are eligible and required to participate in City of Columbus retirement plan, The Wisconsin Retirement System (WRS) if they are:

- Regularly scheduled for and/or expected to work twenty-three (23) hours or more per week **-and-**
- Working or expected to work for 365 days or more **-or-**
- Were a previous participant in the WRS with the City of Columbus's or another participating agency, regardless

of the hours worked/expected to work or time worked/expected to work with the City and have not previously retired and are collecting WRS pension payments.

The intention of the WRS pension plan is to provide you with a lifetime retirement payment (annuity) once you are vested and have reached the minimum retirement age. Your retirement annuity is calculated using both a formula calculation and a money purchase calculation. As a retiree, you receive the higher of the two benefit calculations. The money to pay WRS benefits comes from employee and employer-required contributions and investment (interest) earnings. The largest amount comes from investment earnings. Generally, employers pay 50% of the total amount required per pay period and employees pay the other 50%.

### **3-10. Deferred Compensation 457(B) Plan**

City of Columbus employees regularly scheduled for 23 hours or more a week are eligible to participate in the City's voluntary Deferred Compensation 457(b) retirement savings plan. 457 plans allow you to save money directly from your paycheck for retirement, and offers tax benefits and different investment options. The value of your account is based on how much money you put into the account and how much money your investments make over time.

### **3-11. Supplemental Insurance Plants**

City of Columbus offers a multitude of supplemental insurance including Aflac, Globelife, Assurity, and Champion Health. These plans are optional and can be elected by signing up with one of our representatives. To inquire about any of these contact your Human Resources Administrator.

### **3-12. Employee Assistance Plan (EAP)**

The Employee Assistance Program is designed to assist in the prevention, early identification, and resolution of personal issues. EAP might be helpful in addressing health, marital, family, financial, alcohol and other drug, emotional, stress, and other personal concerns. They also offer financial advising sessions. All services are CONFIDENTIAL and at no cost to the employee.

Full details will be provided to employees upon hire or as requested to the Human Resources Administrator.

### **3-13. Workers' Compensation**

On-the-job injuries are covered by the City of Columbus Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Failure to follow City procedures may affect the ability of employees to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury will also be placed on a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

If any form of restricted or modified duty is prescribed and available for some or all of the employee's normally scheduled hours they are required to accept this duty. Failure to accept the duty may result in withdrawal of benefits or other actions. Employees for whom modified duty is available may also use accrued vacation or sick time, subject to the supervisor's approval, for hours for which there is modified duty available, in lieu of working those hours.

## Section 4 – Leaves of Absence

### 4-1. Family And Medical Leave

Employees may be entitled to a leave of absence under the Family and Medical Leave Act ("FMLA") and/or the Wisconsin Family and Medical Leave Act ("WFMLA"). This policy provides employees information concerning FMLA and/or WFMLA entitlements and obligations employees may have during such leaves. Whenever permitted by law, the City will run FMLA leave concurrently with WFMLA and any other leave provided under state or local law. If employees have any questions concerning FMLA and/or WFMLA leave, they should contact Human Resources Administrator.

#### Eligibility

FMLA leave is available to "FMLA eligible employees." To be an "FMLA eligible employee," the employee must: 1) have been employed by the City for at least 12 months (which need not be consecutive); 2) have been employed by the City for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Special hours of service eligibility requirements apply to airline flight crew employees.

WFMLA leave is available to "WFMLA eligible employees." To be a WFMLA eligible employee, the employee must: 1) have worked for the City for at least 52 consecutive weeks and have worked at least 1,000 hours in the 52 weeks preceding the commencement of leave; and 2) be employed by an employer that has 50 or more employees.

#### Entitlements

As described below, the FMLA and WFMLA provide eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

#### Basic FMLA and WFMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The WFMLA provides eligible employees up to six (6) weeks of unpaid leave during a calendar year if the leave is due to childbirth or adoption, an additional two (2) weeks of leave for the employee's serious health condition, and an additional two (2) weeks to care for a parent, spouse, son or daughter with a serious health condition (employees, however, are entitled to no more than a total of eight (8) weeks of family/medical unpaid leave, not to exceed 10 weeks within the 12-month period under the WFMLA - see further information below).

For WFMLA the 12-month period is measured by a calendar year from January 1 to December 31. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth, or placement for adoption (or foster care - FMLA only);
- To care for the employee's spouse (or domestic partner WFMLA only), son, daughter or parent (and under the WFMLA parent-in-law) who has a **serious health condition**;
- For the employee's own **serious health condition** (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job); and/or

Because of any **qualifying exigency** arising out of the fact that the employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending



call or order to covered active duty) in the Reserve component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country (FMLA only).

Under the FMLA, a **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment. Under the WFMLA, a **serious health condition** means a disabling physical or mental illness, injury, impairment or condition involving inpatient care in a hospital, nursing home or hospice, or out-patient care that requires continuing treatment or supervision by a health care provider. **Qualifying exigencies** for FMLA leave may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

#### **Additional Military Family Leave Entitlement (Injured Servicemember Leave) (FMLA only)**

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. FMLA leave to care for a servicemember shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "**covered servicemember**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or is on the temporary retired list, for a severe injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." **Covered servicemembers** also include a veteran who is discharged or released from military service under conditions other than dishonorable at any time during the five year period preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans".

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

#### **Intermittent Leave and Reduced Leave Schedules**

FMLA and/or WFMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also may be entitled to take leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member (both FMLA and WFMLA) or the serious injury or illness of a covered servicemember (FMLA only) or birth or adoption (WFMLA only).

#### **No Work While on Leave**

The taking of another job while on FMLA/WFMLA or any other authorized leave of absence is grounds for immediate termination, to the extent permitted by applicable law.

#### **Protection of Group Health Insurance Benefits**

During FMLA/WFMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

### **Restoration of Employment and Benefits**

At the end of FMLA leave, subject to some exceptions, including situations where job restoration of "key employees" will cause the City substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The City will notify employees if they qualify as "key employees," if it intends to deny reinstatement and of their rights in such instances. A "key employee" is defined under the FMLA as the employee among the highest paid 10 percent of all employees who are employed within 75 miles of the worksite. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave. As with FMLA leave, at the end of WFMLA leave, subject to some exceptions, employees generally have the right to return to the same or equivalent position with equivalent pay, benefits and other terms. There is no key employee exception under WFMLA.

### **Notice of Eligibility for, and Designation of, FMLA and WFMLA Leave**

Employees requesting FMLA leave are entitled to receive written notice from the City telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) the City's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The City may retroactively designate leave as FMLA and/or WFMLA leave with appropriate written notice to employees provided the City's failure to designate leave as FMLA- or WFMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA and/or WFMLA protection, the City and employee can mutually agree that leave be retroactively designated as FMLA and/or WFMLA leave. **[Note: There is always risk with retroactive designations.]**

Employees who wish to take FMLA and/or WFMLA leave must timely notify the City of their need for FMLA and/or WFMLA leave. The following describes the content and timing of such employee notices.

### **Content of Employee Notice**

To trigger FMLA and/or WFMLA leave protections, employees must inform their Supervisor of the need for FMLA/WFMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA and/or WFMLA leave specifically, or explaining the reasons for leave so as to allow the City to determine that the leave is FMLA/WFMLA-qualifying. For example, employees might explain that.

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- a covered family member (including domestic partner and parent-in-law under WFMLA) are under the continuing care of a health care provider or a condition renders the family member unable to perform daily activities;
- the leave is due to a qualifying exigency cause by a military member being on covered active duty or called to covered active duty status to a foreign country (FMLA only); or
- a family member is a covered servicemember with a severe injury or illness (FMLA only).

Calling in "sick," without providing the reasons for the needed leave will not be considered sufficient notice for leave under this policy. Employees must respond to the City's questions to determine if absences are potentially leave-qualifying.

If employees fail to explain the reasons for leave, the leave may be denied. When employees seek leave due to FMLA/WFMLA-qualifying reasons for which the City has previously provided FMLA/WFMLA-protected leave, employees must specifically reference the qualifying reason for the leave or the need for FMLA and/or WFMLA leave.

### **Timing of Employee Notice**

Employees must provide 30 days' advance notice of the need to take FMLA and/or WFMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the City notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA and/or WFMLA notice obligations, may have leave delayed or denied.

#### **Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules**

When planning medical treatment, employees must consult with the City and make a reasonable effort to schedule treatment so as not to unduly disrupt the City's operations, subject to the approval of the employee's health care provider. Employees must consult with the City prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the City and the employees, subject to the approval of the employee's health care provider. If employees providing notice of the need to take leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the City may require employees to attempt to make such arrangements, subject to the approval of the employees' health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the City may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave, to the extent permitted by law. When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the City of the reason why such leave is medically necessary. In such instances, the City and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the City's operations, subject to the approval of the employee's health care provider.

#### **Submit Medical Certifications Supporting Need for Leave (Unrelated to Requests for Military Family Leave)**

Depending on the nature of leave sought, employees may be required to submit medical certifications supporting their need for FMLA/WFMLA-qualifying leave. As described below, there generally are three types of medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the City with timely, complete and sufficient medical certifications. Whenever the City requests employees to provide medical certifications, employees must provide the requested certifications within 15 calendar days after the City's request, unless it is not practicable to do so despite the employee's diligent, good faith efforts. The City will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven (7) calendar days to cure deficiencies. The City will deny leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications. With the employee's permission, the City (through individuals other than the employee's direct supervisor) may contact the health care provider to authenticate or clarify completed and sufficient medical certifications. If the employee chooses not to provide the City with authorization allowing it to clarify or authenticate the certification with the health care provider, the City may deny leave if the medical certification is unclear.

Whenever the City deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient medical certifications.

#### **Initial Medical Certifications**

Employees requesting leave because of their own, or a family member's serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial

medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the City has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the City's expense. If the opinions of the initial and second health care providers differ, the City may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the City and the employee, to the extent permitted by applicable law.

### **Medical Recertifications**

Depending on the circumstances and duration of FMLA leave, the City may require employees to provide recertification of medical conditions giving rise to the need for leave. The City will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

### **Return to Work/Fitness for Duty Medical Certifications**

Unless notified that providing such certifications is not necessary, the employee returning to work from leave that was taken because of their own serious health conditions that made the employee unable to perform their job must provide the City medical certification confirming the employee is able to return to work and the employee's ability to perform the essential functions of the employee's position, with or without reasonable accommodation, to the extent permitted by law. The City may delay and/or deny job restoration until the employee provides a return to work/fitness for duty certification, subject to applicable law.

### **Submit Certifications Supporting Need for Military Family Leave**

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the City may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the City may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the City may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

### **Substitute Paid Leave for Unpaid FMLA and WFMLA Leave**

Employees may use any accrued paid time while taking unpaid FMLA leave. Employees may elect to use any accrued paid time while taking unpaid WFMLA leave. The substitution of paid time for unpaid FMLA and/or WFMLA leave time does not extend the length of FMLA and/or WFMLA leaves and the paid time will run concurrently with the employee's FMLA and/or WFMLA entitlement.

During the leave, employees may be eligible for compensation, such as temporary disability benefits, family leave benefits or workers' compensation benefits. Any compensation or leave taken in connection with any other policy/plan shall run concurrently with any FMLA/WFMLA leave entitlement. Upon **[written]** request, the City will allow employees to use accrued paid time to supplement any paid disability benefits and workers' compensation benefits.

**Pay Employee's Share of Health Insurance Premiums During FMLA/WFMLA leave,** employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the City notifies employees of other arrangements, whenever employees are receiving pay from the City during leave, the City will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working. If leave is unpaid, employees must pay their portion of the group health premium through a "pay-as-you-go" method.

The City's obligation to maintain health care coverage ceases if the employee's premium payment is more than 30 days late. If the employee's payment is more than 15 days late, the City will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the City for the cost of the premiums the City paid for maintaining coverage during their unpaid FMLA leave.

### **Coordination of FMLA/WFMLA Leave with Other Leave Policies**

The FMLA and WFMLA do not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement that provides greater family or medical leave rights. However, whenever permissible by law, the City will run FMLA leave concurrently with WFMLA and any other leave provided under state or local law. For additional information concerning leave entitlements and obligations that might arise when FMLA/WFMLA leave is either not available or exhausted, please consult the City's other leave policies in this handbook or contact Human Resources Administrator.

### **Questions and/or Complaints about FMLA/WFMLA Leave**

If you have questions regarding this FMLA/WFMLA policy, please contact Human Resources Manager. The City is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA/WFMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their rights have been violated, they should contact Human Resources Administrator immediately. City will investigate any complaints and take prompt and appropriate remedial action to address and/or remedy any violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

## **4-2. Parental Leave**

### **General Policy**

The City of Columbus will provide up to 160 hours (prorated for less than 1.0 FTE) of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will be in effect for births, adoptions or placements of foster children.

Eligible employees must meet the following criteria:

Have been employed with the company for at least 12 months (the 12 months do not need to be consecutive).

Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.

Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

Have given birth to a child.

Be a spouse or committed partner of a woman who has given birth to a child.

Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.

Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 12-month time frame.

Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the 12-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 12-month time frame.

Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental

leave for which he or she was eligible.

Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

The City will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave.

If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.

An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee were on FMLA-qualifying leave.

The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

As is the case with all company policies, the organization has the exclusive right to interpret this policy.

#### **4-3. Bereavement**

Regular full-time employees may be eligible for paid bereavement leave of absence. In the event of a death of a member of the employee's family (spouse or domestic partner, child, parent, sibling, stepparents and stepchildren, parent of spouse or domestic partner, grandparent, grandchild, and spouse's or domestic partner's children) an employee will be granted time off up to a maximum of seven paid days for the express purpose of preparation for and attendance at the funeral. An additional three days of sick pay may be allowed if the employee has the time in their sick pay bank, and the City Administrator approves the employee's request to use sick leave.

In the event of a death of the employee's spouse's or domestic partner's grandparent, brother or sister-in-law, uncle, aunt, nephew or niece, an employee may be granted three paid days for attendance at the funeral.

Employees may, at the discretion of the City Administrator, be allowed up to one day with pay to attend the funeral of a close relative or friend.

Notice and prior approval must be obtained from the Human Resources Administrator as soon as the employee determines that he or she will be absent. The name and relationship of the deceased relative must be submitted in writing to the Human Resources Administrator before payment will be made.

#### **4-6. Organ And Bone Marrow Donor Leave**

Employees may take up to six (6) weeks of unpaid leave in a 12-month period for the purpose of serving as bone marrow or organ donors. Leave may only be taken for the period necessary to undergo and recover from the bone marrow or organ donation procedure.

In order to take leave to serve as a bone marrow or organ donor, employees must provide the City with advance notice of the bone marrow or organ donation in a reasonable and practicable manner. Employees must make a reasonable effort to schedule the bone marrow or organ donation procedure so that it does not unduly disrupt the City's operations (subject to the approval of the bone marrow or organ recipient's health care provider).

Employees may substitute paid time off while taking otherwise unpaid leave under this policy, and the substitution of paid time does not extend the length of leave under this policy. If applicable, this leave also will run concurrently with FMLA and/or applicable state law.

If applicable, the City will maintain group health insurance coverage under the conditions that applied immediately before the leave began. In these cases, the City reserves the right to require the employee to have in escrow with the City an amount equal to the entire premium or similar expense for eight (8) weeks of the employee's group health insurance coverage (which may be paid in equal installments at regular intervals over at least a 12-month period and which the City will deposit in an interest-bearing account).

The City may require certification issued by a health care provider (of either the employee or the bone marrow/organ recipient, as appropriate) which indicates:

- the recipient has a serious health condition that necessitates a bone marrow or organ transplant;
- the employee is eligible and has agreed to serve as a bone marrow or organ donor for the recipient; and
- the amount of time expected to be necessary for the employee to recover from the bone marrow or organ donation procedure.

When employees return from bone marrow and organ donation leave, the City will return them to the position they held immediately before going on leave or, if that position is not available, to an equivalent position with equivalent compensation, benefits, working shift, hours of employment and other terms and conditions of employment. If the employee wishes to return to work before the end of the leave as scheduled, the City will return the employee to the same or a similar position (as described above) within a reasonable time (not to exceed the duration of the originally-scheduled leave).

When employees end their employment with the City, any payments in escrow (as described above) will be returned to them. If employees end their employment during or within 30 days after taking bone marrow and organ donation leave, the City reserves the right to deduct from the amount returned to the employee any premium or similar expense paid for the employee's group health insurance coverage while the employee was on leave under this policy.

#### **4.4. Lactation Accommodations**

City of Columbus will provide a reasonable amount of break time to accommodate lactating employees, in accordance with and to the extent required by applicable law. The break time if possible, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

Employees should advise management if they need break time and an area for this purpose.

#### **4-5. Voting Leave**

In the event employees do not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off up to two hours working time to vote. Such time is unpaid. This time should be taken at the beginning or end of the regular work schedule, but in all circumstances is granted by the employer at the time most conducive to the employee.

Where possible, supervisors should be notified at least two (2) days prior to the voting day.



#### **4-6. Jury Duty**

The City of Columbus realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service. Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court.

Non-Exempt City employees absent from scheduled work hours due to jury duty, or travel to and from the location for performance of Jury Duty, where the salary paid for such jury duty is less than the salary paid by the City for such employee, the City shall reimburse said employee for the difference in pay.

Exempt employees will be paid their full salary for any week in which time is missed due to jury duty if work is performed for the City during such week.

#### **4-9. Subpoenaed Witness Leave**

Any employee missing scheduled work by virtue of a subpoena to testify in a matter directly related to City employment is paid for those hours missed without the requirement to apply any accrued paid time off.

Any employee missing scheduled work hours by virtue of a subpoena to testify in a matter not directly related to City employment must use vacation, accumulated compensatory time, personal day time, or leave without pay to cover the absence.

Notification and request for leave, should be submitted as far in advance as possible (ideally two weeks) in advance through the employee's Department head to the HR Administrator for final approval.

#### **4-10. Military Leave**

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

The City endeavors to comply with all requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA) regarding all employees engaged in part-time or mobilized full-time military service.

The City provides limited differential pay to certain employees ordered to service in the U.S. Armed Forces or National Guard. Individuals employed on a temporary, emergency, and/or limited term basis, are not eligible for differential pay. If the pay received by the eligible employee for the military service is less than the pay the employee would have received from the City during such period, the City shall pay the difference to the employee. Differential pay is paid for no more than two weeks of service time per calendar year.

Request, approval, certification, and all other details regarding the administration of military leave is made through the employee's Department Head to the HR Administrator.

#### **4-11. Personal Leave**

All employees may request Discretionary Personal Leave(s) of Absence. These leaves are unpaid, and other accrued Paid

Time Off is not charged against the employee for any time missed pursuant to an approved Discretionary Personal Leave.

Such leaves of absence are limited to three (3) calendar days per year. The days may be continuous or non-continuous. Personal Leaves of Absence must be requested in writing through the employee's department head, and HR Administrator for final approval.

Exceptional Requests for a longer leave of absence without pay, may be submitted for consideration/review/recommendation in writing through the employee's supervisor, manager, and HR Administrator for final approval or disapproval.

During any exceptional extended personal leave, the employees will not earn vacation, personal days, or sick days. The City of Columbus will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the City in a timely manner, subject to the terms of the plan documents.

Upon completion of an extended personal leave of absence, the City will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed. Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the City will be considered a voluntary resignation of employment.

## Section 5 – Compensation and Payroll

### 5-1. Pay Periods

Employees are paid bi-weekly, receiving their paychecks on Friday for the prior pay period's work. At the City's discretion, with advance notification to employees, paydays may be changed to occur on an alternate basis. If a payday falls on a Holiday, checks may be distributed on the preceding work day.

#### Payroll Corrections

Employees are responsible to contact their department head with any errors, omissions or deficiencies found on their paycheck.

#### Daily Time Reports

All employees are required to record time worked, break time, and use of paid time off. Employees are to record the beginning and end of every shift. Employees must obtain the approval of the supervisor if leaving the work site for any non-work-related reason.

Employees are prohibited from engaging in any conduct to falsify their own or another employee's time record. Tampering, altering or falsifying time records, or recording time on another employee's time or attendance record is a serious infraction of policy and may result in disciplinary action for both parties.

#### Compensation

Employees of the City of Columbus may receive a pay rate commensurate with the relevant labor market value of their position and individual performance.

#### Salary Plan

Employees are paid by an approved salary schedule and labor contracts.

### 5.2. Timekeeping Procedures

Employees must record their actual time worked, and/or benefit time off used for payroll and benefit purposes. Time entry methods vary between departments, physical work sites, and positions. Your supervisor will provide you detailed direction on how, and where, to enter your time worked.

#### Non-Exempt Employees

Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, using the process and entry method prescribed by their Department and supervisor. This process will generally be accomplished through direct entry into the City's automated timekeeping system. Failure to enter time accurately, consistently, and in a timely manner is prohibited and may subject the employee to progressive discipline, up to and including discharge.

Non-exempt employees may not start work until their scheduled starting time, and must clock out at the end of their scheduled working time unless receiving prior approval for working beyond that time by a supervisor, or engaged in work reasonably considered to be critical for which stopping at a specific time will create a hazardous, disruptive, or other consequence negative to the consistent and effective operations of the City.

It is the employee's responsibility to correctly enter and certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

Repeated failure by employees to enter time and verify time, by supervisors and managers to verify and validate their

employee time records, any altering, falsifying or tampering with time records is prohibited and subjects the employee to potential discipline, up to and including discharge.

### Exempt Employees

Exempt employees are generally not required to enter time worked into the timekeeping system, or to tracking of starting and stopping times or breaks of any type. Exempt employees are not paid more per work week if they work beyond their generally expected and accepted hours of work, nor are they paid less if they work less except in specific circumstances.

Exempt employees must enter a request for any and all benefit time off used, prior to the time missed, or in compliance with the rules that are applicable to all other employees. Although it is not prohibited to require all time away from work to be covered by an appropriate accrued benefit time, it is not required and may not be appropriate given the extensive duties and variations in schedule that encumber many exempt employees.

Exempt employees are required to record and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business not covered by accrued time off or leave. Reduction of pay may be made in the above circumstance, and in response to disciplinary time away from work only.

Supervisors may require exempt employees found or believed to be abusing the above timekeeping flexibility to record their start times and hours worked, but may not reduce their pay for any reason other than those stated above.

### **5.3. Overtime Compensation and Flex Time**

All overtime and flex time work shall be authorized in advance by a Department Head or City Administrator before such time is worked or used. Employees may not work unauthorized overtime or take unauthorized flex time.

Hourly employees working over forty (40) hours in a given work week are paid out at time and half or hours may be banked at the rate of time and half per hour worked as compensatory time under the Fair Labor Standards Act. Banked compensatory time off for hours shall not be allowed to accumulate to more than forty (40) hours per calendar year. Compensatory time off is to be scheduled at the mutual convenience of the employer and employee. All compensatory time must be used prior to December 31<sup>st</sup> within the year of which it was earned, or it may be paid out. The City may elect to schedule or payout compensatory time off at any time. The City may not withhold payment of compensatory time upon separation of employment.

Salaried employees do not earn overtime for hours worked over forty (40) hours. In recognition of the varying and at times substantial workloads of salaried employees, the City may allow salaried employees to accrue a bank of flex time on an hour for hour basis for hours worked above forty (40) hours in each workweek. Salaried employees shall not be allowed to accumulate more than forty (40) hours of flex time at any time. Flex time off is to be scheduled at the mutual convenience of the employer and employee. The City Administrator reserves the right to determine when use of flex time may be permitted.

The City reserves the right to require mandatory overtime. Failure to report to duty under these circumstances may result in disciplinary action.

A non-clerical hourly employee of the Department of Public Works who is called in to work in the event of an emergency occurring outside the employee's normal working hours, as determined by the Department Director, may be eligible to receive two hours of pay at the rate of time and one-half as a minimum for up to two hours of work performed by the employee as a result of the call in and only if the employee reports to the onsite work location and performs compensable work. Additional work performed after this two-hour duration will be compensated at straight time unless an overtime rate is required by law. Employees who are called in and perform authorized work but who do not report to a worksite, employees who respond and work adjacent to normal work hours (typically within the two hours before or after the employee's shift or assignment ends), or employees performing previously scheduled work outside of the

normal work hours will be paid only as required by law. The City's decision as to whether an employee should receive the two-hour minimum pay at time and one-half shall be final. Employees are required to perform any call-in responsibilities in the most-efficient manner possible in the interests of the City. Employees are required to keep accurate time records of time worked for purposes of determining call-in compensation, if any is required by law. Employees must respond to calls from the City or as required by the City in a timely manner.

The City may assign on-call responsibilities to an employee of the Department of Public Works. Depending on the duration of the on-call assignment, the Department Director may determine the employee is eligible for an on-call stipend for a seven-day assignment. The City's decision as to whether the employee should receive the on-call stipend and the amount of the stipend shall be final.

### **Emergency Overtime**

The Emergency Management Director, Mayor or City Administrator may declare an emergency during periods of disruption resulting from accidents, weather, acts of God, events of crisis proportions or as deemed necessary. Employees shall notify Department Heads by any means available and may instruct them to deploy their subordinates from home, job, or any other place for the purpose of alleviating such emergency situations. Department Heads will coordinate the Department's staff with the necessary other departments such as but not limited to the Fire Department, Emergency Medical or Police Department. Failure to report to duty under these circumstances may result in disciplinary action.

### **5-4. FLSA Safe Harbor Practice**

The City has created this Safe Harbor Policy for employees who are classified as exempt under the FLSA. This Policy's purpose is to:

- Announce our "good faith" commitment to comply with the regulations and our commitment to reimburse employees for any improper deductions;
- Clearly state and inform our employees of the procedures and exceptions surrounding permissible salary deductions;
- Define "actual practice" in relation to improper salary deductions; and
- Inform our employees of a complaint mechanism if the employee believes that their pay has been improperly deducted.

The City is committed to complying with the pay practices governed by the Fair Labor Standards Act. If you have questions about this Policy or the regulations defining this Policy, please see the Human Resources Administrator. The City will work with you to help you understand how the regulations affect you.

Exempt employees are not entitled to receive overtime pay regardless of how many hours worked each week. Exempt employees receive a guaranteed salary of a "predetermined amount" and the amount cannot be reduced because of variations in the quality or quantity of work that you perform.

There are certain instances when the City is allowed to deduct wages from an exempt employee's salary. These permissible deductions are as follows:

- When an employee is absent from work for one or more full days for personal reasons, other than sickness or disability and the employee has no vacation or personal time off remaining for the year.
- When an employee is absent from work for one or more full days due to sickness or disability if the deductions are made under a bona fide plan, policy, or practice of providing wage replacement benefits for these types of absences, such as Long-term Disability, and the employee has no vacation or personal time off remaining for the year.
- Proportionate part of an employee's full salary may be paid for time actually worked in the first and last weeks of employment.
- To offset any amounts received as payment for jury fees, witness fees, or military pay.

- Penalties imposed in good faith for violating safety rules of “major significance” .
- Unpaid disciplinary suspension of one or more full days imposed in good faith for violations of workplace conduct rules such as insubordination, sexual harassment, workplace violence, or other violations as stated in this Manual
- Unpaid leave taken under the Family and Medical Leave Act.
- Pursuant to principles of public accountability, under which the employee accrues personal leave and sick leave and which requires the public agency employee's pay to be reduced or such employee to be placed on leave without pay for absences for personal reasons or because of illness or injury of less than one work-day when accrued leave is not used by an employee because: (1) Permission for its use has not been sought or has been sought and denied; (2) Accrued leave has been exhausted; or (3) The employee chooses to use leave without pay.
- Deductions from the pay of an employee of a public agency for absences due to a budget-required furlough.
- As otherwise permitted by law.

Isolated or inadvertent improper deductions will not result in the loss of an employee's exempt status if the employer reimburses the employee. However, an “actual practice” of making improper deductions from salary will result in the loss of the exemption:

- During the time period in which improper deductions were made.
- For employees in the same job classifications.
- Working for the same managers responsible for the actual improper deductions Factors that may suggest an actual practice of improper salary deductions include:
- The number of improper deductions, particularly as compared to the number of employee infractions warranting discipline;
- The time period during which the employer made improper deductions;
- The number and geographic location of both the employees whose salaries were improperly reduced and the managers responsible; or
- Whether the employer has a clearly communicated policy permitting or prohibiting improper deductions.

Improper deductions are a serious violation of this Safe Harbor Policy. If an employee feels improper deductions have been made from his or her paycheck, please contact the City Administrator immediately. Once notified, the employer will work to resolve the issue and reimburse if an improper deduction had in fact been made. If an employee feels the resolution offered is unsatisfactory or unlawful, then the employee may file a complaint with the U.S. Department of Labor, Wage and Hour Division either by mail or in person.

### 5-5. Your Paycheck

Employees will be paid bi-weekly for all the time worked during the past pay period.

Payroll stubs itemize deductions made from gross earnings. By law, the City of Columbus is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

Deductions for any enrolled benefits will also be deducted from your paycheck.

If there is an error in any employee's pay, the employee should bring the matter to the attention of Human Resources Administrator, Deputy Treasurer or City Treasurer immediately so the City can resolve the matter quickly and amicably.

Payroll statements for employees using the miPay web portal are available on miPay. Hard copy statements will be provided to employees not on the miPay web portal.

Paychecks will be given only to the employee through Direct Deposit.

#### **5.6. Performance Appraisals and Merit Increases**

Depending on the employee's position and classification, the City of Columbus endeavors to review performance annually. However, a positive performance evaluation does not guarantee an increase in wages, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, the City encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

## Section 6 – Work Schedule and Attendance

### 6.1. Hours of Work

#### General

Each department, and often within those departments, specific work schedules are set and implemented to best support the needs of the community and its citizens. These tailored work weeks are set by department heads, with approval by the City Administrator, but subject to change.

The basic work-week length for most departments is no greater than forty (40) hours per week. Work schedules for Police Officers are governed by their respective collective bargaining agreements and department.

Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the City and its citizens, at some point the City of Columbus may need to change individual work schedules on either a short-term or long-term basis.

Schedules may be changed with mutual consent between supervisors and employees, or at the direction of supervisors with reasonable notification to the employee.

#### **Temporary Changes to the Standard Workweek or Hours of Work**

Emergency or routine operationally required changes are made at the discretion of the Department Head and City Administrator. This includes the scheduling and execution of specific tasks on off hours.

In the rare instance where a non-emergent change to standard workdays and/or work weeks does not meet the broad conditions of the previous paragraph, they may be implemented temporarily by the department heads, subject to the approval of the City Administrator.

Temporary changes must be communicated within a reasonable period in advance of the change. This is generally considered to be no less than one calendar week, and optionally two calendar weeks, unless required by emergency circumstances.

### 6-2. Attendance, Punctuality, And Absenteeism

All employees of the City of Columbus are expected to report to work in a timely and consistent manner in accordance with all their scheduled work hours. This includes reporting during inclement weather, disasters, and other adverse conditions.

Employees are hired to perform important functions at the City of Columbus. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify supervisors as early as possible, but no later than one hour prior the start of the work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism. Regular full-time and part-time employees earning accrued Paid Time Off of any type must have and use such time to substitute for all hours missed. No employee earning paid time off may be approved of unpaid time off in lieu of using paid time off, or after exhaustion of earned paid time off except as noted previously. Any employee not adhering to the guidance above are subject to discipline for absenteeism/tardiness.



Employees not earning accrued Paid Time Off must be approved for an unpaid leave status, or they are subject to discipline for absenteeism/tardiness.

Employees will adhere to their scheduled hours, directed meal or other breaks if so granted, and not leave the work site/duty in a paid status unless approved by a supervisor.

Acceptable leave status from work may include, as appropriate and approved:

- Sick Leave
- Vacation
- Personal Holiday
- Discretionary Unpaid Personal Leave
- Bereavement, Jury, or other special leave as authorized by the City Personnel Ordinance, or by policy as contained in this Employee Handbook.
- Supervisor approved unpaid time off for part-time employees not accruing any type of paid time off.

The specific request process, approval, applicability, use, and accounting of leave during employee absence from duty is per policy in the relevant sections of this Employee Handbook.

Unreported absences of three (3) consecutive work days generally will be considered job abandonment/voluntary resignation of employment with the City.

### **6-3: Meal Period And Other Breaks**

#### **Meal Periods**

Employees under 18 years of age may not work longer than six consecutive hours without receiving at least a 30-minute duty free meal period. Breaks of shorter duration are not required, but may be offered per Departmental and facility standards established by the Department Head.

FLSA Non-Exempt Employees over 18 years of age, working six hours or greater are provided a paid or unpaid meal period determined by departmental procedures. The duration and type of meal period is determined by the Departments Head with consideration of impact to the employees and the efficiency and effectiveness of work. Supervisors will provide reasonable advance notice of any changes to the length or type of meal period

Duration: Meal Periods are 30 or 45 minutes in duration minutes and scheduled at times reasonably close to the usual meal period.

Unpaid Meal Periods: Employees are fully relieved of duty during unpaid meal periods but are allowed to use City vehicles to facilitate the Meal period as appropriate.

Paid Meal Periods: Employees must remain "ready to work" and within immediate recall availability during paid Meal Periods.

The timing of Meal Periods is determined directly between the supervisor and the employee. These meal breaks are required and cannot be skipped and added to time worked to leave early or arrive late to work, or in any other way reduce the normally scheduled workday.

FLSA Exempt Employees over 18 years of age are provided a 30 or 45-minute meal break. This meal break is integral to their schedule and salary and is not considered in terms of paid or unpaid time. These employees will determine the timing of their Meal Period independently or in conjunction with their supervisor. They may or may not be fully relieved of duty during this period.

**Breaks**

Department Heads will determine if break periods are offered and any appropriate break period timing for their employees. Break periods are paid. These breaks will not exceed two 15- minute breaks in one shift and cannot be combined to create a single longer break.

## Section 7 – Code of Conduct and Ethics

### 7-1. Workplace And Personal Conduct

The City of Columbus endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play. Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the City's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

- Obtaining employment based on false or misleading information.
- Stealing, removing or defacing City of Columbus property or a co-worker's property, and/or disclosure of confidential information.
- Completing another employee's time records.
- Violation of safety rules and policies.
- Violation of City of Columbus's Drug and Alcohol-Free Workplace Policy.
- Fighting, threatening or disrupting the work of others or other violations of City of Columbus's Workplace Violence Policy.
- Failure to follow lawful instructions of a supervisor.
- Failure to perform assigned job duties.
- Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
- Gambling on City property.
- Willful or careless destruction or damage to City assets or to the equipment or possessions of another employee.
- Wasting work materials.
- Performing work of a personal nature during working time.
- Violation of the Solicitation and Distribution Policy.
- Violation of City of Columbus's Harassment or Equal Employment Opportunity Policies.
- Violation of the Communication and Computer Systems Policy.
- Unsatisfactory job performance.
- Engaging in disruptive, disrespectful, inappropriate, or unprofessional behavior in the workplace or outside of the workplace that detrimentally impacts the work environment, productivity, negatively impacts the morale of colleagues-clients-public, damages the reputation of the City, creates an untenable or ineffective workplace, or hinders in any way the ability to discharge the duties of your position.
- Any other violation of City of Columbus policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and the City of Columbus reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The City will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, the City of Columbus will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

### 7.2 Conflict of Interest and Business Ethics

It is City of Columbus's policy that all employees avoid any conflict between their personal interests and those of the City. The purpose of this policy is to ensure that the City's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have,

personal interests or relationships that actually or potentially conflict with the best interests of the City.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

- Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the City, by any employee who is in a position to directly or indirectly influence either the City's decision to do business, or the terms upon which business would be done with such organization;
- Holding any interest in an organization that competes with the City;
- Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the City or which competes with the City; and/or
- Profiting personally, e.g., through commissions, loans, expense reimbursements, or other payments, from any organization seeking to do business with the City.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and the City.

### **7.3 Confidentiality**

During work, employees may become aware of confidential information about City of Columbus's business, including but not limited to information regarding City finances, pricing, products, and new product development, software, and computer programs, marketing strategies, suppliers, and customers and potential customers. Employees also may become aware of similar confidential information belonging to the City's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to City of Columbus's competitors. Any employee who improperly copies, removes (whether physically or electronically), uses, or discloses confidential information to anyone outside of the City may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

### **7.4 Social Media and Electronic Communications**

Technology has permeated nearly every aspect of the business world. Electronic technology provides employees with tools that can enhance service to the public. These guidelines will assist in the appropriate, productive, and cost-effective use of this valuable resource.

Property, including technology, provided by the City is intended for City business purposes only. Any other use is prohibited.

No employee can have any reasonable expectation of privacy regarding the use of any City property. The City has the right to inspect and monitor use of its property, including records and information within its property and the City may inspect and monitor its property at any time.

All resources provided by the City, including programs and information created using City resources are considered City property. This includes, but is not limited to:

- Computers, electronic communications devices, and computer support equipment.
- Software programs, whether purchased or written in-house.
- Data created, sent from or received into City equipment, including e-mail.

Any provision of this policy that is violated, whether intentionally or innocently, is subject to appropriate discipline.

## **Computers**

### **Hardware**

Hardware is not to be moved between City departments or removed from City property without prior approval from the appropriate department head(s). This restriction does not apply to the transport of laptop computers in normal business use.

### **Software**

Any software owned or leased by the City is not to be installed on any non-City equipment. Further:  
Software is to remain on the machine on which it is installed.

Purchased or leased software may not be modified from its original content using debuggers, compilers or other programming tools.

Software is to be used specifically for City business activity only.

### **Usage**

City property is to be used solely for the benefit and advancement of City goals and priorities. It may not be used for non-business use, nor may it be used for the illegal copying and/or distribution of software. Likewise, it may also not be used to set up, create, host or otherwise maintain any repository or bulletin board system that would carry materials or communications beyond specific City business purposes.

Citizens routinely visit city offices and form impressions based on what they see. Additionally, software is rarely written to exact standards, and the potential for conflicts between different programs is high. Given these conditions, the following are specifically prohibited on City equipment:

Third-party screen savers not included with the operating system.

It is prohibited to install games. It is prohibited to reinstall games after systems personnel have removed them.

Employees are strictly prohibited from downloading videos and movies or streaming music, without prior approval of Department Head.

Other third-party utilities or memory managers not specifically obtained and installed by Systems personnel.

Other programs not specifically obtained and installed by systems personnel.

The City recognizes it is common to customize the computer background (commonly referred to as 'wallpaper') with pictures of family, friends, etc. Since these are data files (and not running programs) they are allowed if:

- They do not conflict with other City software or equipment.
- They do not degrade network performance.
- They cannot be considered derogatory or offensive.
- They are not stored on file servers.
- They are less than one megabyte in size.
- They are virus-scanned before being installed onto hardware.
- Only one file resides on the machine at any given time.

The City maintains the right to periodically monitor, audit and inspect hardware, software and data for unauthorized or inappropriate usage or content. The City also retains the right to remove such content or access it without notice. This

includes, but is not limited to desktops, laptops, LAN equipment, backups, data files of any type (e.g., e-mail, fax, voice documents) as well as Internet access and usage.

### Licensing

Software acquired by the City is used with the appropriate licensing strictly for City business purposes. Copying and/or distributing software without the appropriate licenses is illegal and puts the City at significant risk. Creating backups is legitimate usage. Beyond that, federal penalties may apply. Under no circumstances should license software be:

- Copied, transferred or installed to another machine or media, unless approved in writing by the appropriate department head.
- Taken outside City premises and installed elsewhere unless a specific written exception is made by the appropriate department head.

### Electronic Communications

The City of Columbus maintains e-mail, voicemail and Internet and other electronic communications that are in place to facilitate employees' ability to do their jobs efficiently and productively. These systems are solely for business purposes; however, the City recognizes and understands that on occasion employees will use these systems for personal reasons. As long as such personal use complies with this policy, is not excessive, and is not done during normal working hours, such actions will not be prohibited.

The electronic communications may not be used at any time to solicit others for commercial purposes, for political or religious causes or for any other non-job-related solicitations. Confidential information should not be sent via the city's e-mail or voicemail systems. All copyright laws apply to all use of City property and electronic communications.

Employees are prohibited from using the City's electronic communications systems to display, communicate, or access sexually explicit images or messages. Obscene, profane or offensive materials may not be transmitted over any City communication system. Any communications that contain ethnic slurs, racial references or anything that would constitute harassment of others is not permitted. Such communications should be reported immediately to the City Administrator (or designee) or appropriate supervisor. Electronic communications systems should not be used in a way that would be disruptive or offensive to others or harmful to morale.

Management reserves the right to review, audit, intercept, access and disclose any messages created and transmitted on the system. All electronic communications, are not private and are considered City records and the City reserves the right to monitor and access those records at any time. Deleting an e-mail or voicemail message does not guarantee that it has been erased from the system; backup copies are retained.

No employee is authorized to retrieve or read any e-mail or voicemail not sent to them without prior approval or express permission. Employees' improperly accessing, using or monitoring e-mail, voicemail, or the Internet can be subject to discipline or discharge.

### Social Media Policy

#### PURPOSE

This document defines the website and social media policy for the City of Columbus, Wisconsin and its departments. To address the fast-changing landscape of the internet and the way residents communicate and obtain information online, City departments may consider using various online tools to reach and engage a broader audience. The City encourages the use of its website, other external websites and social media sites to further the goals of the City and the missions of its departments, where appropriate.

This Policy applies to any current or proposed websites and social media sites created by City employees within the scope of their employment, and on which the public is encouraged to interact with the City.

## PERSONAL VS. PROFESSIONAL GUIDELINES

**Personal Use** – All City employees may have personal social media sites. These sites should remain personal in nature and share personal opinions. While City employees may have a First Amendment right to comment on some City issues that are of significant public concern, employees should know that posts about City issues that are closer to employment complaints or human resources concerns may not be protected. Employees should be mindful of the distinction between sharing personal and City views.

City employees must never use their City e-mail account or password in conjunction with a personal social media site, blog, chat, or website, etc. The following guidance is for City employees who decide to have a personal social media or who decide to comment on posts about official City business:

State your name and, if relevant, role, when discussing City business.

Use a disclaimer such as: “The postings on this site are my own and don’t reflect or represent the opinions of the City for which I work.”

If online tools such as a website or social media is used for official City business, the entire City site, regardless of any personal views, is subject to best practice guidelines and standards.

**Professional Use** – All official City-related communication through website, blog, chat, social media, etc. should remain professional in nature. Employees must not use official City websites, social media accounts, etc. for political purposes, to conduct private commercial transactions, or to engage in private business activities.

If a City employee identifies themselves as such, be mindful that the content of the message is consistent with all City policies and procedures. Only individuals authorized by the City may publish content to the City’s online platforms.

## GENERAL POLICY

This policy directs city staff on how to provide information to the public via the use of the City’s social media outlets.

In order for any city department to establish a social media site, the request must first be provided to the City Administrator and approved by the City Council. Requests for social media sites must include a plan that assigns certain individuals (department head or designees) to update and monitor the sites. The request must also include ways that the department plans to utilize their social media site.

All social media sites must be monitored on a daily basis.

Each site must clearly state that it is city-operated and maintained by city staff. The site must also include the City of Columbus logo that identifies it as such. All social media sites, when possible, should include a link back to the City of Columbus website: [www.cityofcolumbuswi.com](http://www.cityofcolumbuswi.com), or a subdomain thereof.

The City reserves the right to take down any abusive or inappropriate posts that violate this policy. Any post that is taken down from the site must be documented by the department head responsible for the social media site. Documentation must include a copy of the post, time of the post, date of the post, name of the individual responsible for the content, and any other relevant information.

City of Columbus social media sites are subject to State of Wisconsin public record laws. Any content on these sites related to City business is considered a public record. Content can range from messages, lists of subscribers, images and other content that exists. The department responsible for their social media site is responsible for following the City’s public record request process. If possible, all social media sites from the City should remind its viewers through a disclaimer that content on its site is considered public record.

Employees entrusted with maintaining social media sites on behalf of the City of Columbus must conduct themselves as

representatives of the City. All posts by employees must be completed in a professional manner that is strictly used for informative purposes related to the City. Employees who fail to conduct themselves in an appropriate manner can be subject to disciplinary action.

The City of Columbus encourages all departments and staff to use the following disclaimer for their social media sites, where possible:

*“This is the official account for [insert department or affiliate name here]. Any abusive or inappropriate content that violates the City of Columbus social media policy will be removed from the site. All information posted on the site is subject to public record.”*

## POSTING

Authorized City employees within each department as designated by the appropriate Department Head will manage appropriate City websites, pages and social media sites, blogs, etc. Access for authorized employees will be given by the City Administrator or Department Head, including those serving an independent Commission or their designee(s).

Official City websites and social media sites need to be clear, precise and follow industry best practices for posting updates. All content posted to the City’s online platforms should be:

- Relevant – Information that engages residents, visitors and other appropriate users and pertains to their daily lives.
- Timely – Pertains to deadlines, upcoming events or current news.
- Actionable – Prompts residents, visitors and other appropriate users to take action.

What not to post:

- Confidential information.
- Copyrighted material without permission.
- Profane, discriminatory, threatening or derogatory content or comments.
- Partisan political views.
- Commercial endorsements or SPAM.

All City-sponsored social media sites must have one or more staff assigned to update content on the site, respond to requests or questions asked by the public, and monitor content posted. Posting administration: city staff must provide any planned text and get approval prior to posting information on a City social media profile.

Page type: City of Columbus Facebook pages will be an organizational-type page, which will allow for singular postings of information, and allow for comments by followers. Those posts will be closely monitored per the Comment policy listed.

Postings will frequently refer followers to follow up with the City website or particular city departments if there are specific questions or concerns about any post.

All City social media accounts will be updated at least on a bi-weekly basis. Though more frequent updates up to 3 times per day are encouraged. Emergency messaging may be posted as frequently as needed.

Any social media presence partially or totally controlled by City staff for work purposes must provide access to the City Administrator with the most administrative privileges possible.

Any monies spent on advertisements or features designed to increase the reach of a social media profile or post should come from funds budgeted for marketing or advertising.

Official City of Columbus social media are limited to the accounts, profiles and pages listed in this policy.

## COMMENT POLICY



Any comment posted by a member of the public is solely an individual's opinion. No posts should imply the views or opinions of the City of Columbus. Comments and posts created by the City of Columbus will only provide information regarding City business.

The City of Columbus reserves the right to remove any inappropriate or abusive content. This content is not limited to but includes:

- Content that discriminates against others based on race, creed, color, sex, gender, national origin, religion, sexual orientation, marital status or mental or physical disability;
- Threats made towards an individual or organization;
- Comments that support or oppose a political campaign or ballot measure;
- Solicitation of commerce;
- Conduct that violates any federal, state or local law;
- Encouragement of illegal activity;
- Sexual content (including links);
- Profane or abusive language (including images);
- Content that violates legal ownership interest (such as copyright) or any party;
- Any other comments that do not relate to the original topic

The City reserves the right to remove or block any repeated violators of this policy. Removal of any violators of this policy must be approved by a committee made up of the City Administrator and two other members appointed by the Administrator.

#### **APPROVED ACCOUNTS**

The City holds the list of approved accounts. Approved accounts that need to be changed and or removed must request updates through the City Administrator.

#### **RETENTION**

City websites and social media sites are subject to applicable public records laws. Any content produced or maintained on a City website or social media site, including communication posted by the City and communication received from citizens is a public record.

The City will preserve records of sites maintained by its departments pursuant to the relevant records retention schedule in a format that preserves the integrity of the original record and is easily producible. Furthermore, retention of website and social media records shall fulfill the following requirements:

- Social media and website records are captured in a continuous, automated fashion throughout the day to minimize a potential loss of data due to deletion, editing, and/or changes on the sites.
- Records are maintained in an authentic format (i.e. ideally the native technical format provided by the website or social media site such as XML or JSON) along with complete metadata.
- Records are archived in a system that preserves the context of communications, including conversation threads and rich media, to ensure completeness and availability of relevant information when records are accessed.
- Records are archived indexed based on specific criteria such as date, content type, and keywords to ensure that records can be quickly located and produced in an appropriate format for distribution (e.g. PDF).
- Designated City employees who administers one or more website or social media sites on behalf of the City has self-service, read-only access to search and produce relevant records to fulfill public information and legal discovery requests as needed.

The City utilizes an automated archiving solution to comply with applicable public records law and fulfill the above record retention requirements. The City's archive is accessible by the City Administrator, Clerk and other designated City employees.

## **REGISTERING A NEW PAGE**

All City website pages, and third-party sites shall be (1) approved by the City Administrator or Department Head, including those serving an independent Commission, (2) published using approved website platforms and tools, and (3) administered by the Department Head or their designee.

For any city department to establish a social media site, the request must first be provided to the City Administrator and approved by the City Council. Requests for social media sites must include a plan that assigns certain individuals (department head or designees) to update and monitor the sites. The request must also include ways that the department plans to utilize their social media site.

## **DEREGISTERING AN EXISTING PAGE**

If a City webpage, site or a social media page is no longer of use, (1) notify the City Administrator or Department Head, (2) ensure records have been archived according to City guidelines, (3) unpublish the page(s), de-register the page(s) and (4) hold or delete the page(s).

Unregistered, held and deleted pages are not archived and may be re-registered and published by following the steps outlined in this section of the Website and Social Media Internal Policy.

## **EXTERNAL POLICY**

### **PURPOSE**

To build communication and trust with our residents and visitors, and encourage participation through comments and feedback.

### **GOALS**

The City of Columbus aims to effectively use websites, pages, blogs, social media sites, and other online tools to:

- Provide information.
- Support community engagement and outreach.
- Support marketing and promotional campaigns.
- Frame the public conversation around the City of Columbus.
- Assist with recruitment efforts.

## **MODERATION OF THIRD-PARTY CONTENT**

The City of Columbus does not necessarily endorse, support, sanction, verify or agree with Third Party comments, messages, posts, opinions, advertisements, videos, promoted content, external hyperlinks, linked websites (or the information, products or services contained therein), statements, commercial products, processes or services posted on any City website, page, social media site, or any other online platform.

The City's social media sites serve as a limited public forum and all content published is subject to preservation and disclosure in accordance with Wisconsin Public Record Law. User-generated posts may be rejected or removed if the content:

- Contains obscenity.
- Incites or promotes violence or illegal activities.
- Contains SPAM or links to malware or inappropriate site(s).
- Promotes illegal discrimination.
- Contains actual defamation.
- Uses the copyrighted work of another without expressed written permission.

The City does not allow information intended to compromise the safety or security of the public or public systems. Users participate at their own risk, taking personal responsibility for comments, username and any information they provide.

**RETENTION**

Any communications sent to or received by the City of Columbus and its employees via social media may be subject to our retention and disclosure requirements. The City is required to comply with applicable WI State public records statute(s) to ensure government is open and that the public has access to public records and information of which the City is the custodian. These retention requirements apply regardless of the form of the record (e.g. digital text, photos, audio, and video). To that end, the City will automatically collect and store all information posted the City's social media sites. All information posted on these sites may be the subject of public disclosure under applicable WI State public records statute(s), even if it has been edited or deleted. The City shall preserve records pursuant to a relevant records retention schedule.

## Section 8 – Health and Safety

### 8.1 Workplace Safety

The health and safety of employees and others on City property are of critical concern to the City of Columbus. The City intends to comply with all health and safety laws applicable to our business. To this end, the City must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the City's premises, or in a product, facility, piece of equipment, process, or business practice for which the City is responsible should be brought to the attention of management immediately.

Periodically, the City may issue rules and guidelines governing workplace safety and health. The City may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

## **8.2 Accident Reporting**

Employees must report all work-related injuries and/or illnesses immediately and complete an accident report (regardless of the seriousness of the injury/illness) within 24 hours to their immediate supervisor or Human Resources. This applies whether the employee is involved in an accident or witness an accident while working. Failure to follow this work rule, or any other City safety policy or procedure, may result in disciplinary action.

All City owned vehicles and facilities are equipped with first aid kits. Minor injuries may be attended to using these kits.

If outside medical attention is required, the City will allow the employee to go (or will transport) to a clinic, urgent care center or emergency room. In non-emergency situations, do not leave City premises or the job site to obtain outside medical attention without first obtaining approval from one's immediate supervisor, department head or the City Administrator's office.

Employees have the right to secure treatment from the physician of their choice; however, to avoid responsibility for these personal medical bills, the employee must participate and cooperate in the worker's compensation process. An employee injured while working must provide a release signed by a licensed physician stating they are able to return specifically to light or full duty. This will assure the employee and the City that the employee is safe to resume their responsibilities. All accidents will be investigated and corrective actions written to prevent reoccurrence.

## **8.3 Drug-Free and Alcohol-Free Workplace**

To help ensure a safe, healthy and productive work environment for our employees and others, to protect City property, and to ensure efficient operations, the City of Columbus has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the City.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances (including medical marijuana), drug paraphernalia or alcohol by an individual anywhere on City premises, while on City business (whether or not on City premises) or while representing the City, is strictly prohibited. This prohibition regarding alcohol does not include events, receptions, or other incidental occasions that may be a part of off-work employee social events, training seminars, remote professional seminars or similar events. It is important to note that employee behavior at these events is still important and any consumption should be in moderation.

Employees and other individuals who work for the City also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, consistent with Wisconsin law, this exception does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law. Violation of this policy will result in disciplinary action, up to and including discharge.

The City maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any City employee, including themselves.

However, this exception does not extend any right to report to work under the influence of lawful recreational or medical marijuana or to use such as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

The City maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any City employee, including themselves.

Employees are strictly prohibited from abusing or misusing prescription drugs while on workplace premises or when reporting to work. Prescription drugs must be used only as prescribed by a licensed medical professional.

Employees who are prescribed medication that may impair their ability to perform their job safely and effectively must report such use to their immediate supervisor or Human Resources Administrator. This reporting should be made before the employee's next scheduled work shift or as soon as reasonably possible if the medication is newly prescribed during employment.

Employees are expected to be fit for duty while at work. Any impairment caused by prescription drug use that could compromise job performance or the safety of others is strictly prohibited. If an employee is uncertain about their ability to perform their duties safely due to medication use, they must notify their supervisor or HR Administrator and refrain from engaging in potentially hazardous tasks until they are fit for duty.

#### **8.4 Drug and Alcohol Testing**

Employees will be required to submit to drug and/or alcohol testing under certain circumstances. An employee that refuses to take a required drug and/or alcohol test will be removed from their assignments, and be subject to discipline. Testing will be conducted in the following situations:

**1. Pre-Employment Testing.** All Individuals being considered for positions with the City of Columbus will be required to undergo a pre-employment drug and alcohol test after a conditional offer of employment has been made. The City will not hire an applicant who tests positive on a pre-employment drug and alcohol test.

**2. Random Testing.** To the extent permitted by law, employees will participate in random drug and alcohol testing. The random selection of eligible employees for testing will be done by a contracted agent. Under the random selection process, each employee subject to testing will be part of the "pool" of employees from which the random selections will be made. Each employee will have an equal chance of being tested each time selections are made. As a result, some employees may be tested more than once a year, while other employees may not be tested at all. Safety sensitive positions will be subject to random testing to the extent permitted by law, and these positions include those in which employees regularly or occasionally operate a commercial vehicle, including mechanics and supervisors or anyone else who is required by the City to have a Commercial Driver's License (CDL).

**3. Reasonable Suspicion Testing.** In cases where an employee is acting in an abnormal manner or appears unfit to perform his or her duties in a safe manner, which results in reasonable suspicion to believe the employee is using or is under the influence of alcohol or a controlled substance, the employee will be required to submit to a drug and/or alcohol test. Reasonable Suspicion of alcohol or controlled substances use is a belief that an employee is using or has used alcohol or controlled substances in violation of the City's policy drawn from specific, objective, and articulable facts and reasonable inferences drawn from those facts in light of familiarity with the individual. The symptoms of influence are not confined to those consistent with misconduct, or to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by professional opinion, a scientifically valid test, and, in many cases, by a layperson's opinion based on observations including the appearance, behavior, speech or body odors of the employee.

**4. Post-Accident Testing.** All employees must submit to post-accident drug and/or alcohol testing when involved in an accident that results in personal injury or property damage.

Post-accident testing is to be conducted as soon as practicable following the accident. The employee involved must remain readily available for such testing or may be deemed by the City to have refused to submit to testing. Employees who test positive for alcohol or other controlled substances as the result of post-accident testing will be subject to discipline. In any event an employee may not be allowed to return to work without first having been evaluated in order to determine the employee's fitness for duty.

## Section 9 – Performance Management

### 9.1 Performance Expectations

Public service as an employee of the City is a privilege and not a right. The City desires to employ public servants who serve the public, who protect and further the trust and confidence the public has placed in its servants, who work together as team members, and who strive for professional growth and effective service.

High quality performance, honesty, respect, reliability, professionalism and good judgment are fundamentally required of each employee. Other standards of conduct exist in order to maintain an orderly and efficient working environment and for preservation of the public's trust in its public servants. These expectations apply to all City employees.

## 9.2 Performance Evaluation Process

Performance evaluations are given to new employees when they have completed six months of employment with the City and then annually thereafter. Performance evaluations are for the improvement of individual job performance, the strengthening of supervisor/employee relationships and the recognition of employee accomplishments and good work.

Performance evaluation results shall be considered in personnel decisions affecting merit pay increases, promotion, demotion, layoff, re-employment, training and termination.

The Human Resources Administrator shall be responsible for the overall administration of the employee performance evaluation program and shall advise and assist employees and Department Heads to ensure that performance evaluation procedures are handled as intended. Both the employee and their supervisor will complete the performance evaluation form.

## 9.3 Work Rules, Correction Action and Disciplinary Procedures

### Work Rules

Public service as an employee of the City is a privilege and not a right. The City desires to employ public servants who serve the public, who protect and further the trust and confidence the public has placed in its servants, who work together as team members, and who strive for professional growth and effective service.

High quality performance, honesty, respect, reliability, professionalism, and good judgment are fundamentally required of each employee. Other standards of conduct exist to maintain an orderly and efficient working environment and for preservation of the public's trust in its public servants. The Rules of Conduct apply to all City employees.

The primary objectives for each employee are to protect and further the public's trust and confidence and to perform at a high-quality level so that the City's citizens, businesses, representatives of other entities, co-workers, and visitors receive high quality services from each employee. Conduct that is inconsistent with those objectives or in violation of policy, rules or general expectations of professional conduct is forbidden and will subject the offending employee to discipline up to and including discharge. The City has established policies, rules and general expectations of conduct in furtherance of the effective operation of the City, to further these objectives, and for the employee to have a successful career.

No list of rules or types of unacceptable conduct can substitute for the sound and reasonable judgment expected of each employee. It is impossible to list every conceivable type of unacceptable conduct contrary to the interests of the City. The City believes unacceptable acts of misconduct, stand alone, warrant serious discipline up to and including discharge, such as the following:

- Dishonest, misleading or deceptive conduct
- Unauthorized circumvention of the chain of command
- Undermining the authority of a supervisor
- Refusing or failing to follow an order or directive
- Theft, falsification, or misappropriation of City records or property, or the property of others, including theft of work time, excessive unauthorized time at break periods, misuse of sick leave or other designated leave, misrepresenting work time, or failing to accurately record work time
- Failing to completely and accurately document relevant information
- Failing to provide accurate and complete information to a supervisor or others who require the information
- Leaving the job without permission
- Causing or working unauthorized overtime
- Failing to cooperate/communicate with others
- Engaging in conduct that creates an unsafe work environment

- Fighting, threats, intimidation or harassment of others
- Damage or defacing of City or employee property
- Failure to report damage of equipment or property to supervisor
- Misuse or unauthorized use of City property
- Possession, use, or being under the influence of illegal substances or alcohol while on duty or refusal to take a drug or alcohol test
- Engaging in unethical conduct
- Conviction of a crime or other offense subject to civil forfeiture, while on or off duty, if the conviction makes it impossible for the employee to perform their duties
- Unauthorized possession of weapons or firearms during work time or on City premises or property
- Absence of two consecutive workdays without notifying supervisor prior to start of work shift
- Excessive absenteeism or tardiness
- Failing to promptly report absence or tardiness to supervisor prior to start of work shift
- Working another job while on sick leave or when not released for full duty while receiving workers' compensation benefits
- Disclosing confidential information to unauthorized sources
- Loafing or sleeping on the job during working hours
- Misuse of licenses, patents or copyrights while on work time or using work resources
- Unauthorized solicitations or distributions
- Failure to promptly report defective equipment or safety hazard
- Failure to report injury or accident immediately to supervisor within 24 hours
- Horseplay or violation of safety rules
- Engaging in conduct or activities which serve to lengthen the healing period for a work-related injury
- Substandard quality or quantity of work, including deliberate reduction of output
- Failure to complete assignments promptly and accurately
- Smoking, use of e-cigarettes, or use of smokeless tobacco in unauthorized areas during work time (unpaid break times excluded)
- Unprofessional appearance
- Discourteous treatment of others
- Profane or disrespectful conduct
- Conducting more than a diminutive amount of personal business on City time or property, including promoting or selling any item or soliciting, unless permission is obtained from your supervisor
- Failing to fully comply with standard operating procedures, policies or rules
- Failing to comply with expectations of conduct communicated to an employee
- Failing to appropriately supervise an employee or hold employee accountable
- Failing to report a possible violation of the policies or rules through the chain of command or other authorized reporting procedure
- Inability to work as a member of a team or having attitudinal issues

The City reserves the right to determine whether any other conduct is contrary to the interests of the City and warranting disciplinary action, up to and including discharge.

### **Corrective Action**

The City treats all violations of the policies, rules and general expectations of conduct very seriously. Violations of these policies, rules, and general expectations of conduct can subject an employee to discipline, up to and including termination.

The City's corrective action program is designed to encourage individuals to be high-quality employees and to remove employees from service who do not or will not meet that high standard of performance. Some discipline is intended to be corrective in nature to allow the employee an opportunity to rehabilitate their conduct. Employee misconduct may call for severe forms of discipline such as suspension, transfer, demotion, termination or other action. In some cases,



termination of an employee is appropriate because of the nature, seriousness or continuation of unacceptable conduct. The appropriate level of discipline is determined by the City Administration on a case-by-case basis, and any pre-termination disciplinary measure may be passed over in favor of more severe discipline including termination of the employee. The City's imposition of discipline or other corrective action, or the City's use of any form of progressive discipline, does not change any employee's status as an at-will employee or create any additional rights. The Human Resources Administrator must review and approve any suspension, demotion, or termination prior to it being issued.

### **Investigation and Administrative Leave**

The City Administrator will determine the scope, duration and strategy of internal investigations into employee conduct. The City reserves its right to place an employee on administrative leave, with or without pay. The determination of whether leave will be with pay or without pay is reserved to the City. The City may place an employee on administrative leave pending an internal investigation, pending disposition of a criminal matter, or for other reasons determined by the City.

## **9.4 Grievance Policy and Procedure**

The City has adopted a Grievance Policy and Procedure pursuant to the requirements of Wis. Stat. § 66.0509(1m) (a) for purposes of providing a process for employee grievances regarding workplace safety, employee discipline, and employee termination. Public safety employees shall adhere to the provisions of Wis. Stat. § 62.13, when applicable, to address employee discipline and termination rather than utilizing the Grievance Policy and Procedure.

This policy formalizes a grievance procedure to review employee concerns. It is not intended to discourage discussion between employees and supervisors on an informal basis. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems and/or misunderstandings that have arisen. Accordingly, employees should first discuss any complaints or questions they may have with their immediate supervisors, and are urged to initiate such discussions at the time the dissatisfaction or questions arises. Supervisors, in turn, should take positive and prompt action to answer employees' questions and resolve complaints presented to them.

### **A. Definitions**

The following words shall be given the meaning as set forth below wherever such words appear within this policy:

**Discipline:** Any written reprimand, unpaid suspension, demotion, or other formal adverse disciplinary action, other than termination, issued against an employee by a supervisor. The term discipline does not include performance meetings or evaluations, implementation and evaluation of an employee, a performance improvement plan, informal discussions between a supervisor and employee, employee assignments or transfers, or any oral reprimand that is not memorialized in writing and placed in the employee's personnel file.

**Employee:** For purposes of a grievance of discipline and termination (as defined in this Grievance Procedure) means a benefit eligible full time or regular part-time employee who has completed one (1) year of continuous employment with the City.

"Employee" does not include, without limitation, any of the following: other part-time employees, temporary employees, seasonal employees, limited term employees, contractors, or their respective employees, elected officials, or employees covered by the collective bargaining agreement containing a grievance procedure for discipline or termination. "Employee" for the purposes of Workplace Safety (as defined in this procedure) means any employee of the City.

**Grievance:** A written complaint by an employee filed with the Human Resources Administrator that seeks review of the discipline, termination, or workplace safety of that employee.

**Termination:** Any involuntary termination of an employee's employment with the City, excluding such termination due to layoff, partial layoff, voluntary resignation, retirement, job abandonment (no call, no show), or termination due to the employee's lack of qualifications or other inability to perform the job.

**Workplace Safety:** Any 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 the same.

## B. Grievance Procedure

1. An earnest and deliberate effort shall be made to informally resolve the matter between grievant by meeting with their immediate supervisor and department head to discuss the subject of the grievance. If the matter is not resolved, then the employee shall reduce the grievance to writing and submit the grievance to their immediate supervisor within ten days after the facts upon which the grievance is known or should have been known to the employee. The immediate supervisor shall give a written answer within ten business days of receipt of the grievance, with a copy to the Human Resources Administrator.
2. If the grievance is not satisfactorily resolved at Step A and the grievant wishes to appeal the decision, the grievant may submit the grievance to the City Administrator within five business days after having received the answer in the Step A. After receipt of the written grievance by the City Administrator, the City Administrator will meet with the grievant in an effort to resolve the issues raised by the grievance. Within ten days after the meeting, the City Administrator shall respond to the grievance in writing. The City Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy, and otherwise properly processed as required by this policy. If the City Administrator is aware of other similar pending grievances, then the City Administrator may consolidate those matters and process them as one grievance.

This step shall be omitted and grievance moved from Step A to Step C in cases where a department head is the grievant and the grievance is initially filed with the City Administrator under Step A.

3. The decision of the City Administrator shall be final unless the grievant files a written appeal requesting a hearing before an Impartial Hearing Officer (IHO) within five days of the City Administrator's response. The grievance will be referred to an IHO who will be designated by the City Attorney.

The IHO will convene a hearing in the manner which the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The IHO shall make evidentiary rulings utilizing a relaxed standard of evidence and may accept hearsay evidence. The burden of proof shall be a preponderance of the evidence.

In all cases, the employee shall have the burden of proof. The IHO may request oral or written arguments and replies. The IHO shall provide the parties with a written decision.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to, subtract from, or modify the terms of the City policy or rule that forms the basis for the grievance.

After receiving the evidence and closing the hearing, the IHO shall issue a written response. The recommendation shall contain findings of fact, analysis and a recommendation. The IHO must answer the following question: Based on the preponderance of the evidence presented, has the grievant proven the decision of the Administration was arbitrary or capricious?

The IHO shall have the power to issue a response to the grievance. The IHO shall have no power to issue any remedy, but the IHO may recommend a remedy. Remedial authority shall be subject to the determination and approval of the City Administrator and shall be addressed by the governmental body in the event the grievance is sustained.

Either party may appeal an adverse determination at Step C to the Common Council, by filing a written notice appealing

the decision of the IHO in the City Administrator's office within five days of the decision of the IHO. The written request for review must clearly state the reasons why the decision of the IHO is not acceptable. New issues to the grievance not raised at Step A may not be considered by the Common Council. The Common Council shall, within 30 days after submission of the appeal, schedule a review of the IHO's decision. The review will be conducted by the Common Council during a closed session meeting unless an open session is requested by the employee. The Common Council may make its decision based on the written decision of the IHO or the Common Council may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Common Council membership shall decide the appeal within 20 days following the last session scheduled for review. The Common Council will issue a final written decision which shall be binding on all parties.

Each party shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees, in investigating, preparing or presenting a grievance. The costs and fees of the IHO will be borne by the City.

Failure to process a grievance within the time limit, or agreed-upon extensions, shall constitute a waiver of the grievance and the grievance will be considered resolved on the basis of the City's or IHO's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner, the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration, and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable City policy or directive, to resolve the matter.

#### C. Procedure for Workplace Safety Grievance

1. Any employee personally involved in a workplace safety issue or incident must notify their supervisor of the issue or incident as soon as reasonably practicable. All safety issues, no matter how insignificant the situation may appear to be, must be reported.

Time Limit: Any workplace safety incident or issue must be reported by an employee within 24 hours after the incident or issue was raised in order to be addressed as part of the grievance procedure.

A written report of the incident or issue, outlining the events that transpired and resolution, if any, shall be created by the supervisor involved in the incident and signed by all concerned parties and submitted to the Human Resources Administrator for review and consideration within five days of the incident or issue.

2. After receipt of the written report, the Human Resources Administrator will conduct an additional investigation, if required, and normally issue a final report on its findings and conclusions within ten days of meeting to review the written report. Copies of the report will be given to the grievant, the person(s) who signed the written report and to the City Administrator.

3. The employee may appeal the findings and conclusions of the Human Resources Administrator and request the appointment of an IHO. The grievant shall have the burden of proof to show the decision of the Human Resources Administrator was arbitrary or capricious. The IHO may request oral or written arguments and replies. The IHO shall provide the parties with a written decision. The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to, subtract from or modify the terms of the City policy or rule that forms the basis for the grievance.

Time Limit: If the employee does not submit a written grievance to the City Administrator requesting a hearing before an IHO within five days after receipt of the Human Resources Administrators Report, the grievance can no longer be addressed in the grievance procedure. If timely requested, the hearing will normally be scheduled within 30 days of receipt of the request for hearing. The IHO may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. At the conclusion of the hearing, the IHO shall record one of three outcomes:

- (1) Sustaining the conclusions of the Human Resources Administrator,
- (2) Denying the conclusions of the Employee Safety Team, or
- (3) Recommending additional investigation prior to a final determination.

4. The City or employee may appeal the decision of the IHO to the Common Council. In cases where the IHO recommends an additional investigation, at the conclusion of the additional investigation, the matter will be automatically referred to the Common Council. The decision of the Common Council shall be final and binding upon the parties.

Time Limit: The employee may request a hearing before the Common Council by filing a request within five days of receipt of the written decision of the IHO. If not timely submitted, the grievance can no longer be addressed in the grievance procedure.

Each party shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees, in investigating, preparing or presenting a grievance. The costs and fees of the IHO will be borne by the City.

Failure to process a grievance within the time limit, or agreed-upon extensions, shall constitute a waiver of the grievance and the grievance will be considered resolved on the basis of the City's or IHO's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner, the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

## Section 10 – Miscellaneous Policies

### 10.1 Dress Code and Personal Appearance

Employees are expected to report to work well-groomed, clean, and dressed according to the requirements of their position. Some employees may be required to wear uniforms or safety equipment/clothing. Employees should contact their supervisor for specific information regarding acceptable attire for their position. If employees report to work dressed or groomed inappropriately, they may be prevented from working until they return to work well-groomed and wearing the proper attire.

### 10-2. Personal Use Of City Facilities, Equipment, And Property

The City of Columbus provides its employees with a variety of facilities and resources to facilitate the efficient delivery of City services. These resources include equipment, vehicles, buildings, materials, tools, and land. All city facilities and resources are provided to City of Columbus employees to serve the public and are part of the public trust. It is important that these resources are used only for official City business and that the personal use of City property and facilities is strictly prohibited. This policy has been established to ensure that all City of Columbus property and facilities are used solely for the benefit of the City and its citizens.

Exceptions can be made when such use is in accordance with goals and objectives and specifically authorized by the City Administrator.

### 10.3 Smoking Policy

Smoking, including the use of eCigarettes and chewing tobacco, is prohibited in all City buildings and on all City grounds, unless it is identified and marked as an approved smoking area. Approved smoking areas are only permitted with the approval of the City Administrator and/or Common Council.

The use of any tobacco products, including eCigarettes, is prohibited in any City-owned vehicle.

Violations of this policy should be reported to a supervisor and will be subject to disciplinary action.

### 10-4. Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, the City of Columbus may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the City. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The City generally will attempt to identify other available positions, but if no alternate position is available, the City retains the right to decide which employee will remain with the City.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is like that of persons who are related by blood or marriage.

### **10.5. Possession of Weapons**

No employee or City official may possess a weapon or ammunition while on City property, at a City job site or within a City vehicle. Prohibited weapons include not only guns, clubs and knives of any size, but any other device used to hurt, threaten or endanger another person. Nothing in this policy prohibits an individual with a concealed carry permit from keeping a weapon in his or her vehicle to the extent required by law, or from carrying the weapon while traveling during his or her duties to the extent required by law. This policy does not apply to sworn Police Officers employed by the City.

### **10.6. Business Expense Reimbursement**

Employees will be reimbursed for reasonable approved expenses incurred during business. These expenses must be approved by the employee's supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their supervisor in advance if they have any questions about whether an expense will be reimbursed.

### **10.7. Publicity/Statements to The Media**

All media inquiries regarding the position of the City as to any issues should be referred to City Administrator, or a designated representative for specific or departmental issues. Only the City Administrator or duly designated representatives are authorized to make or approve public statements on behalf of the City. No employees, unless specifically designated by the City Administrator, are authorized to make those statements on behalf of the City. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the City other than those for whom this is a specific duty of their position must first obtain approval from the City Administrator.

### **10-8. Outside Employment**

It is the policy of the City to allow its employees to engage in secondary employment. Department heads must be advised in writing of an employee's intent to accept outside employment. The department head shall review the request and investigate whether the proposed secondary employment position may interfere with the employee's City employment. The department head shall render their decision within ten (10) working days of receipt of the request. If the employee disagrees with the decision of the Department Head, they may appeal to the City Administrator or Human Resources Administrator.

Such employment shall not be acceptable if any of the following conditions apply or develop:

- Where the performance of duties for the secondary employment interferes with the best quality performance and work time of the employee when performing his or her duties for the City.
- Where the secondary employment exceeds 20 hours a week except during an employee's regular days off, holiday or vacation periods.
- Where the nature or place of employment might bring disfavor on the employee or City.
- Where the secondary employment involves the employee's appearance in City uniform or involves use of City equipment.
- Where it appears that the secondary employment has an adverse effect on the employee's sick leave record.
- Where an employee might consider using their City position to influence their outside employment.

The City may terminate the employment of an employee whose secondary employment may interfere with the performance of his or her work, where a conflict, whether real or implied exists, where the interests of the City are impacted as a result of the secondary employment, or where such employment or conduct negatively affects the image

of the City or employees. The City may also notify an employee at any given time that they must decide whether to keep their employment with the City and end their secondary employment.

#### **10.9. Recording of Conversations**

Secret recordings of employees are strictly prohibited unless authorized in writing by the City Attorney's Office. A violation of this provision may result in disciplinary action, including termination. The Police Department is exempt from this policy.

#### **10.10. Confidential City Information**

During work, employees may become aware of confidential information about City of Columbus business, including but not limited to information regarding City finances, pricing, products, software, computer programs, suppliers and citizens. It is extremely important that all such information remain confidential, and particularly not to be disclosed to City of Columbus' competitors. Any employee who improperly copies, removes (whether physically or electronically), uses, or discloses confidential information to anyone outside of the City may be subject to disciplinary action up to and including termination.

## Section 11 – Employee Separation

### 11.1 Resignation, Retirement and Involuntary Termination

**Voluntary Resignation of Employment:** Resigning department heads are asked to submit a letter to the City Administrator at least 30 days prior to such resignation. All other employees should submit a letter to the department head and the Human Resources Administrator at least two weeks prior to such resignation.

**Retirement:** Employees desiring to retire are asked to submit a letter to their department head and the Human Resources Administrator at least sixty (60) days prior to such retirement.

**Involuntary Termination:** The City of Columbus is an “at will” employer which means the City may terminate the employment of any employee at any time, with or without cause, and with or without notice.

### 11.2. Exit Interviews

Employees who resign are requested to participate in an exit interview with the Human Resources Administrator, if possible.

The purpose of the exit interview is to gain insight into the effectiveness of City personnel and managerial practices, to determine where personnel policies and procedures need review or revision, and to determine where supervisory or managerial practices need modification or improvement.

An exit interview will be conducted, when possible, with every employee who is separating from City employment regardless of her/his length of service, position or circumstances of separation. An employee may complete an exit interview questionnaire on their own if so desired. This questionnaire must be returned to Human Resources Administrator prior to the employee’s separation from City employment.

### 11.3 Return of Property

All City property including, but not limited to, keys, laptop computers, tablets, cell phones, power cords, credit cards, uniforms, etc., must be returned at separation. Police Officers must return all City issued equipment as per their hiring agreement.

Employees also must return all the City's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the City (through payroll deduction, if lawful) for any lost or damaged City property.



## Employment at Will

Neither this handbook, nor any of the principles, policies and procedures contained herein, is intended to create contractual obligations for either the City of Columbus or any of its employees. The City is not guaranteeing employment for anyone. Your employment with the City is at-will. You are free to terminate your employment with the City at any time, with or without reason. Likewise, the City has the right to make changes regarding your employment status, including termination, with or without reason.

With the exception of any collective bargaining agreement; any oral statements, promises, or assurances to the contrary are not binding to the City and should not be relied upon by the employee. The City is not responsible for and shall not be bound by any statements that are not reaffirmed in writing by the Mayor and approved at a duly-noticed meeting of the City Council.

Statements on the City's employment application, in this handbook, in our training manuals, or in other City documents do not constitute or imply an employment contract and should not be relied upon by the employee under any circumstances to assure continued employment or superseding the City's decision to terminate an employee's employment.

RECEIPT: I have received a copy of the Policy Manual. I have read and I understand its contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand. I understand that the contents of this Manual and my compensation and benefits may be changed by the city at any time, with or without notice to the extent permitted by law.

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EMPLOYEE NAME – *PLEASE PRINT*

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DEPARTMENT

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EMPLOYEE SIGNATURE DATE

# Addendum to the City of Columbus Personnel Policies and Procedures Handbook

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## Columbus Public Library

Approved by Library Board of Trustees

6/18/2013

Revised 6/21/2016; Revised 6/15/2021

### **OUR MISSION AS COLUMBUS PUBLIC LIBRARY EMPLOYEES**

The mission of the Columbus Public Library (here after referred to as Library) is to provide quality informational, educational, cultural and recreational materials and services to all Columbus-area residents.

The general goals of the Library include the support of the Library Bill of Rights written by the American Library Association and the Freedom to Read Statement, adopted by the ALA Council and AAP Freedom to Read Committee.

Numbered sections correspond with the *City of Columbus Personnel Policies and Procedures Handbook*, revised and adopted 3/5/13. Sections below are the only sections of the Policies that differ in any way from those of the City. If it is not mentioned below, City policies prevail.

When, in City Policies, the City Administrator (or designee) is assigned responsibility, that responsibility falls to the Library Director or, when dictating the Director's behaviors, the Library Board of Trustees.

### **I. EMPLOYMENT TERMS AND CONDITIONS**

#### **A. AT-WILL EMPLOYMENT**

The Library Board of Trustees, at its sole discretion, reserves the right to change, from time to time and without prior notice, any term or provision of this addendum.

Where any provision in the city's personnel manual conflicts with Library Board's rules and regulations the Library Board rules and regulations shall control to the extent of that specific conflict only.

The Library Board reserves the right to set any wages, benefits, hours of work and conditions of employment, consistent with applicable law.

### **C. HIRING OF EMPLOYEES**

All employees, except the Library Director who is hired by the Library Board, are hired by the Library Director.

All applicants who are offered employment with the Library may be required to successfully complete a background check and a drug test as a condition of employment. The Library will pay the cost.

All new employees must be approved by the Library Board based on the recommendation of the Library Director. In the case of a new Library Director the recommendation will come from a Committee of the Library Board.

### **I. EMPLOYEE PERSONNEL FILES**

Employee personnel records related to employment (original State and Federal employment forms and forms related to benefits and insurances) are kept at City Hall. Access to employment records is limited to the employee, the Library Director, the Library Board of Trustees and the City Administrator (or designee).

Library personnel performance records will be kept by the Library Director. Access to performance records is limited to the employee, Library Director and Library Board.

### **L. DISCLOSURE OF CONFIDENTIAL INFORMATION**

Patron information is confidential per state law and should be only discussed with staff or the patron whose record it is. Never leave identifying information showing who is checking out materials with the materials if in plain sight.

Requests from outside parties, including media, as filed under the "Open Records Request" state statute go to the Library Director.

Subpoenas filed by Police or other Law Enforcement agencies must go immediately to the Library Director.

## **III. BENEFITS**

### **A. Vacation**

The following vacation policy applies to regular full-time employees of the Library. Vacation for the 1<sup>st</sup> year is earned after first 30 days of employment. Vacation leave is calculated on the anniversary of the date of hire.

Years Employed	Vacation Earned
1 <sup>st</sup> year	8 days (64 hours)
2 <sup>nd</sup> year	12 days (96 hours)
3 <sup>rd</sup> - 4 <sup>th</sup> year	15 days (120 hours)
5 <sup>th</sup> - 8 <sup>th</sup> year	18 days (144 hours)

One additional day (8 hours) for each successive year completed after 8 years of service, to a maximum of 35 days (280 hours.)

Regular year-round, part-time employees, as defined in City Personnel Policy, who work a minimum of 20 hours per week as outlined in their employment offer letter, and have completed 30 days of employment will earn vacation time according to the chart below. Vacation leave is calculated on the anniversary of the date of hire.

Years Employed	Vacation Earned
1 <sup>st</sup> year	32 hours
2 <sup>nd</sup> year	56 hours
3 <sup>rd</sup> - 4 <sup>th</sup> year	84 hours
5 <sup>th</sup> - 9 <sup>th</sup> year	100 hours
10 <sup>th</sup> - 15 <sup>th</sup>	112 hours
16 <sup>th</sup> - 20 <sup>th</sup>	124 hours
21 <sup>st</sup> - 25 <sup>th</sup>	136 hours
26 <sup>th</sup> - 30 <sup>th</sup>	140 hours
31 <sup>st</sup> +	168 hours

Vacation requests are to be approved by the Library Director or designee. Employees must submit requests for vacation leave in writing using the *Library Time Off Request Form*. Vacation may be granted at a minimum of half hour increments. A minimum of seven (7) days' notice must be made for any vacation requests. Vacation leave requests received less than seven days' notice will be considered at the discretion of the Library Director or designee.

Vacation will be scheduled and considered for approval by the Library Director or designee. The Library will attempt to grant 'choice days' in an equitable manner and in the interests of the library. The Library Director or designee will consider factors such as work requirements, employee preferences, past vacation schedules, and length of service in scheduling and/or approving vacation requests.

## **B. HOLIDAYS**

Regular full-time employees who have completed 30 days of employment will receive holiday pay as outlined in the *City of Columbus Personnel Policies and Procedures Handbook*.

Regular year-round, part-time employees, as defined in City Personnel Policy, who work a minimum of 20 hours per week as outlined in their employment offer letter, and have completed 30 days of employment will receive 4 paid holidays (32 hours) per year. Part time employees must use the 4 days when the library is closed for a holiday during regular scheduled hours. If an employee is scheduled to work more than 4 holidays, they may choose their paid holidays.

The Library building will be closed when city buildings are closed in observance of a holiday.

## **C. SICK LEAVE**

Regular full-time salaried and hourly employees may accumulate sick leave with pay at the rate of eight hours of sick leave for each full month of employment with a total cap of 720 hours as outlined in the *City of Columbus Personnel Policies and Procedures Handbook*.

Regular year-round, part-time employees, as defined in City Personnel Policy, who work a minimum of 20 hours per week as outlined in their employment offer letter, may accumulate sick leave with pay at the rate of four hours of sick leave for each full month of employment with a

total cap of 360 hours. Sick leave accrues from the employee's date of hire.

## **VII. DRUG FREE WORK PLACE POLICY**

### **Drug and alcohol testing**

#### **1. Pre-Employment Testing**

Individuals being considered for a position with the Columbus Public Library may be required to undergo a pre-employment drug and alcohol test after a conditional offer of employment has been made. The City will not hire an applicant who tests positive on a pre-employment drug and alcohol test.

## **VIII. INFORMATION TECHNOLOGY**

In an effort to maintain patron privacy, the City of Columbus has no rights to access or otherwise inspect or monitor use of electronic hardware, software or data pertaining to patron use of library materials or public Internet computers.

Hardware is maintained for the library by the South Central Library System.

## **XI.B. GRIEVANCE PROCEDURE**

Throughout this section all reference in the City Handbook to "City Administrator" are replaced with "Library Director" and all references to "City Council" are replaced with "Library Board of Trustees."

One signed copy of the following Receipt should be removed and placed in the employee's personnel file. The other copy will remain with the employee's personal copy of the Library Personnel Handbook.

### **RECEIPT**

I acknowledge that I have received and read the Columbus Public Library Employee Handbook and understand the provisions contained therein. I understand that the terms described in the Handbook may be altered, modified, changed, or eliminated by the Library at any time. All modifications will be posted on department bulletin boards.

I further understand that the Handbook and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that my employment with the Columbus Public Library is an "at-will" relationship.

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

\_\_\_\_\_  
Date

**RECEIPT**

I acknowledge that I have received and read the Columbus Public Library Employee Handbook and understand the provisions contained therein. I understand that the terms described in the Handbook may be altered, modified, changed, or eliminated by the Library at any time. All modifications will be posted on department bulletin boards.

I further understand that the Handbook and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that my employment with the Columbus Public Library is an "at-will" relationship.

---

Employee Signature

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Date

[Retain Signed Copy in Personnel File]

## **LIBRARY ASSISTANT 1 POSITION DESCRIPTION**

### **COLUMBUS PUBLIC LIBRARY, COLUMBUS WI**

#### **NATURE OF THE JOB**

The Library Assistant 1 performs professional library activities requiring knowledge in all areas of public library service. This position focuses on providing a high level of customer service and technology support to patrons. Travel related to community engagement and professional development may be required.

- ✓ Reports to the Library Director
- ✓ Part-time on a variable schedule, including some evenings and weekends.

#### **RESPONSIBILITIES**

1. Works well with people from a wide range of ages and interests.
2. Performs circulation desk procedures, such as checking materials in and out including interlibrary loans, registering patrons, collecting fines, printing reports, etc.
3. Collects and reports statistics.
4. Participates as an active and involved team member of the library.
5. Requests interlibrary loan materials.
6. Assists patrons with ready-reference and routine reader's advisory service.
7. Processes, withdraws, repairs, or reconditions library materials.
8. Shelves library materials and reads shelves as needed.
9. Sorts and routes mail.
10. Empties materials from outdoor book drop.
11. Assists patrons with technology in the library including copying, faxing, using library computers, scanning documents, wireless printing, and accessing microfilm.
12. Demonstrates how to navigate online library services and databases.
13. Provides information and recommendations that can be used for materials selection.
14. Performs light housekeeping.
15. Abides by library policies.
16. Accepts other duties as assigned by the Library Director.

#### **KNOWLEDGE AND ABILITIES**

1. Ability to interact well with a diverse population.
2. Knowledge and experience with contemporary technology.
3. Ability to maintain and promote a positive public service attitude.
4. Ability to maintain confidentiality of library patron information.
5. Ability to perform the following skills:
  - a. Analytical skills: identify alternative courses of action before selecting one.
  - b. Problem solving skills: develop solutions to problems with a recommended course of action.
  - c. Organization skills: accomplishes tasks with attention to detail.
  - d. Communication skills: communicate effectively and transparently in both oral and written forms.

- e. Reading ability: effectively read and understand information contained in memoranda, reports, bulletins, budgets, etc.
  - f. Independent thinking ability: decision making without direct supervision.
  - g. Mathematical ability: understanding of basic mathematics and statistics.
  - h. Time management skills: ability to set priorities to meet assigned deadlines; ability to balance many demands and maintain a positive public service attitude.
  - i. Instruction comprehension: ability to understand instructions from supervisor in both oral and written forms.
6. Physical demands:
- a. Sitting, standing, walking, climbing and stooping.
  - b. Bending, twisting and reaching.
  - c. Talking and hearing; use of a telephone.
  - d. Fingering: keyboarding, writing, filing, and sorting.
  - e. Lifting, carrying: 30 pounds or less.
  - f. Pushing, pulling: objects weighing 60-80 pounds on wheels.
  - g. Mobility: travel to meetings outside the library.

#### **QUALIFICATIONS**

- 1. High school diploma or equivalent.
- 2. Higher education preferred.
- 3. Previous library or customer service preferred.

I have reviewed and received a copy of this job description.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date