THE CITY OF
Fitchburg

Employment Policies & Procedures Manual

Adopted by Common Council
August 1996
Revised June 1997
Revised March 2009
Revised December 2012
Revised September 2016
Revised November 2018
Revised May 2019
Revised November 2019

Table of Contents

Employment Policies & Procedures Manual 1
1. Introduction 8
1.1. About This Manual 9
1.2. Open Door Policy 10
1.3. Equal Employment Opportunity 10
1.4. Union Contract – Prevailing Authority 10
1.5. Department Descriptions 11
Senior Center 13
1.6. Employment Categories 14
1.7. FLSA Exempt Status 15
Non-Exempt 15
Exempt 15
2. Employment Policies and Practices 16
2.1. Harassment and Discrimination Policy and Complaint Procedure 16
2.1.1. Complaints of Discrimination, Mistreatment or Harassment 16
2.1.2. Non-retaliation 17
2.1.3. Investigation 17
2.1.4. Disciplinary Action 17
2.2. Sexual Harassment Policy and Complaint Procedure 18
2.2.1. Definition of Sexual Harassment 18
2.2.2. Complaints of Sexual Harassment 19
2.2.3. Non-retaliation 19
2.2.4. Sexual Harassment Investigation 19
2.2.5. Disciplinary Action 19
2.3. Orientation Period 20
2.4. Termination of Employment 20
2.5. Exit Interviews 20
2.6. Disciplinary Procedures 20
2.7. Grievance Resolution Process 21
2.7.1. Procedural Issues 21
2.7.2. Definitions 22
2.7.3. Grievance Process 22
2.8. Access to Personnel Files 24
2.8.1. Corrections to Personnel Records 24
2.9. Personal Data Changes 24
2.10. Ethics and Conflicts of Interest 25
2.10.1. Gifts and Favors 25
2.10.2. Nepotism 25
2.10.3. Disclosure of Confidential Information 25
2.10.4. Ethics Ordinance 26

2.10.5. Political Activities ... 26
2.11. Outside Employment ... 26
2.12. Residency ... 26
2.13. Confidentiality and Open Records ... 26
2.14. Employment References ... 27
2.15. Recruitment and Selection Process ... 27
2.15.1. Position Descriptions ... 27
2.15.2. Notice of Job Openings ... 27
2.15.3. Employment Applications ... 27
2.15.4. Selection Procedure ... 27
2.15.5. Background Checks ... 27
2.16. Appointment to Positions ... 27
2.17. Demotion, Transfer, and Promotion ... 28
2.18. Layoffs and Reemployment ... 29
2.19. Parking ... 30
3. Employee Benefits ... 31
3.1. Benefits Overview ... 31
3.2. Leave of Absences ... 32
3.2.1. Bereavement Leave ... 32
3.2.2. Family and Medical Leave Policy ... 32
3.2.3. Jury Duty ... 32
3.2.4. Military Leave ... 33
3.2.5. Personal Leave of Absence ... 33
3.2.6. Time Off To Give Blood ... 34
3.2.7. Time Off To Vote ... 34
3.2.8. Wisconsin Bone Marrow and Organ Donation Leave Act ... 35
3.3. Health Insurance Continuation ... 35
3.4. Worker's Compensation Insurance ... 36
3.4.1. Return to Work Program ... 36
3.4.1.1. Return to Work Objective ... 37
3.4.1.2. When an Accident Occurs ... 38
3.4.1.3. Restricted or Light Duty Work ... 38
3.5. Travel & Training ... 39
3.5.1. Transportation Expenses ... 39
3.5.2. Meal Reimbursements ... 41
3.5.3. Hotel & Motel Expenses ... 41
3.6. Professional Organizations ... 42
3.7. Meal and Break Periods ... 42
3.8. Break Time for Nursing Mothers ... 43
3.9. Health Insurance ... 43
3.9.1. Annual Enrollment ... 43
3.9.2. Qualifying Events ... 44
3.10. Dental Insurance ... 44
3.11. Life Insurance ... 44
3.12. Income Continuation Insurance ... 44
3.13. Part-time Benefits ... 44
3.14. Wisconsin Retirement Systems (WRS) Pension Plan ... 44
3.15. Deferred Compensation Program ... 45

3.16. Flexible Spending Plan 45
3.17. Longevity 45
3.18. Employee Assistance Program 46
3.19. Fitness Center 46
3.20. Tuition Reimbursement 46
Tuition Reimbursement – Fire Science Intern Program 47
3.21. Holidays 48
3.21.1. Library Holidays 49
3.21.2. Holiday Work 49
3.21.3. Police Sergeants and Police Telecommunicators 50
3.22. Paid Personal Time 50
3.23. Vacation 50
3.23.1. Exempt Employee Vacation Schedule 51
3.23.2. Non-exempt Employee Vacation Schedule 51
3.23.3. Vacation Carry-Over 52
3.23.4. Sabbatical Bank 52
3.24. Sick Leave 52
3.24.1. Sick Leave Payout 53
3.24.2. Sick Leave at Retirement 53
4. Timekeeping and Payroll 54
4.1. Timekeeping 54
4.2. Attendance/Punctuality 54
4.3. Salary Wage Structure 54
4.4. Pay Periods/Pay Days 55
4.5. Payroll Deductions 55
4.6. Work Schedules 55
4.7. Shift Differential 56
4.8. Certified Training Officer 56
4.9. On-Call Pay 56
4.9.1. Call-In/Call Back Pay 57
4.10. Overtime 57
4.10.1. Compensatory Time - Non-exempt employees 57
4.10.2. Compensatory Time - Exempt Employees 58
5. Employee Conduct 59
5.1. Commitment to Safety 59
5.1.1. Smoking/Tobacco Use Policy 59
5.1.2. Weapons on City Property 59
5.1.3. Building Security/Door Access 59
5.2. Respectful Workplace 59
5.3. Drug Free Workplace Policy 60
5.3.1. Commercial Driver's License (CDL) - Drug & Alcohol Testing Policy 60
5.4. Uniforms and Clothing 61
5.4.1. Uniforms 61
5.4.2. Personal Appearance 61
5.5. Use of Municipal Vehicles & Equipment 61
5.6. Mobile and Electronic Devices Policy 62
5.6.1. Personal Mobile Devices 62

5.6.2. Camera Phones and Electronic Recording Devices 62
5.6.3. Personal Use of City Provided Mobile Devices 62
5.6.4. Safety Issues for Cellular Phone Use 62
5.7. Computer, E-mail and Internet Usage 63
5.7.1. City of Fitchburg's Right to Monitor and Consequences 64
5.8. Privacy in Locker Rooms 64
6. Family and Medical Leave Policy 65
6.1. Eligibility for Leave 65
6.2. Types of Leave 65
6.3. Amount of Leave 66
6.4. Non-Continuous or Intermittent Leave 66
6.5. Requesting a Leave/Notification Requirements 66
6.6. Pay Status While on Leave of Absence 67
6.7. Reinstatement Rights 67
6.8. Health Care Coverage during Leave 67
6.9. Return from Leave of Absence 68
7. Drug Free Workplace 69
7.1. Drug and Alcohol Testing Policy 69
7.1.1. Reporting of Drug Conviction 69
7.1.2. Prevention and Rehabilitation 69
7.1.3. Prescription Drugs 69
7.1.4. Cannabidiol (CBD) Products 69
7.1.5. Drug Testing 69
7.1.6. Testing Procedures (Drugs) 71
7.1.7. Testing Procedures (Alcohol) 72
7.1.8. Right to Privacy 72
7.1.9. Costs 72
7.1.10. Disciplinary Actions 72
8. CDL Drug and Alcohol Testing Policy 73
8.1. CDL Drivers Tested 73
8.2. Safety Sensitive Functions 73
8.3. Prohibited Conduct 73
8.4. Circumstances for Testing 74
8.5. Return to duty and follow-up testing 75
8.6. Procedures for Testing 75
8.7. Refusal to Test and Non-Compliance with Testing Procedures 76
8.8. Disciplinary Actions 77
8.9. Rehabilitation 77
8.10. Record Keeping 77
8.11. Employee Training Program 78
8.12. Prescribed Drugs 78
9. Uniforms, Equipment & Clothing – Department Guidelines 79
9.1. Assessing 79
9.2. Building Inspection & Maintenance 79
9.3. Fire 79
9.4. Police 80
9.5. Public Works 80
10. Vehicle Fleet Safety & Usage Policy 81

10.1. Driver Guidelines and Reporting Requirements 81
10.2. Driver Criteria & Administration 81
10.3. Driver Safety Rules 82
10.4. Accident Procedures 82
10.5. General Rules and Regulations for the use of City Fleet Vehicles 83
10.6. Personal Automobiles 83
11. Emergency Procedures 84
11.1. Duress Alarms 84
11.2. Fire Evacuation Procedures 85
11.3. Severe Weather Plan 86
12. Employee Safety Handbook 89
12.1. Division of Responsibility 89
12.2. Accident Procedures 90
12.3. First Aid 90
12.4. Office Safety 91
12.5. Common Areas 92
12.6. Lifting and Carrying 92
12.7. Fire Prevention 93
12.8. Motor Vehicle Use Guidelines 94
12.9. Personal Protective Equipment and Clothing 96
12.10. Electrical Safety 97
12.11. Motorized Equipment Safety 97
12.12. Hand Tools 99
12.13. Shop and Garage Safety 99
12.14. Spray Painting 101
12.15. Roadway and Construction Site Safety 102
12.16. Ladders 102
12.17. Confined Space 102
Appendix A – Job Hazard Analyses 103
Job Hazard Analysis Water Utility Operation 103
Job Hazard Analysis Sewer Utility Operation 104
Job Hazard Analysis Stormwater Utility Operation 105
Job Hazard Analysis Streets/Right-of-Way Maintenance 106
Job Hazard Analysis Park/Cemetery Maintenance 107
Appendix B - Lockout/Tagout Program 109
Lockout/Tagout Associated Personnel 109
Circumstances Requiring Lockout/Tagout 109
Lockout/Tagout Locations 109
Lock and Tag Requirements 109
Lockout/Tagout Procedures 110
Appendix C - Confined Space Entry 111
Appendix D - Bloodborne Pathogens Exposure Control Plan 117
Safety Plan Forms 123
Appendix E - Information Technology Use Policy 129
Appendix F - Volunteer and Unpaid Intern Policy 130

1. Introduction

Welcome to Fitchburg!

I am excited you have decided to continue your career with us here in Fitchburg. This is a great place to work and live and I'm happy to have you on the team.

Serving residents and visitors to Fitchburg is an important part of your job. I am biased but I don't think you can find a nicer group of residents that care more about their community. We also have a great group of employees in Fitchburg. You'll find the staff care a lot about doing a great job and helping residents.

Fitchburg offers a lot to do. I hope you become part of the community, if you aren't already, and go to events like Concerts at McKee, Fitchburg Festival of Speed, Agora Art Fair or Festa Italia. These are just a small sampling of the many events going on throughout the year.

If you need anything please let me or your supervisor know. On behalf of the council I want to again say, welcome.

Sincerely,
Aaron Richardson, Mayor

1.1. About This Manual

This manual is intended to provide you with a general understanding of the City's personnel policies. You are encouraged and expected to familiarize yourself with its contents, as it will answer many questions concerning your employment with the City of Fitchburg.

This manual is a collection of policies and procedures that affect City employees. It has been compiled after reviewing City Ordinances, appropriate federal and state statutes, and other previously unwritten practices in the City. It is intended as a reference guide to assist you during your employment with the City of Fitchburg. This manual cannot anticipate every situation or answer every question about employment.

The purpose of this Manual is to enable the City of Fitchburg to render efficient service to the public through the employment and retention of outstanding personnel. This Manual is intended to provide employment in an environment that is free from political considerations, partisanship, or favoritism in the selection and advancement of employees. It is formulated to establish a merit system of fitness and efficiency as the basis of employment and advancement, to protect employees from arbitrary and capricious actions, and to prevent discrimination of any nature from influencing employment decisions within the City of Fitchburg.

In order to have the necessary flexibility to respond to the rapidly changing work environment, the City reserves the right to revise, supplement or rescind any information from this manual. This employee manual will be updated on a periodic basis to reflect changes in practices/policies. However, policies and practices may be changed prior to any written revision of this manual.

If you have any questions related to this manual, you are encouraged to discuss them with your supervisor, Human Resources, or the City Administrator.

1.2. Open Door Policy

The City is committed to promoting and practicing "open door" communication among all employees at the City of Fitchburg. The City recognizes that whenever groups of people work together there are bound to be some differences of opinion and problems that occasionally arise.

If you have questions, concerns, or problems related to your employment you are strongly encouraged to openly and honestly discuss the situation directly with your supervisor. We want and need your involvement and participation in problem solving. Nursing a concern in silence or discussing it with other employees that do not have the authority to resolve your concern can be very frustrating for both you and your supervisor. We cannot correct a problem we do not know about. Please discuss problems or concerns with your supervisor as soon as they arise.

1.3. Equal Employment Opportunity

The City of Fitchburg supports, and is committed to, equal employment opportunity for all personnel. This means that the City will make all employment decisions, including the decision to hire, recruit, train, or promote, based on its determination of whether an individual has the required skill, ability, experience, or other qualifications to perform the job related functions.

The City of Fitchburg does not discriminate against applicants or employees because of race or color, gender or sex, national origin or ancestry, religion or creed, disability or handicap, age, marital status, sexual orientation, arrest or conviction record, military or veteran status, use or non-use of lawful products, genetic information, or any other category protected by applicable law. This policy applies to all terms and conditions of employment, including, but not limited to, recruiting, hiring, training, promoting, termination, leave of absence, compensation and benefits, and all other personnel actions and conditions.

1.4. Union Contract – Prevailing Authority

Some employees of the City of Fitchburg are covered by a collective bargaining agreement. In such cases, to the extent that the policies and procedures set forth herein conflict with the collective bargaining agreement, the collective bargaining agreement will prevail.

1.5. Department Descriptions

To familiarize you further with The City of Fitchburg, descriptions of City departments follow.

Administration

The Administration department includes the offices of the City Administrator, FACT, Human Resources, and Information Technology. The Administrator oversees the day-to-day operations of City Hall and works closely with the Mayor and City Council on City development. Fitchburg Access Community Television (FACT) provides a vital communication tool to the City, its residents, and its schools. Human Resources is responsible for maintaining all personnel files, administering the employee benefit plans, coordinating recruitment efforts, and new employee orientation. Information Technology provides support to all city departments assisting them with computer needs and technical support.

Assessing

Responsibilities of the Assessor's office include discovery and data collection of real and personal property in the City for purposes of determining assessed value. Other duties include study, verification and analysis of property sales, filing required state and county assessment reports, and maintenance of records related to all property in the City.

Attorney

The City Attorney is responsible for representing the City and providing advice regarding all legal issues, including municipal court.

Building Inspection

The Building Inspection Department is responsible for reviewing plans and issuing permits for all proposed building, electrical, plumbing and heating construction in the City. Department personnel confer with area architects, engineers, contractors and property owners; interpret and explain code requirements; and perform all administrative, inspection and enforcement functions necessary to insure compliance with federal, state and local building codes.

City Clerk

The City Clerk's office is responsible for all city records and files, including minutes of public meetings, public notices and issuance of all city licenses. The Clerk's office is also responsible for supervising elections and maintaining necessary records and information pertaining to elections, as well as providing day-to-day clerical and receptionist support.

Economic Development

The Economic Development Department serves as a liaison to the Fitchburg business community. Responsibilities include existing business assistance, retention, and facilitation of future expansion plans. The department also encourages new business development and location by developing marketing campaigns and maintaining an inventory of available sites to respond to inquiries. The goal is to foster a dynamic economy to meet the needs of Fitchburg residents and businesses, both with services and employment opportunities.

Finance

The Finance Department maintains the City's accounting records, processes receipts, billings, disbursements, payroll and related reports. The department is also responsible for tax roll

collections and settlement, utility billing and providing information to the staff and public regarding Utility policies and procedures.

Fire

Responsibilities include fire protection throughout the City of Fitchburg. The Fire Department operates with a combination of career, on-call, and intern staff. Services include emergency fire/rescue response, fire prevention code enforcement, fire investigation and public fire safety education.

Library

The Fitchburg Public Library is a destination for reading, research, computer access, and community and social interaction. In addition to the traditional library services, the library provides unique spaces for children and teens, access to electronic resources such as databases, and community meeting spaces. The library is the home of the Friends of the Fitchburg Library and the Fitchburg Historical Society.

Parks and Recreation

Responsibilities of the Parks and Recreation Department include the development and maintenance of all park and recreational facilities and public grounds throughout the City. In addition, this department has responsibility for planning and scheduling recreational activities throughout the City and scheduling events at the Community Center.

Planning and Zoning

The Planning and Zoning Department is responsible for planning, land division and land use matters in the City. Major planning responsibilities include coordinating current and long-range planning for the City, and providing comments, options and direction to policy makers concerning the development of the City. Major ordinance responsibilities include processing rezoning and conditional use requests, issuing zoning permits, zoning code enforcement, reviewing and coordinating land division requests, issuing sign permits, and reviewing architectural and design requests.

Police

The Police Department is responsible for the protection of all citizens and their property in the City of Fitchburg through the enforcement of municipal and state laws, as well as providing educational programs regarding law enforcement and crime prevention.

Public Works - Consists of two divisions as follows:

Engineering and Solid Waste provides technical support to all City departments. The department reviews plans/specifications for sewers, water mains, storm water management, streets and street lighting for proposed developments. The division designs and prepares plans/specifications and supervises public works projects initiated by the City, as well as serving as liaison with various local, state and federal agencies on public works projects. The division is also responsible for the refuse and recycling collection performed by a private handler and promotion of recycling in the City.

Operations is responsible for maintenance and repair of all City streets and roadways in Fitchburg. Duties include pavement repair, street cleaning, snow removal, street light maintenance, roadside mowing, sign installation, equipment repair, supervision of driveway and culvert installation, brush pick-up of multi-family areas as well as maintenance of the storm

water drainage system. Additional responsibilities include monitoring and maintaining municipal wells, water supply and distribution facilities, and the sanitary sewer collection system. This division also performs administration of the storm water utility, including maintaining and upgrading the City's storm water infrastructure as well as ensuring compliance with applicable DNR and EPA regulations.

Senior Center

The Senior Center provides an outreach/case management program, administers congregate and home delivered meals, offers services and programs that meet the social, mental, lifelong learning and physical needs of our seniors. The center also provides opportunities for senior citizens to be of service to other seniors, the center and the community.

1.6. Employment Categories

The categories described below are used to distinguish between various employment groups. Each position at the City is classified in one of these categories.

Regular Full-time employees are regularly scheduled to work 2,080 hours per year based on a five (5) day work- week. Police Sergeants are scheduled 1,950 hours per year based on a six (6) day work- week. They are eligible for the City's full benefit package, subject to the terms, conditions, and limitations of each benefit program as specifically outlined in plan documents and/or summarized in the Benefits Section of this manual. To the extent the benefit plan documents differ from the summary included in this manual, the plan documents govern.

Regular Part-time employees are usually scheduled to work less than 2,080 hours per year based on a five (5) day work- week, or less than 1,950 hours per year based on a six (6) day work- week. There may be some fluctuation in work hours to fill in for absences of other employees or during busy periods. The City's benefit plans are available on a pro- rated basis and in accordance with the terms, conditions, and limitations of each benefit program as specifically outlined in the plan documents and/or summarized in the Benefits Section of this manual. The pro- ration of these benefits is based upon the full time equivalent (FTE) percentage of the position.

The employees in the following categories are not assigned to a regular position and are only eligible for retirement, pro- rated health, life, and disability benefits if their hours worked and length of employment meet the eligibility requirement for Wisconsin Retirement System participation. Please review the benefits section for eligibility requirements.

Other Part-time Employees, occasionally referred to as LTEs or Paid On-Call, work on an on-call or irregular basis. While hours are irregular, employment can be long term. Employees in this category typically work less than 1,040 hours per year.

Seasonal employees are hired to work for a specified period, less than eleven (11) months annually, on either a full or a part-time basis. The services of seasonal employees can be anticipated and may recur on a seasonal basis.

Paid Intern employees work within a department in order to gain experience to complement their educational emphasis. Paid Interns may or may not earn course credit for their employment. Like seasonal employees, Paid Interns are hired to work for a specified period on either a full or a part-time basis.

Temporary employees are hired to work for a specified period such as during a particularly busy period. Hours may vary widely from week to week, depending upon the needs of the City. Temporary employees are assigned to the City of Fitchburg by a staffing agency and are not on the City's payroll. They are not eligible for any of the City's benefit programs.

Volunteers and unpaid interns participate in on-going or single events, projects or other work that will help enhance public property or services offered to the public. A volunteer or unpaid intern performs a service without salary or remuneration.

1.7. FLSA Exempt Status

In addition to the categories outlined above, each job is designated as either exempt or non-exempt in accordance with the Federal Fair Labor Standards Act (FLSA) and the Wisconsin Wage and Hour Laws.

Non-Exempt: Employees in non-exempt positions are entitled to overtime pay for hours worked in excess of 40 in a workweek.

Exempt: Employees in exempt positions are paid on a salary basis, are excluded from specific provisions of federal and state wage and hour laws, and are not eligible for overtime pay. For a list of exempt positions, please contact Human Resources.

2. Employment Policies and Practices

2.1. Harassment and Discrimination Policy and Complaint Procedure

The City of Fitchburg has zero tolerance for harassment and discrimination of any kind directed toward anyone associated with the City of Fitchburg, including but not limited to customers, vendors, service providers, and employees.

The City of Fitchburg prohibits discrimination, mistreatment, and/or harassment of individuals based on:

- Sex,
- Race,
- Creed,
- Religion,
- Color,
- National origin or Ancestry,
- Age,
- Disability,
- Marital status,
- Arrest record or conviction record,
- Sexual Orientation,
- Service in the Armed Forces of the United States and/or this State,
- Any other category protected by applicable law.

This list is not all-inclusive. Unlawful discrimination, mistreatment or harassment of anyone in any way associated with the City of Fitchburg is prohibited. Because the City of Fitchburg takes allegations of unlawful discrimination, mistreatment and harassment seriously, we will respond promptly to complaints of such behavior by conducting an investigation. Where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as necessary. Employees are strongly urged and expected to promptly report unlawful discrimination, mistreatment, or harassment, so that an investigation into the report can be conducted and appropriate responsive action taken.

Please note that while this policy sets forth our goals of promoting a workplace that is free of unlawful discrimination, mistreatment and harassment the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definitions set forth in this policy.

2.1.1. Complaints of Discrimination, Mistreatment or Harassment

If anyone complains to you, or you believe you have been subjected to or witnessed unlawful discrimination, mistreatment or harassment in the workplace, you should take the following steps:

Immediately contact your supervisor, Department Head, the Human Resources Manager, or the City Administrator, depending on with whom you feel most comfortable. Advise him/her of the situation so that, if necessary, action to alleviate an immediate problem can be taken care of. If the situation involves your supervisor, follow the chain of command within your department or advise the City Administrator immediately;

And

Submit a written report so that the situation can be further addressed. All reports should be in writing. All reports must be submitted to the Human Resources Manager or City Administrator.

2.1.2. Non-retaliation

Retaliation against an individual who has reported unlawful discrimination, mistreatment or harassment, and retaliation against individuals for cooperating with an investigation of such a report is unlawful and will not be tolerated by the City of Fitchburg.

2.1.3. Investigation

When the City receives a report of unlawful discrimination, mistreatment or harassment, we will promptly conduct an investigation. The investigation will be conducted in such a way as to maintain confidentiality to the extent possible under the circumstances and consistent with an adequate investigation. Our investigation typically will include a private interview with the person filing the report, the alleged victim of the behavior, and may include interviews with other witnesses. Typically, an interview with the person alleged to have committed the act will also take place. When the investigation is complete, to the extent appropriate, we will inform the person filing the report, the alleged victim and the person alleged to have committed the act of the results of the investigation.

2.1.4. Disciplinary Action

If it is determined that an employee has engaged in conduct prohibited by this policy, appropriate action will be taken, which may include disciplinary action up to and including termination.

2.2. Sexual Harassment Policy and Complaint Procedure

The City of Fitchburg specifically prohibits workplace sexual harassment. Workplace or work related sexual harassment of employees is unlawful and will not be tolerated by the City of Fitchburg. To achieve our goal of providing a workplace free from sexual harassment, we have included in this policy definitions and examples of conduct that will not be tolerated and have provided a procedure by which employees who believe they have encountered sexual harassment can make a formal complaint.

Because the City of Fitchburg takes sexual harassment seriously, we will respond promptly to complaints of sexual harassment by conducting an investigation and, where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary. Employees are strongly urged and expected to promptly report sexual harassment so that an investigation into the report can be conducted and appropriate responsive action taken.

Please note that while this policy sets forth our goal of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

2.2.1. Definition of Sexual Harassment

Sexual harassment is sex-related behavior which affects tangible job benefits or which interferes with an individual's work performance, or which creates an intimidating, hostile or otherwise offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is either an explicit or implicit term or condition of employment (e.g., promotion, training or overtime assignments, etc.); or
- Submission to or rejection of the conduct is used as a basis for making employment decisions; or
- The conduct has the purpose or effect of interfering with an individual's work performance, or creating an intimidating, hostile or offensive work environment.

Although it is not possible to list examples of all conduct that constitutes sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances- whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral reference to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments of a sexual nature;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

- Requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable review, salary increases, promotions, increased benefits, or continued employment also constitutes sexual harassment.

2.2.2. Complaints of Sexual Harassment

If you believe you have been subjected to or witnessed sexual harassment in the workplace, you should:

Immediately contact your supervisor, Department Head, the Human Resources Manager, or the City Administrator, depending on with whom you feel most comfortable. Advise him/her of the situation so that, if necessary, action to alleviate an immediate problem can be taken care of. If the situation involves your supervisor, follow the chain of command within your department or advise the City Administrator immediately;

And

Submit a written report so that the situation can be further addressed. All reports should be in writing. All reports must be submitted to the Human Resources Manager or City Administrator.

2.2.3. Non-retaliation

Retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the City of Fitchburg.

2.2.4. Sexual Harassment Investigation

When the City receives a report of sexual harassment, we will promptly conduct an investigation. The investigation will be conducted in such a way as to maintain confidentiality to the extent possible under the circumstances and consistent with an adequate investigation. Our investigation typically will include a private interview with the person filing the report, the alleged victim of the behavior, and may include interviews with other witnesses. Typically an interview with the person alleged to have committed the offense will also take place. When the investigation is complete, to the extent appropriate, we will inform the person filing the report, the alleged victim and the person alleged to have committed the act of the results of the investigation.

2.2.5. Disciplinary Action

If it is determined that an employee has engaged in conduct prohibited by this policy, appropriate action will be taken, which may include disciplinary action up to and including termination.

2.3. Orientation Period

The first months of your employment at the City of Fitchburg are known as the orientation period. During this time, you will become more familiar with us, your job and the work in general. At the same time, your supervisor will evaluate your progress in the position and your ability to fulfill the job related requirements of the work. As a new or recently promoted employee, your progress will be reviewed continually during the orientation period. Non-exempt employees will receive evaluations on a bi-monthly basis for the first six months of their employment. Exempt employees will receive quarterly evaluations for the first twelve months. Evaluations after the initial orientation period will occur on an annual basis.

2.4. Termination of Employment

If you voluntarily resign, we expect you to give at least two weeks written notice before the effective date of resignation OR at least four weeks written notice for managers and department heads. A letter of resignation must be turned into Human Resources and it will be placed in your personnel file. Please contact Human Resources as soon as you submit your resignation letter to set up a meeting to go over termination paperwork, which includes COBRA insurance coverage, payout figures for your last check, and an exit interview.

2.5. Exit Interviews

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 are in need of review or revision, and to determine where supervisory or managerial practices need modification or improvement. The City Administrator, the Mayor, and the Department Head will each receive a copy of the completed exit interview questionnaire so they may also analyze the results of each interview to determine how they relate to current personnel policies and procedures. 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 her/his own if so desired. This questionnaire must be returned to Human Resources prior to the employee's separation from City employment.

2.6. Disciplinary Procedures

The City of Fitchburg believes in a positive, fair and firm approach to employee discipline. Disciplinary action will be applied on the basis of the facts and without favoritism or discrimination and, where applicable, will be applied in accordance with the proper section of the appropriate collective bargaining agreement, or Chapter 16 (Code of Ordinances) for those employees hired on or before June 29, 2011. Disciplinary action should be viewed as an attempt to change unacceptable work and/or behavior and to serve to motivate and encourage the disciplined employee to become a better, more productive employee.

All employees of the City are subject to reprimand, suspension with or without pay, discharge, or demotion for misconduct, incompetency, inefficiency, or failure to perform duties or to observe the rules and regulations of their department, or of the City. This is not, however, an exhaustive list. The procedures for an employee appeal of disciplinary action are outlined in detail on the following pages of this section. Reprimands, either oral or written, are not subject to appeal or grievance.

2.7. Grievance Resolution Process

The City of Fitchburg strives to treat all employees equitably within established City and department policies or procedures and state or federal guidelines affecting the workplace. If an employee does not feel that fair treatment within the established policies, procedures, or state or federal guidelines has been applied to a discipline, termination or workplace safety, the employee has the right to discuss the matter with representatives of the City and/or to request formal consideration of their grievance under the Grievance Resolution Process. Employees are encouraged to resolve problems informally whenever possible. The Grievance Process will be available to all employees not covered under a collective bargaining agreement or Chapter 16 for non-represented employees hired on or before June 29, 2011.

The Grievance Resolution Process is designed to assist employees in resolving grievances within specific parameters. The Grievance Resolution Process is intended to resolve grievances about application or administration of existing City policies in light of the existing policy or past application of the policy. The Grievance Resolution Process in not intended to consider grievances regarding City policies or as a mechanism to change an existing policy. Grievances are restricted to discipline, termination of employment, or safety. No retaliatory action will be taken against any employee for proper and good faith use of the Grievance Resolution Process or participation in processing of a grievance. Written or oral reprimands are not subject to the grievance procedure.

Public Safety personnel, unless specified differently by an applicable collective bargaining agreement, are subject to the grievance procedure outlined in the Police and Fire Commission Rules and Regulations for all matters related to disciplinary actions.

2.7.1. Procedural Issues

Administration – The City Administrator will supervise and administer the grievance process. Supervisors and Department Heads should keep the City Administrator informed of all grievances in progress.

Employee Representation – Employees may be accompanied by a representative of their choice at any level of the grievance procedure after the appeal to the department head provided the employee notifies the City at least 24 hours ahead of the meeting that the representative will attend and who the representative will be. The representative is allowed to help the employee present their grievance but no step in the procedure is intended to be a legal proceeding. Employees may contact their representative to discuss their problem only during break periods, lunch period, before or after work, or at any time when they are not on duty.

Timelines – Failure to process a grievance by the grievant within the time limit, or agreed upon extension, shall constitute waiver of the grievance which will be considered resolved on the basis of the City'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 be 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.

Exclusive Remedy – This process 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.

2.7.2. Definitions

Days – Regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee is scheduled to work. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.

Grievance – The written statement that an employee submits regarding discipline, termination and workplace safety.

Discipline – Any action that results in documentation to the employee's personnel file, including suspension with or without pay, involuntary demotion, or involuntary termination of employment. Oral or written reprimands are not subject to appeal or grievance.

Employee – Any full or part-time employee of the City of Fitchburg, including temporary, seasonal and occasional employees. This does not include employees covered under a collective bargaining agreement, Chapter 16, elected officials or independent contractors.

Safety – Those conditions related to physical health and safety of employees enforceable under federal or state law, or City policy related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.

Termination – Any involuntary separation from the City of Fitchburg. This would not include retirements, voluntary resignations, layoffs, separation by mutual agreement, or termination for similar reasons.

2.7.3. Grievance Process

Step 1 - Discussion with Supervisor

Any Employee having a grievance regarding disciplinary action, termination, or workplace safety should first discuss the problem with their immediate supervisor. If the problem is not settled to the employee's satisfaction the employee may present their grievance according to the procedures below. If any employee is uncomfortable addressing the grievance directly with the supervisor, the employee may request assistance from the Human Resources Manager or City Administrator.

Step 2 - Appeal to Department Head

The employee should submit the written grievance to the Department Head within ten (10) days of the date of the incident or decision that caused the grievance. The Department Head shall give a written answer within ten (10) days of receipt of the grievance, with a copy to Human Resources.

The written grievance must include: the name and position of the grievant; a clear and concise statement of the grievance; the issue involved; the relief sought; the date the incident or alleged violation took place; the specific section of the Policy Manual or workplace safety rule alleged to have been violated; and the signature of the grievant

and the date. The grievance may be denied if any of this information is omitted. (See Grievance Procedure form)

Step 3 - Appeal to City Administrator

If the employee is not satisfied with the Department Head's response, the grievance may be presented to the City Administrator. The grievance should be submitted within five (5) days from the date of delivery of the Department Head's answer. After receipt of the written grievance by the City Administrator, a meeting should be held to discuss the complaint at a mutually agreeable time between the City Administrator and the employee, preferably within ten (10) days of receipt of the written grievance. Within ten (10) days after the meeting, the City Administrator shall respond to the grievance in writing, with a copy to Human Resources.

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, the City Administrator may consolidate those matters and process them as one grievance.

The decision at the third step may be appeased by a written statement of the grievant forwarded to Human Resources describing the reason for the appeal. This written statement shall be submitted within five (5) days from the date of delivery of the City Administrator's answer.

If the decision at Step 3 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the grievant to properly follow the process that matter shall be referred to the Personnel Committee who shall determine whether the matter should be processed further. If the Third Step decision is on the merits of the grievance only the grievance will be referred to the Impartial Hearing Officer (IHO).

Step 4 - Request for Hearing by an Impartial Hearing Officer (IHO)

The IHO will be designated by the City Administrator. Any costs incurred for or by the IHO will be paid by the City. The IHO will convene a hearing in the manner 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 burden of proof shall be "a preponderance of the evidence." In termination and discipline cases, the City shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may apply relaxed standards for the admission of evidence, including allowing the admission of hearsay. The IHO may request oral or written arguments and replies. The IHO shall provide the parties 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.

Step 5 - City Council Review

Either party may appeal an adverse determination at step four to the City Council, by filing written notice appealing the decision of the IHO in the City Administrator's Office within ten (10) days of the decision of the IHO. The City Council shall within thirty (30) days after submission of the appeal schedule the review of the IHO's decision. The

review will be conducted by the Council during a closed session meeting unless an open session is requested by the employee. The Council may make its decision based on the written decision of the IHO or the Council may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Council membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Council will issue a final written decision which shall be binding on all parties.

2.8. Access to Personnel Files

The City of Fitchburg maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary/wage adjustments, and other employment records.

Personnel files are the property of the City of Fitchburg, and access to the information they contain is restricted. Generally, supervisors and management personnel of the City of Fitchburg who have a legitimate reason to review information in a file are permitted to do so.

Employees who wish to review their own file must file a written request with the Human Resources Manager. Employees may inspect their personnel file, by appointment, within ten (10) working days of submitting the written request. Up to two (2) requests per calendar year will be granted. Such inspections must not interfere with the employee's normal work duties except as authorized in advance by the employee's immediate supervisor. Employees may inspect their files in the presence of the Human Resources Manager. Employees may not remove records from their personnel file; however, copies may be requested. Employees may also submit pertinent information and request that it be included in their personnel file.

Upon written authorization, an employee may permit a third party to review his/her individual personnel file. This person will make an appointment with the Human Resources Manager and will present the written authorization to the Human Resources Manager as a condition of access to the individual's personnel file. Again, records may not be removed; photocopies will be permitted if so specified in the written authorization.

2.8.1. Corrections to Personnel Records

Should the employee find something in their personnel file that he/she feels should not be there, he/she may request that the Human Resources Manager remove it. Removal of information can only be approved by the City Administrator. Employees have the statutory right to request a correction to a personnel record. If the City does not agree to correct the personnel record, the employee has the right to submit a written statement explaining why he or she believes the personnel record is incorrect and the City is required to attach the statement to the disputed portion of the personnel record. (Wis. Stat. §103.13(4))

2.9. Personal Data Changes

It is your responsibility to promptly notify your supervisor and Human Resources of any changes in personal information such as home mailing address, telephone number, emergency contact information, dependents, beneficiary changes, and any other such status changes.

2.10. Ethics and Conflicts of Interest

It is the policy of the City of Fitchburg to conduct business ethically and to avoid conflicts of interest or even the appearance of such conflicts. Our employees have an equal obligation to conduct themselves in an ethical manner and to avoid conflicts of interest.

Employees are expected to report conflicts of interest to their supervisor immediately upon discovery or suspicion of the conflict. Examples of conflicts of interest are listed below (but are not limited only to these items):

- You have an outside business which is a supplier of goods or services to the City of Fitchburg;
- An outside business involvement or employment which interferes with your ability to devote necessary attention to your responsibilities at the City of Fitchburg (moonlighting);
- A relative of yours (or a person with whom you have a significant relationship) is employed by or has business interest in companies doing business with the City of Fitchburg;
- Purchase inducements from vendors that benefit you personally (directly or indirectly) or are unauthorized or questionable in nature.

2.10.1. Gifts and Favors

Employees will not accept anything of value for personal use, whether in the form of service, loan, item or promise, from any person, firm or corporation which to their knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the City. No employee will use a public position or office to obtain financial gain or anything of value, for the private benefit of themselves, or their immediate family, or for an organization with which they have a financial interest.

On occasion, residents and businesses express their appreciation for City services with plants, or food, particularly during the holiday season. Typically these are not for individual personal use, but are given for the enjoyment of all employees and visitors of the municipal buildings. Similarly, employees may be invited to ribbon cuttings, neighborhood meetings, or business gatherings where light refreshments are served. In these situations, employees may accept refreshments if they are equally available to all others in attendance. If you have received an item of value, which could be for personal use, please notify the City Administrator.

2.10.2. Nepotism

Members of immediate families will not be hired, promoted or transferred into a supervisor-subordinate relationship within the same department without the knowledge and approval of the Personnel Committee.

2.10.3. Disclosure of Confidential Information

No official or employee will, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the City, nor will such information be used to advance the financial or other private interest of the official, employee or others. Violation of this policy may result in disciplinary action, up to and including termination.

2.10.4. Ethics Ordinance

In addition to the specific guidelines mentioned in this section, employees are also governed by the City of Fitchburg's Code of Ethics Ordinance. Copies of this Ordinance are available from the City Clerk's Department.

2.10.5. Political Activities

- No person employed by the City will be required to engage in, and is hereby strictly prohibited from engaging in the following political activities:
- Using his/her official title, authority or influence for the purpose of interfering with or affecting the result of a local election or a local nomination for office.
- Directly or indirectly paying, lending or contributing anything of value to any elective municipal candidate in the City of Fitchburg.
- Being a candidate for any elective governmental office in a partisan primary, general or special election that competes with or may be in conflict with the interest of the City. Determination of a potential conflict of interest will be made by the Mayor, with appeal to the City Council.

2.11. Outside Employment

Employees should use good judgment in holding outside employment. Employees should not hold positions that may affect their ability to work effectively, nor should any employee accept an outside job that might compromise their effectiveness in carrying out assigned duties with the City.

Full-time employees must discuss any potential outside employment with their supervisor prior to accepting the position. In addition, employees must provide information to their department head in writing regarding any outside employment including place of employment, hours and duties. No employee of the City of Fitchburg will be allowed to hold more than one position with the City at one time.

2.12. Residency

The City encourages, but does not generally require, its employees to be residents of Fitchburg. Police Officers are required to live within a 30-mile radius of the Fitchburg City limits per the Police union contract. Some positions do require staff to be able to respond within 40 minutes to the worksite. Positions that require a 40 minute response time to the worksite will be indicated on position job descriptions and job postings.

2.13. Confidentiality and Open Records

In general, anyone requesting access to or a copy of records held by the City will have that request granted except as provided by law. Personnel records in the City's possession will be kept confidential to the extent permitted by law, but confidentiality cannot be guaranteed. As a City employee, you too may request access to any record available under Federal or State law by filing an open records request.

We require that you retain in confidence any information regarding city operations that you may have that has not become part of the public record.

If you have questions whether something is part of the public record, consult the City Clerk.

2.14. Employment References

Please refer all reference requests regarding City employees from other employers to the Human Resources Manager. Information regarding personnel employed by the City that will be released is limited to your dates of employment (hire/termination), your latest rate of pay and your position title, unless you provide a written waiver detailing a more extensive release.

2.15. Recruitment and Selection Process

2.15.1. Position Descriptions

A position description is prepared for each position by the Department Head with the assistance of Human Resources. The Personnel Committee approves position descriptions and the corresponding pay classifications. The Human Resources department maintains position descriptions.

2.15.2. Notice of Job Openings

Whenever there is an opening for a position within the City, a written notice will be posted at City Hall for a minimum of two weeks. The posting will include the following: job title, a brief description of duties to be performed, required and desired qualifications, rate of pay, application deadline and equal opportunity statement.

2.15.3. Employment Applications

Applications are accepted only when an opening exists. Individuals interested in the job opening are required to complete the online City of Fitchburg job application. Applications must be received by the posted deadline in order to be considered. Applications are not kept on file for future job openings.

2.15.4. Selection Procedure

The Administrator, Personnel Committee, or Police and Fire Commission, as appropriate, may conduct or establish whatever type of evaluation process or selection procedure it deems effective to determine the most qualified candidates.

2.15.5. Background Checks

Human Resources and the Police Department are authorized to conduct criminal history and personal history background investigations for employment purposes. A driver's license verification is authorized if the need to hold a valid driver's license is a requirement of a specific job, or if a CDL (Commercial Driver's License) is required for the job.

2.16. Appointment to Positions

Appointments to permanent or limited-term positions generally require the existence of a budgeted, vacant position except under the provision defined below:

Double-Fill

A double-fill occurs when two persons are appointed to one budgeted position. A double-fill does not change the authorized staff count approved by Council. A double-fill proposed by the Department Head must follow finance procedures including but not limited to an approved budget amendment. A double-fill request must be approved by the Human Resources Manager,

Finance Director, and the City Administrator. Double-fill appointments may occur for any of the following situations:

1. To cover an employee on leave for any reason and a vacant position does not exist;
2. Short-term transition of employees into impending vacant positions for purposes of training;
3. To address department staffing and training needs on a temporary basis (less than six months); and
4. Establishing a position pending specific authority granted by Council during the following year's budget process.

2.17. Demotion, Transfer, and Promotion

A. Demotion

There are two (2) types of demotions:

1. Voluntary Demotion

Without resorting to the selection process, a permanent employee, with approval of the Department Head and the Human Resources Manager, may accept a voluntary demotion provided the employee possesses the minimum qualifications required for the vacant position as determined by the Human Resources Department, and successfully passes any required tests, (if applicable). Acceptance of the voluntary demotion shall be provided to the Human Resources Manager in writing. In cases of voluntary demotion:

a. The employee's salary shall be set at the step closest to the employee's salary prior to demotion within steps 1-6 of the new pay grade on the pay plan *unless* the employee was previously in the position. In that case, the employee shall receive the salary previously held when in the position, not exceeding the maximum of the pay grade. If the employee was within step 1-6 of the pay grade, the employee shall be set at the step that is closest to their prior salary not to be less than their prior salary.

b. The employee's anniversary date for merit increases resets with their new position.

2. Competitive Demotion

An employee may move from one permanent position to another permanent position in a lower pay grade through the regular selection process. In cases of competitive demotion:

a. The employee's salary shall be set at the step closest to the employee's salary prior to demotion within steps 1-6 of the new pay grade on the pay plan *unless* the employee was previously in the position. In that case, the employee shall receive the salary previously held when in the position, not exceeding the maximum of the pay grade. If the employee was within step 1-6 of the pay grade, the employee shall be set at the step that is closest to their prior salary not to be less than their prior salary.

b. The employee's anniversary date for merit increases resets with their new position.

B. Transfer

There are two (2) types of transfers:

1. Voluntary Transfer

Without resorting to the selection process, a permanent employee, with approval of the Department Head and the Human Resources Manager, may accept a voluntary transfer within the department provided the employee possesses the minimum qualifications required for the position as determined by the Human Resources Department, and successfully passes any tests, (if applicable). In cases of voluntary transfers:

a. The transfer shall not impact the employee's salary and anniversary date for merit increases.

2. Competitive Transfer

An employee may move from one permanent position to another permanent position in the same pay grade through the regular selection process. In cases of competitive transfer:

a. The transfer shall not affect the employee's salary and anniversary date for merit increases.

C. Promotion

The movement of a current employee to another permanent position in a higher pay grade on the pay plan may occur through the selection or reclassification process. In cases of promotion:

a. The employee's salary shall be set to the step that does not exceed the maximum of the new pay grade, and that where possible, assures a 3% increase in pay. A new anniversary date for merit increases shall be established.

2.18. Layoffs and Reemployment

When the Common Council determines layoff is necessary, because of need for economy, lack of work or funds, or for other causes to reduce the number of employees, the City Administrator will determine the classification(s) in which the reduction(s) will take place. Employees laid off for any reason set forth above will remain on an eligibility list for a period of one year after the date of layoff. If any vacancy occurs, or if the number of employees in the department is increased within said period, persons on such list shall be eligible for re-employment in preference to any qualified persons who apply for such position in the inverse order of their layoff.

2.19. Parking

To ensure that there is sufficient parking space available for visitors to the City Hall campus, the following areas have been designated for employee parking:

- South east corner of the community center lot, near Lacy Road (Area 1)
- Two northern most rows of the senior center north lot (Areas 2 & 3)
- North parking lot near the police department, except where designated for police vehicle parking (Area 4)
- Parallel and back-in angle parking spots on Research Drive (Areas 5 & 6)

Area 3 is also designated as parking for City vehicles. See map for further details.

Path: P:\Swap\Felpe\library\Parking.mxd

3. Employee Benefits

3.1. Benefits Overview

The City of Fitchburg strives to provide equitable and cost-effective benefits for our employees. Employees should recognize that the total cost to provide a benefit is a significant supplement to their pay, and should therefore be viewed as additional compensation, paid in the form of a benefit.

The benefit information contained in this manual is divided into several policies. Each describes a separate benefit area. Together, these policies make up a reference that should answer most of your questions. But you may, at some time, have a question or encounter a situation that is not covered with this manual. If you need individual help, contact Human Resources.

Many of your benefits are based on legal documents and contracts, which you may examine by contacting Human Resources. We have tried to stay away from technical and legal terms to provide you with benefit information that is genuinely helpful. You should understand, however, that benefit plan contracts and legal documents, NOT THIS MANUAL, govern your benefits.

We reserve the right to change, add, eliminate, or modify any employee benefits. Employees will be notified of such changes in a timely manner.

3.2. Leave of Absences

On occasion circumstances may arise that require employees to be absent from work for an extended period. As soon as you become aware of a need for a leave of absence, contact Human Resources to determine what type of leave you may be eligible for.

3.2.1. Bereavement Leave

When a member of an employee's immediate family (spouse/domestic partner, mother, father, son, daughter, brother or sister including like step relations) dies, the employee is allowed up to three days off without loss of pay.

When a member of an employee's extended family (grandmother, grandmother-in-law, grandfather, grandfather-in-law, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, sister-in-law, or brother-in-law including like domestic partner or step relations) dies, the employee is allowed one day off without loss of pay.

Time taken as bereavement leave should be indicated on your time sheet as bereavement and an additional note attached indicating the relationship of the deceased to the employee. This leave is not deducted from any paid leave balances you may have accrued, but is granted in addition to vacation, sick leave, personal or other holidays. Additional time off up to one month may be granted by your department head and be charged against accrued vacation or accumulated sick leave at the choice of the employee. In the event that the employee does not have sufficient vacation or sick leave the time off will be unpaid.

Every attempt will be made to accommodate your wishes to attend the funeral of a loved one, regardless of relationship. We recognize that many people play roles of importance in your life, and while we cannot offer paid leave for every instance, we treat these bereavements as excused absences when authorized by your department head. This will be unpaid leave unless vacation or compensatory time is used.

3.2.2. Family and Medical Leave Policy

Employees may be eligible for family and medical leave under the Federal Family and Medical Leave Act of 1993 ("FMLA"), the Wisconsin Family and Medical Leave Act ("WFMLA"), or both.

For more information on the Family and Medical Leave Act (FMLA and WFMLA), please see Section 6.

3.2.3. Jury Duty

All employees are encouraged to fulfill their civic responsibilities by serving jury duty when required. Any employee, who is called upon for jury duty, or as a court witness under summons or subpoena, will receive full pay for any regular hours of work missed as a result of such service (maximum of eight hours per day). All monies received as compensation from the court, less any mileage paid, shall be turned over to the City Treasurer, unless jury duty was served totally outside of regular working hours. Jury duty leave is applicable until released from court obligation. Employees dismissed from jury service prior to Noon, are expected to return to work for the remainder of the work day. A paid absence is NOT authorized when you are summoned to appear in court because of charges related to official or personal misconduct on your part.

3.2.4. Military Leave

Employees will be granted a military leave without pay if she/he leaves the service of the City to join the military service of the United States during a time of war, other national emergency, or as otherwise required by applicable law. Military leave is applicable until released from military obligation.

Upon return from a leave and provided applicable reemployment requirements are met, such employee will be restored to his/her original position, or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment, including returning to the same shift. An employee will not lose any employee benefit that he/she had earned before taking leave.

An employee who, by reason of membership in the United States Military Reserve or National Guard, is ordered by the appropriate authorities to attend training under the supervision of the United States Armed Forces shall be granted a leave of absence from her/his position for a period not to exceed two work weeks in any calendar year.

It is intended that this shall be done without financial penalty to the employee. The City will therefore pay such employee for this time lost in any amount equaling the difference between her/his daily military pay and the employee's normal City daily wage. To receive such leave, the employee must file a copy of her/his orders with her/his supervisor and the Human Resources Manager at least two weeks prior to the date such training or encampment is to commence, when possible.

The benefits and protections afforded to employees on military leave under this policy are intended to conform to, and not exceed, the requirement of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and Wisconsin's version of USERRA (Wis.Stat. §21.79).

3.2.5. Personal Leave of Absence

Unless otherwise stated, a regular full-time or regular part-time employee, upon written request to their department head and subsequent approval by the City Administrator, may be granted a leave of absence without pay or the accrual of any benefits. Leaves of absence that extend beyond one month require the additional approval of the Personnel Committee. The requesting employee shall state in writing the reason for the leave, the date when she/he desires the leave to begin, and the probable date of her/his return. If the leave is granted, the employee will be reinstated to their prior position upon their return provided the conditions of the leave are satisfied.

You may use a combination of accumulated paid leave (vacation, personal leave, sabbatical, or compensatory time) and/or leave without pay for the duration of the leave. You may also use accumulated sick leave if the leave is for a bon-a-fide medical reason. Leaves will be subject to the Family Medical Leave Act (FMLA) and Wisconsin Family and Medical Leave (WFMLA) guidelines, if applicable. Please refer to Section 6 for FMLA/WFMLA policy in detail. The length of time you are expected to be absent will be jointly determined by yourself and your department head, but should not exceed six months. An extended leave of absence will be granted for other than family or medical reasons ONLY if your absence is not likely to impair your department's ability to meet its responsibilities.

Rules for Extended Leaves (30 calendar days or more)

- Holidays and other non-work days occurring during the leave of absence will be considered part of the approved period of absence, and you will not be entitled to compensation for holidays occurring during your leave.
- For any unpaid extended leave (that is not approved FMLA), you will not earn vacation or sick days during the leave. Please refer to Section 6 regarding vacation and/or sick accruals during FMLA leaves.
- Employees on an unpaid leave will be required to pay the full cost of any fringe benefits (health, dental, life, etc.) for which they are enrolled. If a leave is partially paid, the premium contribution will be adjusted based on the employee's hours paid.
- With the department head's approval, you may elect to return to work before the expiration of the leave. Early returns from a medical leave require your doctor's approval.
- At your department head's discretion, your position may be filled on a temporary basis.
- If an extension beyond six (6) months is required, the Personnel Committee must first approve it. If denied, this decision may be appealed to the Common Council. Failure to return to work, or to contact the department head with a specific return date prior to the expiration of your leave, shall result in discharge. This provision is not intended to limit any rights that you may have under the Federal or Wisconsin Family and Medical Leave Act.

3.2.6. Time Off To Give Blood

Because the City recognizes the value of this service, employees will be given time off to give blood. Vacation, compensatory time, sick leave, or unpaid leave may be used. Employees will be allowed to flex their work hours to give blood at drives held within the Fitchburg City limits. When blood drives are held on City grounds, and sponsored by the City, employees will be allowed time off to give blood without loss of pay. Employees must coordinate the time away from work with their Department Head, so not to cause hardship upon the department.

3.2.7. Time Off To Vote

Employees will be permitted to be absent from work to vote in accordance with state law. Employees must request time off to vote prior to Election Day; the time that the employee will be permitted to leave work will be determined by their Department Head and based on operational requirements. The time the employee is away from work for purposes of voting shall only be used to vote in the election and is limited to three hours. Time off to vote is unpaid unless the employee chooses to use vacation or compensatory time. Another option is to exercise your right to vote by absentee ballot.

3.2.8. Wisconsin Bone Marrow and Organ Donation Leave Act

The Wisconsin Bone Marrow and Organ Donation Leave Act (Section 103.11 Wis. Stats) provides qualifying employees with up to six (6) weeks of job-protected leave in a 12 month period for the purpose of undergoing a bone marrow or organ donation procedure and to recover from the procedure.

To qualify for leave an employee must have worked for the City for at least 52 consecutive weeks and have worked at least 1,000 hours during the 52 week period prior to the start of the leave.

Employees intending to take leave for the purpose of serving as a bone marrow or organ donor must make a reasonable effort to schedule the donation procedure so that it does not unduly disrupt the City's operations, subject to the approval of the health care provider of the bone marrow or organ donee. Employees must submit a written request to their supervisor and Human Resources at least 30 days in advance of the leave when possible. In addition, the employee must submit to Human Resources at least 15 days prior to the commencement of the leave written documentation from the health care provider certifying:

- The donee has a serious health condition that necessitates a bone marrow or organ transplant;
- The employee is under the health care provider's care, is eligible, and has agreed to serve as a bone marrow or organ donor for the donee; and
- The amount of time expected to be necessary for the employee to be off work for the procedure and to recover from the procedure.

Leave taken under the Wisconsin Bone Marrow and Organ Donation Leave Act will be unpaid, unless the employee chooses to substitute sick, vacation, or other accrued leave time. Employees enrolled in the City's group health and dental plans will maintain their coverage during the leave under the same terms as if the employee continued to work. The employee will be required to pay their regular portion of insurance premiums.

Employees returning from leave must provide a "Fitness for Duty" statement signed by their health care provider.

3.3. Health Insurance Continuation

If you are covered under the City's health insurance plan, there are a few things you need to know about your continuation rights under certain provisions of the Federal Consolidated Omnibus Reconciliation Act (COBRA). If you become ineligible for benefits due to reduction in hours, termination of employment for any reason (except gross misconduct), or another qualifying event resulting in loss of coverage, you may continue your health insurance by paying the group rate premium for up to 18 months if you are not eligible for alternative coverage (spouse's plan, Medicare, etc.)

Another very important provision concerns your spouse and/or children if you have them on the family plan. In the event of your death or divorce, your spouse and/or dependents may continue coverage under our plan for up to 36 months if there is no alternative coverage for which he/she may be eligible. In most cases, children can only be covered until the end of the month in which they reach age 26. However, they would be eligible to purchase continuation coverage under our plan for up to 36 months if there is no alternative coverage for which they are eligible.

There are many details explaining how this law works so please contact the Human Resources Department if you have any questions. It is your responsibility to notify us if a currently covered family member becomes eligible for continuation coverage. We are only able to fulfill our obligations to notify your spouse and/or dependents of their rights if we are aware of their eligibility. It is important for us to be notified in a timely manner since without this notification your spouse and/or dependent's rights to continue coverage may be lost.

Employees who retire from the City of Fitchburg are eligible to continue their Wisconsin Public Employers group health insurance after retirement. In some cases, employees may be eligible to apply the value of their accrued, sick leave towards the payment of health insurance premiums. Please contact Human Resources for more information.

3.4. Worker's Compensation Insurance

We carry a comprehensive workers' compensation insurance program as required by state law. This program covers almost all injuries or illnesses sustained in the course of your employment that require medical, surgical, or hospital treatment. Workers' compensation insurance provides partial income replacement benefits after a short waiting period or, if you are hospitalized, immediately.

If you sustain a work-related injury or illness, you must inform you supervisor immediately, no matter how minor the injury may appear. Every injury/illness must be reported on the day it occurs. Contact your supervisor to report the injury and complete the Employee Incident Report form. Failure to report the injury or illness on the day that it occurs may result in disciplinary action and/or affect your eligibility for worker's compensation benefits.

Neither the City nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City of Fitchburg.

Regular full-time and regular part-time employees (represented or non-represented) are paid their normal and customary pay for hours off due to a work related illness/injury, including the first three days absent from work as a result of the illness/injury. This supplement to Workers' Compensation pay is limited to the period that an employee is eligible for workers' compensation benefits, up to a maximum of one hundred eighty (180) working days or thirty-six (36) working weeks, and terminates upon return to work or determination of full or partial disability.

3.4.1. Return to Work Program

The City of Fitchburg believes that the best approach to controlling incidents and costs is to prevent injuries and illnesses. We are committed to utilizing our resources to provide a safe work environment for everyone. Our employees are our greatest assets and we are committed to providing prompt, high-quality medical care and returning injured workers to productive employment as soon as medically possible.

We have developed a plan and process designed to help injured employees receive prompt medical attention and recovery assistance. This plan is called the Return to Work policy. It includes a team effort to return injured workers to productive work. This team includes the injured worker, the treating health provider, the Worker's Compensation Insurance carrier, and City of Fitchburg management team.

When incidents do occur, it is in everyone's best interest that injuries are properly managed. We will make reasonable efforts to provide a modified transitional work position until the employee is able to resume normal duties. All of our modified work is temporary and intended to facilitate a return to regular work duties when medically feasible. These positions may be offered at any location or any department or shift that the City of Fitchburg can accommodate.

3.4.1.1. Return to Work Objective

The City of Fitchburg has implemented the Return to Work Policy to help insure our employees receive the best care on their way to full recovery from work related injuries. All employees, supervisors, and department heads are expected to fully participate in all components of the program. Any questions, comments, or concerns about this program or related to procedures can be directed to Human Resources.

For our Return to Work Policy to be successful, everyone must understand their responsibilities and fully support the program.

Supervisors' or Department Heads' Responsibilities

- Arrange for first aid and prompt medical attention for injured employees.
- Investigate on-the-job incidents, complete and file the Supervisor Incident Investigation Form, and determine corrective actions.
- Help the treating healthcare professional and Human Resources with determining work availability and/or modifications needed for temporary modified duty work.
- Prepare for an injured employee's work modifications by identifying job and task candidates.
- Regularly monitor the progress of injured employees during their recovery period.

Employees' Responsibility

- Report all injuries, illnesses, and incidents immediately to your supervisor.
- Cooperate with Insurance Claims staff, rehabilitation specialists, and treating providers regarding appropriate medical treatment and recovery progress.
- Be available for any transitional duty job assignment appropriate for your abilities and recovery.
- Maintain contact with your supervisor regarding progress towards full recovery.
- Upon returning to work, provide your supervisor with your medical provider's release and any information regarding medical restrictions.
- Comply with work restrictions during your recovery process.

Human Resources Responsibility

- Help supervisors and employees to fully understand their role and function within our Return to Work Policy and how each will be expected to perform when needed.
- Work with the injured worker's supervisor to find a suitable temporary assignment within their recovering functional capabilities and limitations.
- Communicate with the treating medical provider regarding the availability of transitional duty. Maintain communications with the injured employee, internal management, the medical provider, and Claim Case Manager. Monitor recovery progress and coordinate efforts of all parties involved.

3.4.1.2. When an Accident Occurs

- Report the injury. Advise someone immediately what has occurred. As soon as possible, notify your supervisor and Human Resources.
- Seek medical attention. In most cases, only minor first aide is necessary. However, some cases will result in an injury that requires medical attention.
- As soon as possible after the injury, complete the Employee Incident Report form. These forms are located in the break areas of all locations. Submit completed form to Human Resources within 24 hours of accident.
- If the injury requires medical attention other than first aide, the employee's treating physician must complete a Return to Work Capabilities Form. This form will detail under what conditions the employee may return to work.

3.4.1.3. Restricted or Light Duty Work

When an accident occurs that temporarily restricts an employee from performing his/her regular duties the following procedure will be utilized to return the employee to work as soon as possible. Reasonable efforts will be made to return the employee to his/her regular position. However, on occasion restricted duty work may not be available in an employee's regular department. When this occurs, the employee may be temporarily assigned to a department where proper work is available, provided the employee is qualified to perform the available work.

- The employee will meet with his/her supervisor to review his/her current position description. A determination will be made as to whether or not the employee will be able to return to that position given the restrictions of the employee's physician.
- If the employee's position allows, the employee will be returned to his/her current position in accordance with the physician's restrictions.
- If the employee is not able to return to his/her regular position, he/she may be assigned to another position, in accordance with his/her work restrictions. This work may or may not be within the employee's regular department.
- Work hours and schedules will be at the discretion of the supervisor, in accordance with the work restrictions. An employee may be returned to work less than full time when needed.
- The employee may be subject to evaluation by a physician chosen by the City.
- Reevaluation will occur at least every 60 days or as deemed necessary by the City.
- The employee will be returned to his/her regular position without restrictions upon receipt of a physician's written certification.

Any employee may request restricted duty assignments with proper certification from a licensed provider. This request will be granted, at the discretion of the department head, provided appropriate work exists. Individuals that are receiving Workers Compensation benefits will receive first priority for such restricted work.

3.5. Travel & Training

Employees on travel status are expected to exercise good judgment when incurring travel costs. Employees shall be reimbursed for actual, reasonable and necessary travel expenses, within the guidelines, incurred in the performance of their official duties. Employees are encouraged to plan all travel with the principles of fiscal austerity and energy conservation in mind.

Preparation of travel approval & voucher form - Approval is required for travel or training which will result in a request for employee reimbursement, or prepayment by the City for related expenses. Your department head's approval is required for all in-state travel; City Administrator approval is required for all out-of-state travel requests. Department heads may approve their own in-state travel. You must complete the request for travel/training, sign and date the form, and then submit to your supervisor for approval. No travel or lodging commitments should be made until you have received approval. Each employee must complete a separate approval or reimbursement voucher. While each department head approves the in-state training and travel for their employees, a copy of each travel approval form should be submitted to the Administrator.

Traveling with spouse - You may invite your spouse to travel along on official business, providing his/her presence does not interfere with the business at hand. Travel costs incurred by your spouse will NOT be reimbursable to you under any circumstances. With respect to lodging, the amount paid by the City will be equal to the single room rate, which is to be paid directly by the City.

Travel time & prior night lodging - If you are able to arrive on time to the training or meeting by leaving your home by 7:00 a.m., prior night lodging is NOT authorized. If prior night lodging is warranted, meal per diems are subject to travel time falling within the guidelines stated for each meal. If you are required to stay overnight, salary/wages will be limited to the normal workday hours of your position.

3.5.1. Transportation Expenses

Reasonable transportation expenses incurred on necessary, authorized trips away from the City of Fitchburg are reimbursable regardless of the type of transportation used. All travel shall be by the most direct and safest route. If an individual, for personal convenience, does not use the most direct route, and incurs additional expenses, such additional expenses shall be considered personal with reimbursement limited accordingly. When a number of employees are traveling to the same destination at the same time, it is their responsibility to arrange for pooled transportation where practicable.

3.5.1.1. Air Travel

- Reimbursement is limited to the fare for the most economical jet class available, and only when emergencies prevent payment of the air travel directly through the City of Fitchburg.
- In order to obtain the lowest possible airfare costs and best selection of flight times and routing, reservations should be made well in advance of the desired departure date.
- Cost of the tickets should be charged to the City of Fitchburg directly, rather than purchased by the employee and reimbursed, except in emergency situations. Please be sure that your department is identified on the invoice, and that the purchase order is processed with the appropriate account numbers.

- The cost of tickets for personal use (i.e. immediate family members) must be paid by the employee directly, and not paid through the City of Fitchburg on the same invoice as the employee ticket.
- Flight insurance coverage for employees is not allowable as a reimbursable expense.
- Benefits from any airline promotion program such as free tickets for frequent flyers or credit vouchers for bumping belong to the City of Fitchburg and must be turned over to the Treasurer.
- In order to be reimbursed for baggage fees, employees must submit a receipt.

3.5.1.2. Taxis and Airline Limousines

Employees should utilize regularly scheduled airport bus or limousine service, which is generally available at travel centers. Reasonable charges for taxis, including taxi tips at a maximum of 15% of the charge, are reimbursable when other modes of travel are NOT available or practical. Original receipts must be attached to the Travel Voucher.

3.5.1.3. Use of Privately Owned Vehicles

- The allowable mileage will be calculated on the lesser of home to destination and return, or City office to destination and return. The mileage reimbursement rate shall be the currently approved Internal Revenue Service allowed rate.
- Charges for repairs, tow service, lubrication, etc. for privately owned vehicles are not reimbursable items on the travel voucher. Traffic citations, parking tickets and expenses for other traffic violations are the employee's responsibility.
- In addition to mileage, an employee shall be reimbursed for overnight parking at hotels and for bridge and road tolls. The employee should obtain free parking at hotels when available. Original receipts must be attached to the Travel Voucher.
- For travel by personal vehicle preferred by the employee without unreasonable loss of time between points over commercial transportation alternatives, the allowance for the use of personal vehicle shall be the lesser of the actual cost of the mileage distance (using the most direct route) at the allowed rate or the lowest cost of the most practical means of public transportation between such points. Reimbursement for meals and lodging shall not exceed what would ordinarily have been required had the most practical form of public transportation been used.
- Parking charges incurred while on official business are reimbursable. A receipt is not necessary for incidental parking expenses (meters, charges under $1).

3.5.1.4. Car Rentals

- Normally employees shall not rent cars. Exceptions require documentation or non-availability of, or lower cost than, commercial carrier service. Approval of the Administrator must be obtained prior to the trip (if possible) by preparing a memorandum that includes the circumstances involved, evaluation of rental car against other available modes of transportation and written approval by the Department Head.
- Employees should take the loss damage waiver/collision damage coverage. The cost of this coverage will be reimbursed.
- For groups of three or more, reimbursement is allowed for a larger size vehicle. Only individuals involved in City business shall be included in the count. The size of the group shall determine the size of the vehicle. Only the reasonable cost of compact models is reimbursable for one or two employees.
- Personal insurance purchased by an individual is not reimbursable by the City.

3.5.2. Meal Reimbursements

Generally, the City will reimburse the employee up to an amount equivalent to the type of meals the employee might normally have at home. Receipts for meals are not required, except for any unusual amount in excess of the permitted amounts. Amounts are subject to eligibility (see below), and are the maximum allowed for all costs of meal, tip and tax. When an employee is entitled to two or more consecutive meals in a day, the cost may be divided between meals as desired, as long as the maximum is not exceeded. No reimbursement will be made for the cost of alcoholic beverages.

The City of Fitchburg will utilize the rates established by the United States General Services Administration for meal reimbursement. When travel is within the state, the approved "Madison" rate will be used, less incidentals. If traveling outside Wisconsin, please see that appropriate rate for your area of travel, less incidentals.

The most recent General Services Administration reimbursement rates can be found at www.gsa.gov or by contacting Human Resources.

3.5.2.1. Meal Eligibility Requirements

Reimbursements for meals will be allowed on trips that require overnight lodging expenses as well as non-overnight trips in accordance with the following time requirements:

- Breakfast, provided the employee is on work status before 6:00 a.m.
- Lunch, provided the employee leaves City office before 10:30 a.m. and returns after 2:30 p.m.
- Dinner, provided the employee leaves directly from work and returns home after 7:00 p.m.

Even if the time requirements are satisfied, the reimbursement will NOT be allowable in the following instances:

- When the employee is attending training within Dane County.
- When meals are included within the training or conference fees. Employees are required to attach a copy of the conference or training brochure to the travel voucher.

Please Note: All day trips (travel that does not require an overnight stay) which are eligible for meal reimbursements are considered "income" by the Internal Revenue Service, and as such will be subject to payroll taxes, and will be reflected on your year-end wage and earning statement as other taxable income. If you chose, you do not have to request reimbursements for these meals.

3.5.3. Hotel & Motel Expenses

Lodging will be available for training sessions extending over two or more days, located at least 50 miles from your normal work site, or for training subject to the prior night lodging provision. Lodging should be chosen primarily on cost, with location for conducting business also considered. Employees should get a definite understanding, in advance, of the rate to be charged. When registering in hotels and motels, employees should use the City of Fitchburg address, and ask for government discounts if conference rates are not specified.

Cost of the lodging should be prepaid by the City of Fitchburg directly, rather than charged or paid by the employee and reimbursed, except in emergencies. If reimbursement is required due to an emergency, all lodging expenses must be supported by the original machine receipt provided by the hotel/motel. A photocopy of the receipt, the hotel or motel statement or credit card receipt is not considered an acceptable substitute unless exceptional circumstances can be documented and a written explanation is attached to the voucher.

Please be sure that your department is identified on the hotel or motel invoice, and that the accompanying departmental purchase order is processed with the appropriate account numbers.

Lodging paid by the City is limited to a single room rate. Should an employee choose to travel with their spouse, any charge in excess of the single room rate is the employee's responsibility.

If travel plans change be sure to cancel any reservations in time to prevent a charge. If this isn't done, the expense will be allowed only after reasonable justification is provided. Employees shall observe posted hotel checkout hours in order to avoid a charge for the day of departure.

3.6. Professional Organizations

The City of Fitchburg encourages its employees to belong to and participate in professional organizations that relate to the employee's job with the City. The City will pay an employee's membership dues for such organizations with the approval of their department head. An employee may conduct the business of a professional organization during work hours as long as it does not interfere with regular City work and approval has been received from the employee's supervisor. Employees may take extended (greater than seven (7) calendar days) leave to attend professional development with approval of the Personnel Committee and City Administrator.

3.7. Meal and Break Periods

All employees who work at least six (6) hours per day will receive a 30 minute paid meal period. Employees who work at least eight (8) hours per day will receive a meal period of 60 consecutive minutes, of which only 30 minutes will be paid. Please coordinate with your supervisor when and how long your typical meal period will be. Employees who work less than six (6) hours in a day may take one fifteen (15) minute paid break.

Library employees that are scheduled to work an eight (8) hours shift will receive a 60 minute unpaid meal period and two fifteen (15) minute paid breaks.

Public Works operations staff will receive a thirty (30) minute unpaid meal period and two fifteen (15) minute paid breaks. Breaks may not be combined and will be taken at the employee's job site.

Breaks and meal periods not taken during the course of the workday are not otherwise compensable.

3.8. Break Time for Nursing Mothers

Employees who are nursing will be provided reasonable accommodations to express breast milk as frequently as needed for up to two (2) years from the birth of the child. Scheduled break times and lunches may be used for milk expression, but employees will be allowed a reasonable amount of additional unpaid time for this purpose when needed. If needed, the combination and/or redistribution of break times shall be allowed as agreed upon by the employee and their supervisor for the purpose of milk expression, and shall not automatically incur overtime. It is the responsibility of the employee to contact the Supervisor or HR department to get approval and/or assistance with any necessary accommodations including facility use, additional break time, or development of a lactation schedule.

The City will provide a place for the break, other than a bathroom, that is shielded from view and free from intrusion. The City of Fitchburg currently has a room located in the Community Center called the Greenfield Room that is private and locked and has a chair, refrigerator, sink and outlets. Employees may simply use their badge to get in and mark the room as occupied. Visitors desiring to use the room may do so by checking in at the front desk of City Hall. Staff who work out in the community, (Public Works, Inspectors, Assessors, Police Officers, Firefighters, etc.) may access pumping friendly sites rather than returning to City Hall to express milk. For a listing of pumping friendly sites, please visit the Breastfeeding Coalition of South Central Wisconsin website or contact Human Resources. Employees will not be retaliated against for exercising their rights under this policy. Please contact Human Resources for additional information.

3.9. Health Insurance

The City of Fitchburg offers its employees a number of Health Care options through the State of Wisconsin Group Health Plan. Under this plan all employees that are eligible to participate in the Wisconsin Retirement System (WRS), because of their employment with the City, are eligible to participate in the plan.

To participate in the health plan employees must enroll within 30 days from the date they become eligible for the plan. Coverage will be effective on the first day of the month following the date the application for coverage is received by Human Resources. If an employee elects not to participate in the plan when they first become eligible they may enroll during the annual enrollment period or at a later date if a qualifying event occurs. See below for examples of qualifying events.

Under the State of Wisconsin Group Health Plan employees may choose from a number of different health plans. All of the plans offered follow the same schedule of benefits. For a complete schedule of benefits and plan providers, please see the current year's Reference Guide. Rate information for each of these plans is available from Human Resources. The City contributes 88% of the average premium (based on qualified Dane County plans) for regular full-time employees.

3.9.1. Annual Enrollment

Enrollment is held in October of each year. This enrollment period allows plan participants to switch between plan providers and also change from single to family coverage without penalty. Changes made during the dual-choice period are effective on January 1st of the following year.

3.9.2. Qualifying Events

Once the initial enrollment period has passed, and coverage was declined, employees may enroll in the health plan when a qualifying event occurs. Adding dependents, if single coverage has been elected, can only be done during the annual enrollment period or when a qualifying event exists.

Some examples of qualifying events include:

- Marriage or creation of a domestic partnership
- Divorce or termination of a domestic partnership
- Birth/adoption of child
- Death of spouse/dependent
- Loss of other group health coverage
- Significant change in current group health coverage

If you have any questions regarding qualifying events please see Human Resources.

3.10. Dental Insurance

Group dental insurance is available to all regular full-time and regular part-time employees working 30 hours or more per week. Please contact Human Resources for rate information and a current schedule of benefits. The City contributes 90% of the premium for regular full-time employees.

3.11. Life Insurance

Group life insurance is administered by the Wisconsin Department of Employee Trust Funds and is available to all employees who are covered by the WRS. Employees may elect between one and five times their annual salary in coverage. Dependent coverage is also available. For more information on the plan, including rate information, please contact Human Resources. The City pays for the cost of the basic coverage (equivalent to one times the employee's annual salary) in life insurance premiums for regular full-time and regular part-time employees. The City pays 20% of the basic premium for all other employment classifications.

3.12. Income Continuation Insurance

Income Continuation Insurance, commonly referred to as Disability Insurance, is offered by the City and administered through the Wisconsin Department of Employee Trust Funds. Income Continuation Insurance (ICI) protection is available to employees who are covered by the WRS. The City pays 100% of the premium for waiting periods of 90 days or greater for regular full-time and regular part-time employees. The City pays 100% of the 180 day waiting period for all other employment classifications.

3.13. Part-time Benefits

Premiums for part-time employees are pro-rated based on number of hours regularly worked in a week divided by 40 hours.

3.14. Wisconsin Retirement Systems (WRS) Pension Plan

The City of Fitchburg participates in the Wisconsin Retirement System. As the retirement benefit and eligibility requirements are set by the State of Wisconsin, we encourage you to contact them to answer any questions you might have. A booklet compiled by the Wisconsin

Department of Employee Trust Funds, which explains the retirement fund, its benefits and provisions, is available from Human Resources.

Qualifying employees are those who: (1) are expected to work two-thirds of full-time (1200 hours) per year and (2) are expected to be employed for at least one year (365 consecutive days, 366 in leap year) from date of hire. Note that if an employee is expected to work 9 or 10 months per year but is expected to return year after year, the one-year requirement is met. For employees hired by the City on or after July 1, 2013, the hours requirement is 600 hours if the employee first participated in the WRS prior to July 1, 2011.

An employee who does not meet eligibility requirements for WRS participation on the date of hire may become eligible and must be enrolled any time: 1) there is a change in employment circumstances such that expectations in (1) and (2) above are met, or 2) the employee works the required hours in any 12-month period.

All employees hired after July 1, 2006, once becoming eligible for WRS contributions, will be required as a condition of continued employment to maintain eligibility by working at least 1200 hours, 600 hours for those first participating prior to July 1, 2011, in the immediately preceding rolling twelve month period.

Contribution rates are reviewed annually and set by the Department of Employee Trust Funds (ETF) board. The City and eligible employees will each contribute to the WRS based on the rates approved by ETF.

3.15. Deferred Compensation Program

As a tool to assist employees in saving for retirement, the City offers deferred compensation programs (457k). Regular full-time and part-time employees who are scheduled to work at least twenty (20) hours per week are eligible to participate. Please contact Human Resources for information on the deferred compensation offerings.

3.16. Flexible Spending Plan

In an effort to provide City employees with a wide range of benefit options, a flexible spending plan is available. The flexible spending plan allows employees to set aside money on a pre-tax basis to pay for certain un-reimbursed medical and dependent care expenses. This program is open to regular full-time and regular part-time employees who are regularly scheduled to work at least 20 hours per week. For more information on this plan please contact Human Resources.

3.17. Longevity

Upon completion of the third year of continuous regular employment, employees hired prior to January 1, 2013 will be paid an annual bonus equal to the number of years of continuous regular employment multiplied by $30.00 (multiplied by the percent of appointment at payment time, if less than full time regular employment). After five years of continuous regular employment, beginning in the sixth year, an employee shall be paid an annual bonus equal to the number of years of continuous regular employment multiplied by $45.00 (multiplied by the percent of appointment at payment time). Longevity payments are made in the month of January for the prior year. Longevity shall be prorated upon separation from employment.

3.18. Employee Assistance Program

Our Employee Assistance Program (EAP) is a problem-solving resource. Available free of charge, it assists employees with both personal concerns and the challenges of balancing work and personal life. EAP services are available to employees and their dependents. For more information on this service, contact Human Resources.

3.19. Fitness Center

The City of Fitchburg is pleased to offer its employees an on-site fitness center. The Fitness Center is open 24 hours a day, 7 days a week to accommodate the varying schedules of our employees. Employees must have a signed "Release and Hold Harmless Agreement" on file with Human Resources before using the center. A copy of this form is provided inside the back cover of this manual.

3.20. Tuition Reimbursement

The City of Fitchburg recognizes the value to the City and its employees of additional education related to their occupation. Therefore, the City will provide tuition reimbursement to eligible employees who participate in approved college courses in accordance with the following guidelines:

Eligibility:

a. Eligible employees are regular full-time employees who are not covered by a collective bargaining agreement, are not on an unpaid leave of absence, and are considered to be in good status.
b. Employee must have completed one (1) year of regular full-time employment with the City of Fitchburg prior to applying for tuition reimbursement.
c. An employee terminating employment, for reasons other than a work related disability or death, will be required to reimburse the City for pro-rated tuition paid by the City within the last three (3) years of employment with the City. Pro-ration will be on a monthly basis from the date the class(es) ended. Reimbursement may be made by personal payment from the employee, deducting the amount from the last paycheck or deducting an equivalent amount from accrued leave balances.

Covered Coursework:

a. Tuition reimbursement is designed for undergraduate and graduate college level coursework offered through an accredited college, university or technical school. Doctorate level work is not reimbursable. The City reserves the right to approve the standards of approved coursework and learning institutions.
b. Coursework must have a clear and direct relationship to the employee's current work or profession. This policy is not intended to fund education that will qualify an employee for a new trade, business or career.
c. All requests for tuition reimbursement must be submitted to the Department Head by July 1 of each calendar year. Requests received after this timeframe will not be eligible for tuition reimbursement. Application forms are available in Human Resources.
d. All courses must be approved by the Department Head and the Finance Director.
e. Seminars, workshops, professional conferences and coursework taken through a Continuing Education Program do not qualify for tuition reimbursement under this policy.

Limits and Covered Expenses:

a. The City will pay a maximum of $5,250 per calendar year, per employee for expenses (tuition, books, lab fees) related to approved classes. Application, enrollment, parking, mileage, or other fees will not be reimbursed.
b. A maximum of two courses will be reimbursed per calendar year per employee.
c. Tuition will be reimbursed based upon the employees final grade:

A = 100%
B = 100%
C or Pass = 80%

D, F, Fail, Incomplete, Withdrawn, repeated courses, audited courses etc, will not be reimbursed.

Plus (+) or minus (-) grades will be paid based on the letter grade assigned with no consideration for other indicators.

Reimbursement:

a. Upon completion of the course, eligible employees must submit a copy of their grades AND a receipt from the educational institution showing payment for such courses. Textbook receipts must also be turned in at this time. Requests for reimbursement must be submitted to the Finance Director within 30 days from the date the grades were sent to the employee to be eligible for reimbursement.
b. The City will adhere to IRS regulations regarding Educational Assistance programs.
c. Eligible educational expenses that are covered by stipends, grants or scholarships received by the employee will not be eligible for reimbursement by the employer. No double-dipping.

While the City is interested in aiding employees to improve or extend their job skills through outside education, participation in the program does not imply any guarantee of advancement in position or wages.

Tuition Reimbursement – Fire Science Intern Program

Eligibility:

a. Eligible employees are Fire Science Interns who are not on an unpaid leave of absence, and are considered to be in good status.
b. An employee terminating employment, for reasons other than a work related disability, before the completion of the internship program shall be required to reimburse the City for any tuition paid by the City. Reimbursement may be obtained by personal payment from the employee or deducting the amount from the last paycheck.

Covered Coursework:

a. Tuition reimbursement is designed for undergraduate college level coursework offered through an accredited technical school (Madison College).
b. Coursework must have a clear and direct relationship to the employee's current work or profession. This policy is not intended to fund education that will qualify an employee for a new trade, business or career.
c. Seminars, workshops, professional conferences and coursework taken through a Continuing Education Program do not qualify for tuition reimbursement under this policy.

Limits and Covered Expenses:

a. The City will pay a maximum of $3,000 per calendar year, per employee for expenses (tuition, books, lab fees) related to approved classes. Application, enrollment, parking, mileage, or other fees will not be reimbursed.

b. Tuition will be reimbursed based upon the employees final grade:

A = 100%
B = 100%
C or Pass = 80%
D, F, Fail, Incomplete, Withdrawn, repeated courses, audited courses etc, will not be reimbursed.
Plus (+) or minus (-) grades will be paid based on the letter grade assigned with no consideration for other indicators.

Reimbursement:

a. Upon completion of the course, eligible employees must submit a copy of their grades AND a receipt from the educational institution showing payment for such courses. Textbook receipts must also be turned in at this time. Requests for reimbursement must be submitted to the Finance Director within 30 days from the date the grades were sent to the employee to be eligible for reimbursement.

b. The City will adhere to IRS regulations regarding Educational Assistance programs.

c. Eligible educational expenses that are covered by stipends, grants or scholarships received by the employee will not be eligible for reimbursement by the employer. No double-dipping.

While the City is interested in aiding employees to improve or extend their job skills through outside education, participation in the program does not imply any guarantee of advancement in position or wages.

3.21. Holidays

City Hall will be closed for the following recognized holidays:

New Year's Day (January 1st)
Martin Luther King Jr. Day (3rd Monday in January)
Memorial Day (Last Monday in May)
Independence Day (July 4th)
Labor Day (1st Monday in September)
Thanksgiving Day (4th Thursday in November)
Day after Thanksgiving (4th Friday in November)
Last working day before Christmas (Christmas Eve)
Christmas Day (December 25th)

City Hall is closed beginning at Noon:

New Year's Eve (December 31st)

Regular full-time and regular part-time employees will receive holiday pay based upon their regular work schedule. Employees not regularly scheduled to work on a recognized holiday will not receive pay for that day. Holiday hours paid will be consistent with the number of hours the employee would regularly be scheduled to work on that day.

To be eligible for holiday pay employees must be actively employed with the City on the calendar days immediately preceding and following the holiday. Employees on an unpaid leave of absence will not be eligible for holiday pay.

If July 4th , Christmas Eve Day, Christmas Day, or New Year's Day falls on a Sunday, the following Monday will be observed as the holiday. If those same holidays fall on a Saturday, the previous Friday will be observed as the holiday. Should the New Year's Eve holiday fall on a weekend, no additional holiday time will be observed.

Holiday pay is calculated based on your straight-time pay rate, as of the date of the holiday.

Human Resources will publish a list of the observed holidays during January of each year.

3.21.1. Library Holidays

The Library will be closed, and employees will receive holiday pay for the following recognized holidays:

New Year's Day (January 1st)
Memorial Day (Last Monday in May)
Independence Day (July 4th)
Labor Day (1st Monday in September)
Thanksgiving Day (4th Thursday in November)
Day after Thanksgiving (4th Friday in November)
Christmas Eve Day (December 24th)
Christmas Day (December 25th)

The Library will also be closed on Easter Sunday. The Library will close early on the day before Thanksgiving and New Year's Eve (beginning at 5:00 p.m.). Employees do not receive holiday pay for these days.

Library employees will receive an additional 20 hours of vacation time to equal the amount of holiday hours earned by other general municipal employees. Hours will be prorated for part-time employees working at least twenty hours per week.

3.21.1.1.1. Library Holiday Pay

Library employees working full-time (40 hours per week) will receive 8 hours holiday pay for each recognized holiday. Employees working 20 hours per week will receive 4 hours of holiday pay for each recognized holidays. Ten hour per week employees are not eligible for holiday pay.

3.21.2. Holiday Work

Non-exempt employees who are required to work on a recognized holiday will receive holiday pay as outlined above and one and one half (1 1/2) times their regular earnings for hours worked, which have been designated as a recognized holiday.

On-call police telecommunicators are eligible for one and one half (1 ½) times their regular earnings for hours worked on recognized holidays.

An employee may volunteer in advance to work on a holiday with supervisory approval. The employee will be paid straight time for work performed on the holiday and receive holiday pay as outlined above.

Exempt employees whose duties require that they work a holiday will be paid at their regular salary, and receive the equivalent time banked as compensatory time to take at their choosing, subject to the approval of their department head, or if applicable, the City Administrator.

3.21.3. Police Sergeants and Police Telecommunicators

Police Sergeants and Police Telecommunicators will receive the following pay on a holiday:

1. Eight (8) hours of regular pay;
2. Holiday premium for all hours worked on the holiday which is half of the rate of pay; and
3. Hours in excess of eight (8) will be at the overtime rate which is time and one-half.

Police Sergeants and Police Telecommunicators will receive one and one-half times their regular earnings for hours worked on recognized half-day holidays, limited to four (4) hours. Police Sergeants and Police Telecommunicators will also receive the above holiday pay for all hours worked on Easter, maximum of eight hours.

3.22. Paid Personal Time

Paid personal time hours allow an employee time off with pay for observing religious holidays or for attending to personal business. Full-time employees will receive 20 hours of personal time per calendar year. Part-time employees, working at least 20 hours per week, will receive a pro-rated amount of personal time.

Use of personal time hours requires department head approval, typically at least two working days (two weeks for Library staff) in advance of any planned use of paid personal leave. For unexpected use of personal leave, contact the department head directly as soon as possible.

Personal leave hours will not carry over into the next year. No payment for unused personal leave will be made to an employee who resigned or retires without giving the required notice or who is dismissed for cause.

If an employee commences or terminates employment during the year, paid personal time will be pro-rated according to the weeks employed. Any unused time, which has been accrued, will be paid out upon termination or separation. Any used time, which has not been accrued, will be deducted from the employees check upon termination or separation of employment.

3.23. Vacation

Regular full and regular part- time employees, working at least twenty (20) hours per week, are eligible for paid vacation time off. The amount of vacation earned is based on your years of continuous service per the schedule below.

Vacation benefits are calculated based on an employee's straight-time pay rate, in effect when vacation benefits are used, times the number of hours the employee would otherwise have worked on the day(s) of absence (maximum 8 hours per day). Paid vacation time off is not counted as hours worked for the purpose of calculating overtime.

If an employee commences or terminates employment during the year, vacation time will be prorated according to the weeks employed. Any unused vacation time, which has been accrued, will

be paid out upon termination or separation. Any used vacation time, which has not been accrued, will be deducted from the employees check upon termination or separation of employment.

Employees hired on or after July 1, 2017, will not be eligible for a vacation payout if they leave employment with less than one year of continuous service.

3.23.1. Exempt Employee Vacation Schedule

For all Exempt and current non-exempt, non-represented (as of 12/1/2012) Employees (Five- Day Work Week/2080 annual hours, Six-Day Work Week/1950 annual hours)

Length of Service	Vacation Available
Less Than Five (5) years	120/144 hours
Upon Completion of Five (5) years	160/192 hours
Upon Completion of Twelve (12) years	180/216 hours
Upon completion of Twenty (20) years	200/240 hours
Upon Completion of Twenty-five (25) years	220/264 hours

3.23.2. Non-exempt Employee Vacation Schedule

For all represented (as of 12/1/2012) and Non-exempt (hired after 1/1/2013) Employees (Five-Day Work Week/2080 annual hours, Six- Day Work Week/1950 annual hours)

Length of Service	Vacation Available
Less than Five (5) years	80/96hours
Upon Completion of Five (5) years	120/144 hours
Upon Completion of Twelve (12) years	160/192 hours
Upon completion of Twenty (20) years	200/240 hours

Employees hired on or before December 31, 2012 will remain at their 2012 vacation accrual until such time that their years of service result in an increase in the vacation accrual according to the schedule listed above.

When hiring a new exempt employee who has experience with an employer that participates in the Wisconsin Retirement System (WRS), the City Administrator may offer up to the amount of vacation time that a current City employee would be entitled to with identical years of WRS service.

When hiring any other new exempt employee, the City Administrator may offer a higher step on the vacation schedule, based on prior experience, with the approval of the Personnel Committee, but that amount shall not exceed the amount to which a current City employee would be entitled with identical years of services.

Holidays recognized by the City that fall within the vacation period shall not be included in determining the period of a vacation. Vacations accrue on a calendar year basis commencing January 1 and terminating December 31.

If an employee commences or terminates employment during the year, vacation time will be pro-rated according to the weeks employed. Any unused vacation time, which has been accrued, will be paid out upon termination or separation. Any used vacation time, which has not been accrued, will be deducted from the employees check upon termination or separation of employment.

Approval from your supervisor or department head must be obtained at least two weeks prior to any vacation of one week or more. Vacation of shorter duration must also be approved by your supervisor or department head as well, but may not require two- week prior approval.

Vacation days are reported on your timesheet. Please check with your supervisor or department head in case your department requires additional information or procedures.

Regular part-time employees, who work at least twenty (20) hours per week but less than forty (40) hours per week, are entitled to a proportionate amount of vacation in the same ratio as their part-time employment bears to full-time employment.

3.23.3. Vacation Carry-Over

Non-Represented employees may carry-over up to one work-week of vacation time into the following calendar year. Any vacation in excess of one work-week remaining at the end of the calendar year will be lost unless the employee has received City Administrator approval to carryover more than one work-week. Carryover approval is done on a case by case basis. One work-week equates to 40 hours for those working 2080 hours annually and 48 hours for those working 1950 hours annually.

3.23.4. Sabbatical Bank

Non-represented employees have the option to bank earned vacation time that has not been used during the course of the calendar year. Employees that earn at least 120 hours of vacation per year may elect to bank up to 60 hours per year. Employees that earn 160 hours or more of vacation per year may bank up to 80 hours per year. A maximum of 320hours, of vacation time may be held as sabbatical leave.

Sabbatical leave may only be taken once per three (3) years, and may not exceed a total time off of more than three (3) months, combined paid or unpaid leave. A written request and justification for sabbatical leave must be submitted to the City Administrator for approval. If the City Administrator is requesting the use of sabbatical leave, the request must be submitted and approved by the Personnel Committee.

Vacation time that has been banked as sabbatical will only be paid out upon retirement, termination of employment, death, or permanent disability.

3.24. Sick Leave

Regular full-time employees earn 4 hours of sick leave each bi-weekly pay period. This accrual begins on the first day of employment; however, sick leave cannot be used until it has been earned. Employee may substitute earned vacation or compensatory time for sick leave with the supervisor's approval. Sick leave may be accumulated up to 1440 hours, with termination benefits as specified below.

The City Administrator may offer a beginning sick leave balance for new exempt employees, based upon prior experience, with approval of the Personnel Committee, but that amount shall not exceed the average amount of current exempt employees based on comparable years of experience.

Sick leave can be used to cover all absences, which result from bonafide illness of the employee, or of an immediate family member (as defined in the bereavement policy), or from the employee's compliance with any quarantine regulations imposed by health authorities. Sick leave may also be used for any regularly scheduled doctor or dental appointment. Misuse of sick leave will subject the employee to disciplinary action up to and including discharge.

Sick leave will be reported on time sheets; however, your department head may have additional requirements. Returning to work after three (3) consecutive working days on sick leave may require written authorization from your doctor to return to work.

Regular part-time employees who are hired to work 20 or more hours per week but less than 40 hours per week on a regular basis will receive sick leave benefits at the same ratio as their part-time employment bears to full-time employment.

3.24.1. Sick Leave Payout

Employees whom have accumulated the maximum sick leave will have the option of receiving a payout equivalent to one-half the value of their sick leave which is in excess of the maximum allowed accrual. This payment will be to the employee's deferred compensation plan, or deposited into the employee's sabbatical bank. Payouts will occur on an annual basis with the first check of December and the employee's sick leave will be adjusted to the maximum accrual. (Example: Employees sick leave balance at the beginning of December is 1490 hours, less max accrual, is 50 hours. Employee will receive a cash payment of 25 hours and sick leave bank reset to 1440 hours.)

3.24.2. Sick Leave at Retirement

Employees who retire (according to WRS rules), become permanently disabled, or die shall receive payment of an amount equivalent to the value of the accrued and unused sick leave not to exceed 1120 hours. Employees who retire with twenty (20) or more years of service as a regular full or part-time employee will be eligible to receive a payout not to exceed 1440 hours. The value of the sick leave is determined by multiplying the accrued sick leave hours by the employee's equivalent hourly pay rate (straight time rate) at the time of payout. The value of your sick leave account may be applied to the payment of health insurance premiums following your retirement. If the employee elects to receive a lump sum payment, he/she can take no more than $10,000 per year until paid out. For any other termination, resignation, or separation from employment, all accrued sick leave is lost.

In the event the City establishes a post-retirement health savings account, all payments from an employee's sick leave account will be deposited into such account.

4. Timekeeping and Payroll

4.1. Timekeeping

Federal and state laws require that the City keep an accurate record of time worked for all employees. All the time spent on the job performing assigned duties or other work-related projects (at your supervisor's request) is considered time worked. In order to keep an accurate record of all time worked, employees are provided time sheets to record work time and any paid or unpaid absences from work.

All employees are required to record the following information on their time sheet on a daily basis:

- Beginning and ending work time;
- Beginning and ending time of each unpaid meal period;
- Beginning and ending time of any split shift or other personal departures from work;
- Use of approved time off (vacation, sick pay, holiday pay, bereavement leave, jury duty, etc.)

Please keep in mind the following timekeeping rules when completing your time sheet:

- You may record only your own time worked. Tampering, altering, or falsifying time records or recording time on another employee's time sheet is a criminal offense; any such occurrences will result in disciplinary action and will be prosecuted.
- If you are late to work, record the time you actually started work. Lateness will be reflected in your paycheck, so it pays to be on time to work. Excessive tardiness will result in disciplinary action.
- If you arrive early to work, record the time you actually start work and not the time you arrive at the worksite. Recording the time you arrive and not the time you begin work may create the appearance of unauthorized overtime.
- Time sheets are to be completed electronically, or in ink, and signed by your department head. Timesheets are due to the finance department by Noon on the first business day following the end of the pay period.

4.2. Attendance/Punctuality

All City employees are expected to be punctual in reporting to and leaving work and to keep regular attendance at their respective jobs. If it becomes necessary to be late or absent, you must notify your supervisor before your scheduled starting time or as soon as reasonably possible, within 15 minutes of your start time, unless it is an emergency. Failure to report to your assigned job on time or to make other arrangements with your supervisor could result in disciplinary action.

4.3. Salary Wage Structure

A pay classification plan covers employees not governed by a collective bargaining agreements or other contract. As this may change annually, please contact the City Administrator should you have questions.

Actions regarding the setting of non-represented wages and salaries and position changes are subject to appeal to the City Administrator and then to the Personnel Committee.

4.4. Pay Periods/Pay Days

The City of Fitchburg utilizes a bi-weekly payroll schedule, beginning on Monday and ending on Sunday. All employees are paid every two weeks on Fridays. The pay period encompasses the two weeks preceding the pay date.

For paydays that occur on holidays, pay/paychecks will be deposited to your account on the business day preceding the holiday, when possible. Effective, January 1, 2013, all employees will be paid via direct deposit. Direct Deposit allows all employees to receive their pay in a timely and efficient manner. Employees that do not have a bank account may receive their pay via a free reloadable debit card.

The City takes all reasonable steps to ensure that our employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. Late timesheets and other corrections will be reflected on the next regular paycheck. It is also our policy to comply with the salary basis requirements under the law for exempt employees and to prohibit improper deductions from the salaries of exempt employees. In the unlikely event that there is an error in the amount of pay or a possible improper deduction, the employee should promptly bring the discrepancy to the attention of the Finance Department so that corrections can be made as quickly as possible. Employees will not suffer any reprisal for report pay concerns or suspected errors in pay or deductions.

Please note that neither pay advances nor extensions of credit on unearned wages are provided to employees.

4.5. Payroll Deductions

Federal and State income taxes, and social security payments, all required by law, are deducted from your earnings. Often these deductions may change as they are affected by changes in the amount you earn, by legislation, and by the number of dependents you declare. If you are a regular full or regular part-time employee, any additional deductions you have authorized such as health insurance, United Way, Deferred Compensation, etc., will also be deducted from your paycheck. Court ordered deductions will also be withheld.

Insurance premiums for employees that do not work on a regular schedule, such as seasonal, paid on-call, and interns, will be billed directly on a monthly basis for premiums due.

4.6. Work Schedules

Work schedules for employees vary throughout our organization. Because of staffing needs and operational demands, variations in starting and ending times, as well as variations in the total hours scheduled each day and week may be necessary. Management maintains the option to alter employee work schedules as needed to meet the needs of the City.

Generally, regular full-time employees are scheduled to work eight (8) hours each workday, totaling 40 hours each week. City Hall is open from 7:30 a.m. to 4:30 p.m. Monday through Friday. Flexible work schedules are available, subject to approval of the Department Head. Alternate work schedules may be approved provided the business needs of the department are met.

Staff may be required to attend meetings outside of their regular work schedule. When possible, staff members are encouraged to adjust their work schedules within the pay period to incorporate the meeting into their regular work week.

The Library is open from 9:00 a.m. until 9:00 p.m., Monday through Thursday, 10:00 a.m. until 6:00 p.m. Friday and Saturday, and 1:00 p.m. until 5:00 p.m. Sundays (approximately September through May). The library is closed Sundays during the summer. The Library Director will assign employee work hours.

Public Works Operations employees will be scheduled based upon the needs of the department. Regular hours will typically be from 6:30 a.m. until 3:00 p.m.

The Police and Fire Departments operate twenty-four (24) hours a day. The Police and Fire Chiefs assign hours of work according to and consistent with the needs of the departments.

4.7. Shift Differential

Police Sergeants are eligible for shift differential according to the same terms and conditions as specified in the Police Officer collective bargaining agreement.

Police Telecommunicators, (full-time and on-call) and Civilian Service Employees, who work between 2:45 p.m., and 6:45 a.m., are eligible for a shift premium of forty cents (.40) per hour, for all hours worked during the specified hours.

4.8. Certified Training Officer

Police Telecommunicators, who have been certified as training officers, will be paid a premium of forty cents ($.40) per hour, for actual hours spent performing the responsibilities of a certified training officer.

4.9. On-Call Pay

Police Sergeants and non-exempt Public Works – Certain police and public works employees will be part of a departmental on-call rotation, as determined by the department head. Non-exempt employees who are on-call will receive $20.00 per day for each week day (Monday – Friday) and $35.00 per day for each weekend (Saturday – Sunday) and recognized holiday.

Full-time police telecommunicators will participate in a weekend on-call rotation (Saturday/Sunday), for which they will receive $35.00 per day.

Non-exempt employees who are on-call for the week will be issued a pager or similar device by the City. When needed, employees are expected to report to the work site as soon as possible, typically within forty (40) minutes or less of being contacted. Employees required to report to the work site will be compensated according to the call-in provisions below. When an employee can resolve an issue over the phone, typically within fifteen (15) minutes or less, the time is considered de minim us, and no additional compensation will be paid.

Information Technology and Building Maintenance – Non-exempt employees who are required to be on-call and available for work outside of their regular work schedule will receive four hours off during the week in which they are required to be on-call. In the event the employee is not able to take the time off during the week in which they are on-call, they may take the time off in the week immediately following their on-call assignment.

Non-exempt employees who are on-call for the week will be issued a cell phone by the City. When needed, employees are expected to report to the work site as soon as possible, typically within forty (40) minutes or less of being contacted. Employees required to report to the work

site will be compensated according to the call-in provisions below. When an employee can resolve an issue over the phone, typically within fifteen (15) minutes or less, the time is considered de minim us, and no additional compensation will be paid.

The City Administrator will determine which classifications of employees will be included in the on-call rotation.

4.9.1. Call-In/Call Back Pay

Non-exempt employees are eligible for Call-In/Call Back pay. Call-In/Call Back Pay is for employees who are called in by their supervisor for reason of emergency only. An emergency is defined as an unanticipated and unforeseen set of circumstances that result in immediate action. Employees who are called in to work outside of their regular work hours, (their regular work shift)or are called back in following their regular work shift, will be paid one and one-half times their regular hourly rate for all hours worked, minimum two hours. Employees called in to work immediately before or after the employees regularly scheduled hours, will not be subject to the two hour minimum call-in. Employees starting work early and/or working late at the request of their supervisor for non-emergency reasons are not eligible for call-in/call back pay but may be eligible for overtime and/or compensatory time.

4.10. Overtime

Occasionally it may be necessary for employees to work extra hours in order to meet the needs of the City of Fitchburg. If this occurs, non-exempt employees will be paid at one and one-half times their regular rate of pay for hours worked in excess of 40 hours in a work- week (Monday through Sunday). Holiday, sick, vacation, compensatory time and personal time is not counted as hours worked for the purposes of calculating overtime. Effective July 1, 2013, holiday hours will be counted as hours worked for the purposes of calculating overtime for employees of the Public Works Operations division, (Streets, Parks and Utility) only.

Police Sergeants and dispatchers, will be paid one and one-half times their regular rate of pay for all hours worked in excess of eight hours per day, in accordance with the Fair Labor Standards Act (FLSA). They will be paid two times their regular rate of pay for hours worked in excess of 13 in a day.

Overtime must be approved in advance by your supervisor and recorded on your time sheet.

Disciplinary action may be taken if you do not get prior approval for overtime to be worked, if you refuse to work required overtime, or if you do not record overtime that you work.

4.10.1. Compensatory Time - Non-exempt employees

Non-represented, non-exempt, employees may elect to accrue compensatory time in lieu of paid overtime. To be eligible for compensatory time you must meet all of the requirements for overtime pay as outlined above for hours worked beyond 40 in a workweek.

Compensatory time will be accrued at the rate of one and one-half hours compensatory time for each hour of overtime worked. The maximum number of hours that may be banked is 90 hours. After you have reached the maximum allowed “bank” of compensatory time, you will be paid for any overtime as it is earned.

You may use this time off at your choosing, with the approval of your department head, and given that, the use of accrued compensatory time does not unduly disrupt the department operations.

Under the Fair Labor Standards Act, use of paid leave is not counted as hours worked for purposes of overtime compensation or compensatory time accrual. Employees cannot be required to take compensatory time in lieu of overtime pay; however, it is within the authority of the Department Head to require an employee to take overtime pay and not offer compensatory time should circumstances warrant. If an employee moves from a non-exempt position to an exempt position, the employee must be paid out their compensatory time at their pay rate as a non-exempt employee and prior to moving into their new exempt role.

4.10.2. Compensatory Time - Exempt Employees

Compensatory time for exempt employees is accrued at straight time and may be banked throughout the calendar year. Exempt employees may only carryover up to 60 hours into the following calendar year. Any compensatory time in excess of 60 hours remaining at the end of the calendar year will be lost. Compensatory time may be accumulated for emergencies defined as an unforeseen set of circumstances that result in immediate action or for project specific work done with their Department Head's approval. Any administrative work of a routine nature is to be completed during normal working hours. Hours worked in excess of the regular work- week for emergency situations may be paid at straight time, for extenuating circumstances and pending Department Head and City Administrator approval rather than banked, excluding department heads and contract employees.

Library staff whom would otherwise be required, due to the rotating weekend schedule, to work seven consecutive days, may accrue compensatory time that must be used in the subsequent pay period.

Attendance by exempt employees at City Council meetings or at commission, board or authority meetings is considered compensatory time, and authorized only if the employee is a member, the designated staff person for such meeting, or has been requested/authorized to attend such meeting by the City Administrator. Exempt employees may adjust their regular weekly schedule to accommodate the meeting attendance without the accrual of compensatory time off.

Year-end pay out and pay out at the time of termination of compensatory time banked is not applicable to exempt employees, as these are salaried positions and have greater flexibility in adjustment of daily schedules than do non-exempt positions. Exempt employees may not use banked compensatory time to extend their length in employment if terminating.

5. Employee Conduct

5.1. Commitment to Safety

The City has adopted a safety manual. It is the responsibility of every person in the City to contribute to maintaining a safe and environmentally sound workplace. Failure to follow safety procedures will result in disciplinary action up to and including termination.

The complete Safety Manual is attached as Section 12.

5.1.1. Smoking/Tobacco Use Policy

The City of Fitchburg recognizes that the smoking of tobacco-related products is hazardous to an individual's health and may affect the health of nonsmokers when in the presence of smokers. Pursuant to Fitchburg Ordinance, all City buildings and City vehicles are designated as nonsmoking.

5.1.2. Weapons on City Property

The City of Fitchburg is committed to maintaining a safe and healthful work environment for its employees and the public. Under policy adopted by the common council weapons of any type (including firearms) are prohibited from City buildings or working areas where employees are located as well as from city-owned vehicles. This prohibition does not apply to law enforcement personnel in the course of their duties.

5.1.3. Building Security/Door Access

In order to maintain a safe and secure workplace, protect City staff, visitors, and assets, surveillance cameras are positioned near entrances and in common areas. City employees are also issued photo identification badges which also serve as access cards to certain, non-public areas of City buildings.

Identification badges, keys, and/or access cards are issued to individual employees and each employee is responsible for ensuring their proper use. An individual's access to the buildings(s) is based on their job responsibilities and only the employee's supervisor or department head may request the authorization be changed.

When business needs necessitate, individuals authorized by the City Administrator may review building access and surveillance video records.

Lost cards and keys must be immediately reported to Human Resources so that access can be disabled. Identification and access cards and keys are the property of the City of Fitchburg and must be turned in upon leaving employment with the City.

5.2. Respectful Workplace

The City of Fitchburg is committed to providing our employees and customers with a respectful, healthy, and safe work environment that is free from bullying. Workplace bullying and malicious gossip is unacceptable and will not be tolerated.

Bullying is malicious repeated behavior that a reasonable person would consider to be offensive, degrading, humiliating, or threatening. Some examples include, but are not limited to, screaming at someone, condescending and belittling comments, name calling or ridiculing, derogatory remarks or insults, undermining or impeding others' work, or unwarranted harsh and persistent criticism of work. This includes cyber bullying which is bullying using social media, website materials, e-mails, testing, and cell phones.

Any reports of workplace bullying will be treated seriously and investigated promptly. Employees are expected to cooperate with an investigation and provide truthful information. The complainant will be updated on the outcome of the investigation. Confidentiality will be maintained during the investigation to the fullest extent possible.

Employees who participate in workplace bullying, retaliate against an employee who reports bullying, or make a false accusation of bullying will be subject to disciplinary or other appropriate action up to and including termination.

5.3. Drug Free Workplace Policy

It is the policy of the City of Fitchburg to maintain a drug free work place for all of its employees. Drug use both on and off the job can have a significant impact on an employee's job performance and can threaten an employee's own personal well-being and safety as well as the safety of other employees and the general public.

Employees are expected to report to work free from any substances that could inhibit their ability to perform their duties. The unlawful use, possession, distribution, dispensing or manufacture of an illegal drug while on duty, on or off City property, is absolutely prohibited.

In addition, employees are not permitted to consume alcoholic beverages during the workday or to report to work and/or be on duty under the influence of alcohol. This includes breaks and lunch periods. Consumption of alcohol, even in moderate amounts, impedes performance, causes safety risks and projects a poor image of city employees to the community.

Failure to comply with this policy will lead to disciplinary action up to and including discharge.

Please review Section 7 for the complete Drug Free Workplace Policy.

5.3.1. Commercial Driver's License (CDL) - Drug & Alcohol Testing Policy

The City of Fitchburg recognizes the problem of substance abuse in today's society. This problem poses particular concerns to an employer who is subject to extensive governmental regulations and seeks to promote the safety of the public. The City of Fitchburg has a concern for the safety, health and well-being of its employees as well as an obligation to comply with United States Department of Transportation (DOT) regulations. Therefore, the City of Fitchburg has established procedures, which will require employees holding a commercial driver's license to submit to a urine screen to detect the presence of amphetamines, marijuana, cocaine, opiates and phencyclidine and a breath alcohol test under regulations issued by the USDOT (49 CFR Part 40) in the Federal Regulations (or as amended by the Federal Register).

Please review Section 8 of the handbook for complete procedures.

Suspended CDL Due to Wisconsin's adoption of the Motor Carrier Safety Improvement Act of 1999 (MCSIA), the City must account for the possibility of a city employee having his/her CDL suspended for off-duty conduct while operating a motor vehicle. In the event an employee has his/her CDL suspended, the City will determine whether to transfer the employee to another position or to terminate the employment relationship.

5.4. Uniforms and Clothing

5.4.1. Uniforms

In the event that any employee is required, as a condition of his/her employment, to wear any particular kind of uniform, special clothing (not including street clothes), identification patch or material, or any protective gear or device, such items will be furnished by the City of Fitchburg. All clothing and equipment purchased by the City, which is, or could be, used for the employee's personal use shall be subject to any applicable taxes as required by the Internal Revenue Service.

All items are purchased through the City, unless not available through local or City vendors and items are more practically purchased by the employee and reimbursed. Reimbursements will only be made with prior approval of a department head. All uniforms, equipment and protective gear will remain the property of the City of Fitchburg. When an employee terminates services, all protective gear and equipment assigned for personal use will be returned to the City. All uniforms and other personal equipment purchased within six months of termination of employment will be returned to the City.

Please review Section 9 for a list of departmental guidelines.

5.4.2. Personal Appearance

Employees are expected to maintain an appropriate standard of personal appearance and dress. Safe and appropriate clothing should be worn at all times. Your appearance and dress will reflect on the City. Your clothing should be neat and clean and in line with contemporary business standards.

It is the policy of the City that all uniformed personnel wear the uniform and all authorized accessories in a neat, clean and standardized manner to present the best possible public appearance. Guidelines are available within your department. Your supervisor may determine the appropriate dress standards for her/his office or department.

5.5. Use of Municipal Vehicles & Equipment

City vehicles shall be used for municipal business only. A valid driver's license is required to operate city vehicles, and a commercial driver's license (CDL) is required to operate commercial vehicles, typically public works equipment. Employees should discuss specific departmental policies with their supervisor or department head.

All City vehicles and equipment are to be used at, and must remain at, the workplace unless authorized to be taken from City premises. It is the obligation of each employee to maintain all City equipment in safe and efficient operating form. Any defects of the equipment must immediately be brought to the attention of your supervisor for correction. Removal of City property for personal use is prohibited, unless expressly authorized in writing by your department head.

Please review Section 10 for the complete policy relating to Fleet Vehicle Use.

5.6. Mobile and Electronic Devices Policy

This policy outlines the use of personal cell phones at work, including special issues related to camera phones, the personal use of business cell phones, and the safe use of cell phones by employees while driving. Please refer to the City of Fitchburg Information Technology Use policy in the appendix for more details.

5.6.1. Personal Mobile Devices

While at work, employees are expected to exercise discretion in using personal cellular phones. Excessive personal calls (including text messaging) during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are asked to limit personal calls during the workday and make personal calls on non-work time when possible. Flexibility will be provided in circumstances demanding immediate attention, such as family emergencies.

The City is not liable for the loss of personal cellular phones brought into the workplace.

5.6.2. Camera Phones and Electronic Recording Devices

Employees are not permitted to use camera phones or any other camera or recording technology to capture visual images or audio recordings without the prior permission of the department head.

5.6.3. Personal Use of City Provided Mobile Devices

Where job or business needs demand immediate access to an employee, the City may issue a business cell phone to an employee for work-related communications.

Employees in possession of City equipment, such as cellular phones, are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within 24 hours may be expected to bear the cost of a replacement.

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

5.6.4. Safety Issues for Cellular Phone Use

Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their business and personal cell phones while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.

Employees whose job responsibilities do not specifically include driving but who are requested to drive on City business are also expected to abide by the provisions above.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

5.7. Computer, E-mail and Internet Usage

The City of Fitchburg recognizes that use of the Internet has many benefits for the City and its employees. The Internet and e-mail make communication more efficient and effective. Therefore, employees are encouraged to use the Internet and e-mail appropriately. Unacceptable usage of the Internet can place the City and others at risk. This policy, and the guidelines that follow, have been established for using the Internet, e-mail, and the City's computer resources in an appropriate, ethical, and professional manner. Please refer to the City of Fitchburg Information Technology Use policy in the appendix for more details.

- City of Fitchburg Internet and e-mail access may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or materials that are obscene or pornographic. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, sexual preference, or any other protected characteristic shall be transmitted. Harassment of any kind is prohibited.
- Disparaging, abusive, profane, or offensive language; materials that would adversely or negatively reflect upon the City or be contrary to the City's best interests; and any illegal activities -- including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet or e-mail are forbidden.
- All employees obtaining access to other companies' or individual's materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only. If you find something on the Internet that may be interesting to others, do not copy it to a network drive. Instead, give the URL (uniform resource locator or "address") to the person who may be interested in the information and have that person look at it on his/her own.
- Do not use the system in a way that disrupts its use by others. This includes excessive usage, sending or receiving many large files and "spamming" (sending e-mail messages to thousands of users.)
- City computers have a variety of software packages installed, based on the needs of the individual's position. If you have a need for a program not currently installed on your computer contact your supervisor. Employees may not copy software for any reason, install software on any of the City's workstations or servers, download software from the Internet or other online service (including games and other entertainment software), modify in any way existing software packages.
- Each employee is responsible for the content of all text, audio or images that he/she places or sends over the City's Internet and e-mail system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that the City of Fitchburg's name is attached to all messages so use discretion in formulating messages.
- E-mail is not guaranteed to be private or confidential. All electronic communications are City property. Therefore, the City reserves the right to examine, monitor and regulate e-mail messages, directories and files, as well as Internet usage. In addition, the Internet is not secure so do not assume that others cannot read, or possibly alter, your messages.
- Internal and external e-mail messages are considered business records and may be subject to Wisconsin open records laws and/or discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the City.

- The City is not responsible for material viewed or downloaded from the Internet. While the City utilizes software to identify and block inappropriate or sexually explicit Internet sites, you may occasionally encounter a site, or e-mail, with inappropriate material. Disconnect from the site, or e-mail, and notify your supervisor. Bypassing the City's website blocking software is prohibited.
- Computers and other electronic devices (printers, copiers, etc.) use a large amount of energy. Employees are expected to shut down and turn off computers and equipment at the end of the work day, when possible and practical.
- No official or employee will, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the City, nor will such information be used to advance the financial or other private interest of the official, employee or others.

5.7.1. City of Fitchburg's Right to Monitor and Consequences

All city -supplied technology, including computer systems and City-related work records, belong to the City and not the employee. The City routinely monitors usage patterns for its e-mail and Internet communications. Although encouraged to explore the vast resources available on the Internet, employees should use discretion in the sites that are accessed.

Since all the computer systems and software, as well as the e-mail and Internet connection, are City-owned, all City policies are in effect at all times. Any employee who abuses the privilege of City facilitated access to e-mail or the Internet, may be denied access to the Internet and, if appropriate, be subject to disciplinary action up to and including termination.

5.8. Privacy in Locker Rooms

The use of cameras, video recorders, or other recording devices in locker rooms is prohibited. No person may use a cell phone or other video recording device to capture, record, or transfer a representation of a nude or partially nude person in a locker room or take any other photo or video image of a person in a locker room unless this action is required for official police business. Only Police Department staff, on official police business, may enter and remain in a locker room to interview or seek information from any individual in the locker room.

6. Family and Medical Leave Policy

The policy of the City of Fitchburg is to provide its employees with a leave of absence in accordance with the guidelines set forth below. The City's Family and Medical Leave Policy is intended to conform to, and not exceed the requirements of the federal Family and Medical Leave Act ("FMLA") and the Wisconsin Family and Medical Leave Act ("WFMLA"). This policy is not a comprehensive list of all the rights and responsibilities of employees under the FMLA and WFMLA. For more information regarding FMLA and WFMLA benefits, contact Human Resources.

The FMLA, WFMLA, or both may cover an instance of family and medical leave taken under this policy. In a situation where an employee takes a leave that is covered by both the FMLA and WFMLA, the leave will run concurrently (The leave will count against the entitlement of leave given under the FMLA and WFMLA), when possible. If the FMLA and WFMLA both cover a leave, the more generous provision will control in the event of a conflict.

If an employee suffers a work-related injury that qualifies as a serious health condition, the federal leave provided under this Policy will be considered as taken concurrently with the leave required under the Workers' Compensation Act. Wisconsin leave will run concurrently as requested by the employee. The taking of leave under this Policy will not be used against an employee in any employment decision including performance review or discipline.

6.1. Eligibility for Leave

FMLA

To be eligible for FMLA leave, an employee must have completed at least 12 months of service, not necessarily consecutive months, and must have worked at least 1,250 hours during the 12 months immediately preceding the commencement of the requested leave.

WFMLA

To be eligible for WFMLA leave, an employee must have worked at least 52 consecutive weeks for the city and have worked and/or been paid for at least 1,000 hours in the 52 weeks immediately preceding the commencement of the requested leave.

6.2. Types of Leave

- For the birth of the eligible employee's child, and to care for the child after birth;
- For placement with the eligible employee of a child for adoption or foster care (placement for foster care is only covered by the FMLA);
- To care for an eligible employee's spouse, domestic partner (WFMLA only), child or parent with a serious health condition (the term "parent" includes "parents-in-law" and the parent of the employee's domestic partner under the WFMLA);
- Because of a serious health condition that makes the eligible employee unable to perform the functions of his/her job.
- Because of a qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of an eligible employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. Also, for employees whose family members are deployed as a member of a regular component of the Armed Forces for foreign duty. This provision applies to FMLA only.
- To care for a covered service member with a serious injury or illness sustained while on active duty if the eligible employee is the spouse, son, daughter, parent or next of kin of the service member. Also, to care for a veteran being treated for a serious illness or injury if the

veteran was a member of the Armed Forces at any time during the five years preceding the date of treatment or for injuries and illnesses that existed prior to the active duty and were aggravated by the active duty service. This provision applies to FMLA only.

6.3. Amount of Leave

FMLA

Except as set forth below, an employee who satisfies all of the eligibility requirements for FMLA leave is entitled to a total of 12 workweeks of unpaid leave during a 12-month period. For the purpose of this policy, a 12-month period is defined as a calendar year.

An employee who satisfies the eligibility requirements for FMLA leave is entitled to 26 weeks of leave in a single 12-month period to care for their spouse, son, daughter, parent, or next of kin who is recovering from a serious illness or injury sustained in the line of duty on active duty. The military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave. The 12-month period, for the purposed of military caregiver leave, will be measured forward from the date of an employee's first FMLA leave to care for the covered service member begins.

WFMLA

An employee who satisfies the eligibility requirements for WFMLA leave is entitled to unpaid leave in the following amounts in a calendar year:

- Six (6) weeks for the birth of the eligible employee's natural child and/or the placement of a child with eligible employee for, or as a precondition to, adoption, provided the leave commences within sixteen (16) weeks of the birth or placement.
- Two (2) weeks to care for a covered family member with a serious health condition.
- Two (2) weeks of leave if eligible employee cannot perform his/her employment duties due to a serious health condition.

6.4. Non-Continuous or Intermittent Leave

An employee may take leave on an intermittent (blocks of time) or reduced work schedule when:

- It is medically necessary to care for a family member with a serious health condition, to care for a covered service member with a serious health condition, or because of the employee's serious health condition.
- To care for a newborn, adopted or foster child. An employee may take intermittent leave for "the birth, adoption, or foster care placement of a child" for a total of six weeks, as long as the scheduling of such leave does not unduly disrupt the employer's operation.
- Due to a qualifying exigency.

6.5. Requesting a Leave/Notification Requirements

Any eligible employee wishing to take leave under FMLA and/or WFMLA must complete a "Request for Leave" form and a "Certification of Healthcare Provider" form for the serious health condition of the employee or family member or the serious injury or illness of a covered service member. A "Certification of Qualifying Exigency" form is required for Military Family Leave. These forms are available from Human Resources.

These forms must be completed and turned in to Human Resources 30 days prior to the estimated commencement of the leave, or as soon as practicable, but no later than 48 hours after the occurrence of the reason for the leave.

"Notice of Eligibility" form and "Rights and Responsibilities" forms regarding leave will be provided to the employee within five (5) working days, absent extenuating circumstances, of a request for leave.

Once the Certification forms are received by Human Resources and/or the City has enough information to determine whether the requested leave qualifies for FMLA/WFMLA, a response will be sent to the employee within 5 working days. This response will notify the employee if the leave has been approved or denied and outline the conditions of the leave, if approved.

6.6. Pay Status While on Leave of Absence

For a leave or a portion of a leave that is covered by the FMLA, an eligible employee may choose to take unpaid leave or use any available accrued and earned sick time, compensatory time, personal time, or vacation time.

If a leave or a portion of leave is covered by the WFMLA, the employee has the right to substitute accrued paid leave time for any leave (unpaid) taken under this policy.

All vacation, sick time, and personal time benefit accruals will continue as long as an employee is in on an approved leave under FMLA, paid or unpaid. However, if an employee is on an unpaid leave on the calendar day immediately preceding and on the calendar immediately following the holiday, the employee will not be eligible for holiday pay. Nothing in this Section extends the maximums for vacation or compensatory time carryover as covered in Sections 3.23.3, 4.10.2 and 4.10.3.

6.7. Reinstatement Rights

An eligible employee is entitled to reinstatement into his/her position or equivalent position at the conclusion of an approved FMLA/WFMLA leave.

The employee who takes a leave under the FMLA/WFMLA retains benefits provided he/she returns to work at the end of the FMLA/WFMLA leave period.

6.8. Health Care Coverage during Leave

Any employee who is on an approved leave under the FMLA/WFMLA will continue to receive benefits coverage under the City's group health and dental care plans at the level and under the conditions that such coverage would have been provided if the employee had continued working. Employees who are on a paid leave will have the employee's portion of the premium paid through payroll deductions as long as the employee has accrued time available to keep the employee on a paid status. If the employee is on an unpaid leave, the employee will need to submit premium payments to the Payroll Office, 5520 Lacy Road, Fitchburg, WI 53711 to cover his/her portion of the premium in the same amount as if the employee was working.

If an employee fails to return to work at the end of his/her leave period; the employee must reimburse the City of Fitchburg for the employer's portion of the health coverage premiums paid while the employee was on unpaid FMLA leave. The only circumstances that would not call for repayment of health care premiums would be one of the following:

- Continuing health condition of the employee;
- Continuing health condition of an eligible family member;
- Continuing health condition of a covered service member;
- Other circumstances beyond the employee's control.

6.9. Return from Leave of Absence

Employees are expected to be available for work by the end of their approved leave time.

Any employee that is on a leave of absence for their personal medical condition must obtain certification from his/her health care provider prior to returning to work. The certification must address the employee's ability to return to work and the employee's ability to perform his/her regular duties or set forth the restrictions that prevent the employee from resuming his/her regular duties.

If the employee is released to return to work with restrictions, the City will consider whether an accommodation is appropriate. Medical restrictions are those that prevent him/her from performing his/her regular duties at the end of the approved leave due to a continuing medical condition.

If the employee does not return to work and the employee is not granted additional leave, employment ends as a resignation effective the last day of the approved leave.

note: In both FMLA/WFMLA and non-FMLA/WFMLA instances, when a position is not held open and the employee refuses to accept an equivalent position which is offered, or refuses to interview for such in the case of a non-FMLA/WFMLA leave, the City will consider this a voluntary resignation.

7. Drug Free Workplace

7.1. Drug and Alcohol Testing Policy

It is the policy of the City of Fitchburg to maintain a drug free work place for all of its employees. Drug use both on and off the job can have a significant impact on an employee's job performance and can threaten an employee's own personal well-being and safety as well as the safety of other employees and the general public.

Employees are expected to report to work free from any substances that could impair their ability to perform their duties. The unlawful use, possession, distribution, dispensing or manufacture of an illegal drug while on duty, on or off City property, is absolutely prohibited.

In addition, employees are not permitted to consume alcoholic beverages during the workday or to report to work and/or be on duty under the influence of alcohol. This includes breaks and lunch periods. Consumption of alcohol and/or being under the influence of alcohol while on duty impedes performance, causes safety risks and projects a poor image of City employees to the community.

Failure to comply with this policy will lead to disciplinary action up to and including discharge.

7.1.1. Reporting of Drug Conviction

Pursuant to the Drug Free Workplace Act of 1988, any employee who is convicted of any violation of a criminal drug statute occurring while on duty must notify their Supervisor no later than five days after such conviction.

7.1.2. Prevention and Rehabilitation

The goals of this policy are prevention and rehabilitation whenever possible, rather than discipline and termination. The City of Fitchburg encourages employees who have alcohol or other drug problems to seek help to deal with their problem. Employees are encouraged to use the services of the City's Employee Assistance Program (EAP). Information about the EAP is posted on employee bulletin boards throughout the City. Additional information is available from the Human Resources Department.

7.1.3. Prescription Drugs

Employees taking medication with side effects that may interfere with the safe and effective performance of their duties or operation of equipment should disclose this to their immediate supervisor. The name of the prescription does not need to be revealed, only the hazardous side effect(s) and length of time the employee will be affected. Such information may be requested at any time by the supervisor.

7.1.4. Cannabidiol (CBD) Products

CBD is an unregulated over the counter product, therefore, employees choosing to use CBD products do so at their own risk as any positive test results for the presence of THC will result in discipline up to and including termination.

7.1.5. Drug Testing

Positions requiring a Commercial Driver's License (CDL) will undergo pre-employment, post-accident, random, reasonable cause/suspicion, and return to duty drug screening per

Department of Transportation (DOT) regulations. See City of Fitchburg CDL Drug/Alcohol Testing Policy.

7.1.5.1. Pre-employment Drug Testing

All applicants for positions requiring a CDL and sworn Police and Fire positions will undergo pre-employment drug testing. Applicants for other regular full-time and regular part-time positions, are not subject to pre-employment drug testing. While not all applicants will be required to undergo pre-employment drug testing, the City of Fitchburg remains a drug free work place and post-accident, reasonable cause/suspicion and return to duty drug testing will apply to all employees.

Applicants required to undergo pre-employment drug testing, will be required to voluntarily submit to urinalysis testing and sign a consent agreement that will release such results to the City of Fitchburg. The City will not discriminate against applicants because of past illegal drug use. It is the current use of illegal drugs that may prevent a prospective employee from obtaining employment. Drug screening will be conducted by a qualified medical laboratory and will be subject to review by a designated Medical Review Officer (MRO). Results deemed "positive" by the MRO will disqualify candidates from further consideration for employment.

Where drug testing results are inconclusive (e.g. dilute sample), the applicant will be requested to return for another test. In the event that a second result is inconclusive, the applicant will no longer be considered for employment and the offer of employment will be rescinded.

The Human Resources Department shall be responsible for the maintenance of the official recruitment files for all positions and the disclosure of such information. All information will be kept confidential to the extent permitted by law.

7.1.5.2. Post-Accident Testing

As soon as practicable following an accident involving any City vehicle (or personal vehicle if being used for business purposes, which excludes commuting to and from work), the City of Fitchburg shall test an employee driver for alcohol and controlled substances in the following situations:

- The accident involved the loss of human life; or
- The employee receives a citation under state or local law for a moving traffic violation arising from the accident; or
- A reportable accident as defined by Wisconsin statutes (typically an accident resulting in over $1000 damage to the vehicle or bodily injury).

The alcohol breath test must be administered as soon as possible, but no later than eight (8) hours following the accident, and the drug test must be administered within thirty-two (32) hours of the accident. If the alcohol test is not administered within two (2) hours of the accident, the supervisor will complete a report explaining the reasons for the delay in conducting the test. If the alcohol test is not administered within eight (8) hours of the accident or if the drug test is not administered within thirty-two (32) hours of the accident, the supervisor will complete a report explaining why the test was not conducted. An employee who is subject to post-accident testing shall remain readily available for such testing or may be deemed to have refused to submit to testing. After leaving the accident scene, an employee continues to be "readily available" for testing if the employee notifies his/her supervisor of his/her location.

7.1.5.3. Reasonable Cause/Suspicion Testing

Current employees will be required to submit to a drug and/or alcohol test if reasonable cause/suspicion exists to suggest that the employee's health or ability to perform expected job duties is impaired.

When an employee is acting in an abnormal manner or appears unfit to perform his/her duties in a safe manner, and a supervisor has reasonable cause/suspicion to believe the employee is using or is under the influence of alcohol or other drugs, the employee shall be taken to a properly authorized testing facility for alcohol and/or drug testing. Reasonable cause/suspicion means suspicion based on specific personal observations that the supervisor can describe concerning the appearance, behavior, speech or breath odor of the employee. When possible the supervisor should confirm his/her observations with another supervisor and/or Human Resources.

When requiring an employee to submit to a reasonable cause/suspicion test, the supervisor must submit a written report to Human Resources outlining, in detail, the event and the behavior observed that led the supervisor to believe the employee was under the influence of alcohol and/or drugs. This report must be done within twenty-four (24) hours of the testing.

7.1.6. Testing Procedures (Drugs)

All drug tests will be conducted using a urine specimen collected at a qualified collection site. The collection site will take necessary steps to avoid any dilution or adulteration of the specimen. The test will be conducted in a professional and sanitary manner with regard for the individual's privacy, dignity and confidentiality.

The specimen will be analyzed using applicable Federal guidelines, by a U.S. Department of Health and Human Services (DHHS)/Substance Abuse and Mental Health Services Administration (SAMHSA) certified, professional laboratory for the following substances:

Cannabinoids (Marijuana)	Amphetamines
Phencyclidine (PCP)	Opiates
Cocaine	

Threshold levels for a positive test result will be established by the laboratory and revisions to such thresholds adopted by the DOT will be used under the City's own authority.

In the case of a positive test result, it will be referred to a Medical Review Officer for review. The review process is to allow the opportunity to determine if the legal use of prescription drugs or other substances has resulted in a positive test result. All employees have the right, upon request, to see the results of their own test(s).

Each urine specimen is subdivided into two bottles labeled as a "primary" and a "split" specimen. Both bottles will be sent to a certified lab. Only the "primary" specimen bottle is opened and used for the urinalysis. The split specimen bottle will remain sealed and is stored at the lab. If the analysis of the primary specimen confirms the presence of illegal, controlled substances, the employee has seventy-two (72) hours to request the split specimen be re-tested at the same lab or be sent to another certified laboratory for analysis, at the employee's expense. An employee who fails to notify the Medical Review Officer (MRO) within seventy-two (72) hours of receiving the results of the positive test of the employee's desire to have the split specimen tested shall be deemed to have waived the employee's right to seek testing of the split specimen.

7.1.7. Testing Procedures (Alcohol)

All alcohol tests will be conducted using an approved evidential breath-testing (EBT) device. The test will be conducted in a professional and sanitary manner with regard for the individual's privacy, dignity and confidentiality. If the tests confirm a positive result, the employee may be subject to disciplinary action, up to and including termination. For purposes of this policy a BAC rating of 0.08 (state standard) shall be considered to constitute a positive test result. Those employees covered under the Commercial Driver's License (CDL) Drug and Alcohol Testing Policy must consult that policy for appropriate standards.

Alcohol test results will be reported directly to the City of Fitchburg's Human Resources Manager. All employees have the right, upon request, to see the results of their own test(s).

7.1.8. Right to Privacy

All drug and alcohol test results are reported to the City of Fitchburg Human Resources Manager or his/her designee and will remain confidential. Results will only be disclosed within the City on a need-to-know basis and will be retained in a secure location with controlled access. The release of an individual's drug and alcohol test result will only be provided in accordance with an individual's written authorization or as otherwise required by applicable federal or state law. However, the results may be disclosed in a lawsuit, grievance or other proceeding initiated by, or on behalf of the employee.

7.1.9. Costs

The employer shall pay all costs associated with the administration of alcohol and controlled substance testing except those costs for a "split specimen" test requested by an employee. The employee shall pay for the split specimen test. If the result of said test is negative, the City shall reimburse the employee for said test.

7.1.10. Disciplinary Actions

Failure to comply with the Drug Free Workplace policy will lead to disciplinary action up to and including discharge. A "verified" positive drug test result and/or a "confirmed" positive alcohol test is grounds for disciplinary action up to and including termination. Each action will be decided on a case-by-case basis. An individual's work record will be reviewed when making the disciplinary decision. Refusal to comply with alcohol or drug testing will constitute a presumption of intoxication and/or the presence of illegal drugs and the employee will be subject to discipline, up to and including immediate termination.

8. CDL Drug and Alcohol Testing Policy

The City of Fitchburg recognizes the problem of substance abuse in today's society. This problem poses particular concerns to an employer who is subject to extensive governmental regulations and seeks to promote the safety of the general public. The City of Fitchburg has a concern for the safety, health and well-being of its employees as well as an obligation to comply with United States Department of Transportation (DOT) regulations. Therefore, the City of Fitchburg has established procedures, which will require employees holding a commercial driver's license to submit to a urine screen to detect the presence of amphetamines, marijuana, cocaine, opiates and phencyclidine and a breath alcohol test under regulations issued by the USDOT (49 CFR Part 40) in the Federal Regulations (or as amended by the Federal Register).

The federal drug testing regulations governing this anti-drug program are set forth by the Federal Highway Administration in 49 CFR Parts 382, 390, 391, 392 and 394.

Individual to Answer Driver Questions, Department Head or Human Resources Manager.

8.1. CDL Drivers Tested

All employees required to maintain a CDL for their job duties.

8.2. Safety Sensitive Functions

The DOT ruling covers employees who perform safety-sensitive functions in the commercial transportation industry as defined by each DOT agency. The Federal Highway Administration (FHWA) ruling includes drivers who are required to hold a commercial driver's license (CDL) and perform the following safety sensitive activities:

- Waiting to be dispatched at a carrier or shipper plant, terminal, facility, or other property, or on any public property, unless the driver is relieved from duty by the motor carrier
- Equipment inspections as required by sections 392.7 and 392.8 of part 392, driving motor vehicles for service checks and repairs at any time
- At the driving controls of a commercial motor vehicle (CMV) in operation
- While in or upon any commercial motor vehicle (CMV) except when resting in a sleeper berth
- Supervising or assisting in loading or unloading a vehicle, attending a vehicle being loaded or unloaded, remaining readiness to operate vehicle, or when giving or receiving receipts for shipments loaded or unloaded
- Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

8.3. Prohibited Conduct

The City of Fitchburg in accordance with the regulations prohibits a driver on duty from possessing, being under the influence of, or using:

- Any Schedule 1 drug or other substance identified in appendix D of subpart A of 49 CFR Part 392;
- An amphetamine or any formulation thereof;
- A narcotic drug or any derivative thereof; or
- Any other substance to a degree that adversely affects the driver's ability to safely operate a commercial motor vehicle.

No driver shall consume an intoxicating beverage, regardless of its alcohol content, or be under the influence of an intoxicating beverage, within 4 hours before going on duty or operating, or having physical control of a motor vehicle. Alcohol is defined as the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol. Alcohol use is defined as the consumption of any beverage, mixture, or preparation, including any medication containing alcohol. No driver shall report for duty or remain on duty while having a breath alcohol concentration of .02 or greater. No driver shall consume or be in possession (unless part of your official duties) of an intoxicating beverage, regardless of its alcohol content, while on duty, and operating, of a motor vehicle.

8.4. Circumstances for Testing

Employees of the City of Fitchburg covered by USDOT regulations pertaining to drug and alcohol testing will therefore be required to submit to a drug and/or alcohol test in the instances set forth as follows:

8.4.1. Pre-employment testing

Applicants will be required to sign a release of information form which will allow the City of Fitchburg to obtain drug and alcohol test information from all previous employers within the preceding two years.

Applicants will be informed that the City of Fitchburg requires all individuals it intends to hire to be drug-free and that passing a pre-employment drug test is a condition of employment at the City of Fitchburg. If an applicant refuses to submit to the drug test, or tests positive on the drug test, the applicant will not be considered qualified for employment with the City of Fitchburg and will not be offered employment with the city.

8.4.2. Reasonable suspicion testing

The City of Fitchburg may require an employee to submit to a drug and alcohol test whenever reasonable suspicion exists that an employee might have engaged in prohibited conduct. This will be documented in writing by an immediate supervisor and, if at all feasible, the witnessed by at least two supervisors. Supervisors will have received proper training in the detection and objective evaluation of suspicious behavior. The City of Fitchburg shall ensure that the employee is transported immediately to a collection site for the collection of a urine and breath specimen. If the employer finds the employee not fit to return to work, the employer will arrange transportation for the employee to his/her home. The employer may also suspend the employee, without pay, pending receipt of the test results. If the test results are negative the employee will return to work and receive compensation for any wages lost while awaiting the test results.

8.4.3. Post-accident testing

The City of Fitchburg shall require a driver to be readily available to provide a breath specimen to be tested for the presence of alcohol within 2 hours if possible but no later than 8 hours after a reportable accident as defined in 49 CFR Part 390.5. Driver is prohibited from using alcohol following a reportable accident until after completion of the breath alcohol test.

The City of Fitchburg shall require a driver to be readily available to provide a urine specimen to be tested for the use of controlled substances as soon as possible, but not later than 32 hours after a reportable accident, as defined in 49 CFR Part 390.5.

A reportable accident is defined as:

- A motor vehicle accident involving a fatality or
- An accident where the driver of the commercial motor vehicle was issued a citation for a moving traffic violation, the accident resulted in a vehicle being inoperable (towed away), or involved bodily injury to a person who as a result of the injury required immediate medical treatment away from the scene of the accident. Nothing shall require the employee to delay medical treatment when necessary.

At the time of the accident, the employee is required to call his/her supervisor. The employee is not to leave the scene and is not to drive the vehicle. The employee will be transported to a testing facility.

8.4.4. Random testing

The City of Fitchburg shall use a random selection process to select and request an employee to be tested for the use of alcohol and controlled substances in conformance with the DOT regulations. The minimum annual percentage rate for random drug testing shall be 50 percent of the average number of driver positions. The minimum annual percentage rate for random alcohol testing shall be 25 percent of the average number of driver positions. The random selection process will be performed so that the random testing is reasonably spread throughout the year. The City is part of a consortium of other employers for which the percentages are figured.

8.5. Return to duty and follow-up testing

When an employee has engaged in prohibited conduct, the City of Fitchburg requires that the employee must undergo a return to duty test. Result must indicate an alcohol concentration of less than 0.02 if the conduct involved alcohol. Controlled substances test with a verified negative result is required if the conduct involved a controlled substance.

Each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substances use, must be evaluated by a substance abuse professional who will determine if the driver has properly followed any rehabilitation program prescribed (see Disciplinary Actions). The driver shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty. The number and frequency of such follow-up testing shall be as directed by the substance abuse professional, and shall consist of at least six tests in the first 12 months following the driver's return to duty, but shall not exceed 60 months from the date of the driver's return to duty.

8.6. Procedures for Testing

Driver safeguards, assurance of integrity, identity and validity of result, chain-of-custody/confidential procedures.

The employee/applicant will be instructed by the employer to report to a designated collection site properly trained to collect the urine specimen. The employee will drive a city vehicle to the collection site. The employee will call their supervisor or department head for pickup if their blood alcohol test is .02 or greater. A non-viewed collection procedure is utilized to maintain the individual's dignity and privacy. The collection site person divides the sample into two containers in the presence of the employee. These two samples, primary and split are sent to the laboratory. The primary container is opened and used for analysis; the split remains sealed and is stored for further use. A chain-of custody/control form will be signed at the time of the collection by the employee/applicant and the staff person responsible for monitoring the collection of the urine specimen to ensure the integrity and identity of the results.

Drug testing will be performed by a DHHS/SAMHSA certified laboratory utilizing clinically sound and approved testing methodologies. Specimens are initially screened for five drugs (see below) using an immunoassay method. Any sample with a positive screening result will be confirmed using gas chromatography/mass spectrometry. Only samples testing positive by both methods will be reported positive to the Medical Review Officer (MRO). The name of the individual providing the specimen will remain confidential and will not be provided to the laboratory performing the test. The testing laboratory is only able to identify the specimen by the specimen identification number printed on the chain-of-custody form. Specimens testing positive will be frozen and retained for one year for additional testing. Additional testing will be performed at the expense of the employee.

The DOT requires the City of Fitchburg to test for the following five drugs and/or alcohol:

- Marijuana metabolites
- Cocaine metabolites
- Opiates metabolites
- Morphine
- Codeine
- Phencyclidine
- Amphetamines
- Amphetamines
- Methamphetamine

The laboratory will only release the results of the drug test to the Medical Review Officer (MRO) designated by the employer on the chain-of-custody/control form. The MRO shall verify the results and report to the employer whether the test was positive or negative, and the drugs for which there was a positive result.

For pre-employment testing the applicant shall be entitled to test results if he/she requests such results within 60 days of being notified of employment decision by the City of Fitchburg.

For reasonable suspicion, random, post-accident, return to duty or follow-up testing, the employee will be advised of test results and what drug was identified.

Breath alcohol testing will be performed by fully trained and certified Breath Alcohol Technicians (BATs) using DHHS approved testing devices. The breath alcohol test will be performed in the employee/applicant's presence and documented on an approved DOT Breath Alcohol Testing Form. The testing form will be signed by the employee/applicant and the Breath Alcohol Technician. At the time of the alcohol test, employee/applicant will receive a copy of the test results, with an identical copy sent to the City of Fitchburg.

8.7. Refusal to Test and Non-Compliance with Testing Procedures

All employees/applicants requested to undergo a drug and/or alcohol test are required to promptly comply with the request. The City of Fitchburg expects all prospective and current employees to exercise good faith and cooperate in complying with any procedures required under the policy. Employees who refuse to submit to a drug or alcohol test, or engage in any conduct which operates to jeopardize the integrity of the specimen or the reliability of the test result will be subject to disciplinary action, up to and including termination, independent and regardless of any test results. This includes failure to show up for a drug and/or alcohol test specimen collection, postponing, and rescheduling of drug and/or alcohol specimen collections. The City of Fitchburg reserves the right to require a viewed collection for subsequent urine

specimen collection when the employee has failed to cooperate and comply fully with the drug testing collection procedures on previous occasions.

8.8. Disciplinary Actions

A positive drug or alcohol test, or refusal to submit to a drug or alcohol test, will result in disciplinary action up to and including termination.

An employee with a positive alcohol test of at least .02 but less than .04 will be removed from performing a safety-sensitive function for at least 24 hours and/or until testing negative for breath alcohol.

Note: Federal Highway Administration rules stipulate that any driver with a measurable amount (greater than .02) of alcohol in his/her system be removed from performing a safety-sensitive function for at least 24 hours. Only employers regulated by other DOT agencies (FAA, Transit, etc.) are allowed to respond to employee initially testing positive at greater than .02 but less than .04 by 1) retesting and then returning employee to duty if the subsequent test shows no measurable amount (less than .02) of alcohol or 2) waiting at least 8 hours after the positive test before returning employee to the safety sensitive function.

An employee with a positive drug test or a breath alcohol test result of .04 or greater will be required to undergo evaluation by a qualified Substance Abuse Professional (SAP) to determine the need for treatment. If treatment is indicated the employee will be expected to participate and comply with the recommended treatment and any after-care or follow-up treatment that may be recommended. The employee will also be required to authorize the employer to communicate with the SAP to ensure that the employee is participating in the treatment and remaining drug-free. Failure to comply with these provisions and remain drug-free will result in disciplinary action, up to and including termination.

The City of Fitchburg will require follow-up drug and/or alcohol tests on any employee who has returned to work following successful completion of a drug/alcohol treatment program (see follow-up testing above). Any subsequent positive drug tests will result in disciplinary action, up to and including termination.

8.9. Rehabilitation

As is required by the DOT regulations, the City of Fitchburg will provide employees with information, material and a community service hot-line telephone number on drug treatment services. This information can be obtained from the Human Resources Manager.

The City of Fitchburg provides group health insurance benefits to employees. The employee will pay for all costs of rehabilitation not covered under the City's benefit plan. The City of Fitchburg desires to be supportive of employees' efforts towards drug rehabilitation and a drug-free work environment and therefore will grant a leave of absence to participate in drug rehabilitation. A leave of absence to participate in drug rehabilitation will not be paid by the City. An employee may however choose to utilize vacation and sick leave he/she has available to pay for the lost time from work.

8.10. Record Keeping

All records related to the administration and results of the drug and alcohol testing program shall be kept confidential and retained by the City in the employee's qualification file for a

minimum period of 5 years, except that negative test results shall be retained for a minimum of 12 months.

Employers are required under 49 CFR part 382.413 to obtain or release, pursuant to a driver's written consent, information on the driver's alcohol tests with a concentration result of 0.04 or greater, positive controlled substances test results, and refusals to be tested, within the preceding two years, which are maintained by the driver's previous employers.

A Medical Review Officer shall retain the reports of individual test results for a minimum of 5 years.

The laboratory performing the testing shall keep all records pertaining to the drug test for a period of 2 years. The laboratory may disclose information related to positive drug test of an individual to the individual, the employer or the decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual and arising from a certified positive drug test.

8.11. Employee Training Program

The City of Fitchburg as required by the DOT regulations will provide supervisors 120 minutes of education and training on alcohol misuse and controlled substance use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

The City of Fitchburg will also provide each employee with a copy of the City policy relating to drug and alcohol use. In addition each employee shall be given information concerning the effects of alcohol and controlled substances use on a person's health, work and personal life; signs and symptoms of an alcohol or controlled substance problem; and confrontation, referral to any employee assistance program and/or referral to management.

8.12. Prescribed Drugs

Inappropriate use of prescription drugs is considered a violation of this policy. The employee must report the use of prescription drugs that may adversely affect work behavior or job performance. Disclosure of the use of prescription drugs shall be considered confidential. Violation of the provisions will result in immediate removal from the work site and appropriate disciplinary action, which may include termination of employment.

The designated Medical Review Officer (or treating physician) familiar with the employee's medical history and the requirements of the job must provide a release statement indicating that use of the medication at the prescribed level will not affect the employee/applicant's ability to perform the duties of his/her job. The release statement must be obtained before the individual will be permitted to work or return to work.

9. Uniforms, Equipment & Clothing – Department Guidelines

Subject to approval by the Department Head, following is a list of approved equipment and clothing that may be provided by the City.

9.1. Assessing

Assessor, Commercial Appraiser, Residential Appraiser

Initial Issue: City ID, one pair safety boots upon request, one pair mud boots
Protective Gear: Hard hat, safety vest, rain suit. Provided but not issued to individual employees.
Annual: Replacement as needed: one pair safety/mud boots

9.2. Building Inspection & Maintenance

Building Inspector, Assistant Building Inspector, Property Maintenance Inspectors

Initial Issue: City ID, one pair safety boots upon request, one pair mud boots
Protective Gear: Hard hat, safety vest, rain suit. Provided but not issued to individual employees.
Annual: Replacement as needed: one pair safety/mud boots

Building Maintenance Worker and Custodians

Initial Issue: Windbreaker with City ID, five uniform pants, five uniform shirts, one pair safety boots, one pair mud boots, identification badge
Protective Gear: Safety Glasses
Annual: Replacement as needed: two pants, two shirts, one pair safety/mud boots

9.3. Fire

Fire Chief, Deputy Fire Chief, Division Chief (Full-time)

Initial Issue: One Uniform Jacket, three uniform shirts, three uniform pants, two ties, one belt, one pair uniform shoes, badges, collar emblems, and other uniform ornaments
Protective Gear: One complete set of turn out gear, personal protective clothing, boots, helmet
Annual: Replacement as needed, up to but not exceeding $400.

Firefighter (Full-time) (IAFF, Section 18.01)

Initial Issue: One Uniform Jacket, three uniform shirts, three uniform pants, two ties, one belt, one pair uniform shoes, two t-shirts with department ID, one sweat pant and two sweat shirts or job shirts with department ID, badges, collar emblems, and other uniform ornaments
Protective Gear: Two complete sets of turn out gear, one pair boots, and one helmet
Annual: Replacement as needed, up to but not exceeding $475.

Firefighter and Officers (on-call)

Initial Issue: None
Protective Gear: One complete set of turn out gear, personal protective clothing, boots, helmet

Annual: Approved department clothing, in addition to turn out gear as shown above. Replacement as needed, up to but not exceeding an amount determined annually not to exceed $100 per member

9.4. Police

Police Chief, Deputy Police Chief, Lieutenant, Patrol Sergeant, Detective (WPPA, Section 22.01), Police Officer (WPPA, Section 22.01).

Initial Issue: Uniforms and approved clothing (per department policy 5.010) up to, but not to exceed, $600 during year of hire
Protective Gear: Ballistic vests, issued to each employee
Annual: Replacement as needed, up to $600, including maintenance and equipment

Court Liaison

Initial Issue: Uniforms and approved clothing (per department policy 5.010) up to, but not to exceed, $450 during year of hire.
Protective Gear: None
Annual: Replacement as needed, up to $450, including maintenance and equipment.

Community Service Employee

Initial Issue: approved clothing (per department policy 5.010) up to, but not to exceed, $450 during year of hire.
Protective Gear: Gloves and boots
Annual: Replacement as needed, up to $450, including maintenance and equipment.

Crossing Guard

Initial Issue: Modified winter jacket, insulated/all- weather shoes, and other necessary clothing to provide protection from wind, rain, snow and other outdoor elements as approved by the Police Chief.
Protective Gear: Safety Vest
Annual: Replacement as needed, within departmental budget.

9.5. Public Works

City Engineer, Utility Project Engineer, Transportation Project Engineer, Environmental Project Engineer, Engineering Technicians, Engineering Interns

Initial Issue: City ID, safety vest, one pair safety boots upon request, one pair mud boots upon request
Protective Gear: Hard hat, rain suit. Provided but not issued to individual employees.
Annual: Replacements as needed

Public Works Maintenance Worker – Parks, Utility and Streets, Streets Supervisor, Utility Superintendent, Parks Maintenance Supervisor

Initial Issue: Five uniform pants, five uniform shirts, one pair safety boots, one pair mud boots
Protective Gear: Stock of gloves, ear plugs, helmets, safety vests, rain suits provided.
Annual: Replacement as needed: up to five pants, five shirts, one pair safety/mud boots

10. Vehicle Fleet Safety & Usage Policy

The purpose of this policy is to ensure the safety of those individuals who drive City vehicles and to provide guidance on the proper use of City fleet vehicles. Vehicle accidents are costly to the City, but more importantly, they may result in injury to employees or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the City of Fitchburg endorses all applicable state motor vehicle regulations relating to driver responsibility. The City expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

10.1. Driver Guidelines and Reporting Requirements

- City vehicles are to be driven by authorized employees only, except in the case of repair testing by a mechanic.
- Any employee who has a driver's license revoked or suspended will immediately notify their supervisor, and immediately discontinue operation of all City vehicles.
- All accidents in City vehicles, regardless of severity, must be reported to the police and the City Clerk. You must notify your supervisor of any accidents immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible). Accidents in personal vehicles while on City business*, although covered by your personal automobile insurance, must follow these same accident procedures. Accidents involving the employee's personal injury must be reported to Human Resources for Worker's Compensation purposes. Failing to stop after an accident and/or failure to report an accident will result in disciplinary action.
- Drivers must report all ticket violations received during the operation of a City vehicle, or while driving a personal vehicle on City business*, by the end of the next working day to their supervisor.
- Motor Vehicle Records will be obtained on all drivers prior to employment and no less than every twelve months. A driving record that fails to meet the criteria stated in this policy, or is considered to be in violation of the intent of this policy will result in a loss of the privilege of driving a City vehicle.
- City departments may establish additional driving guidelines that are more restrictive and/or specific, if required. Examples might include regulations for emergency operation of police vehicles, pursuit driving regulations or a ride-along program.

*City business is defined as driving at the direction, or for the benefit, of the City. It does not include normal commuting to and from work.

10.2. Driver Criteria & Administration

Employees must have a valid and current driver's license to operate a City vehicle, or a personal vehicle with current auto insurance while on City business.

Employees are expected to drive in a safe and responsible manner and to maintain a good driving record. The Human Resources Manager will periodically review records, including accidents, moving violations, etc., to determine if an employee's driving record indicates a pattern of unsafe or irresponsible driving, and to make a recommendation to the City Administrator for suspension or revocation of driving privileges.

Criteria that may indicate an unacceptable record includes, but is not limited to:

- Three or more moving violations** in a 12- month period;
- Three or more chargeable accidents within a 12- month period. Chargeable means that the driver is determined to be the primary cause of the accident through speeding, inattention, etc. Contributing factors, such as weather or mechanical problems, will be taken into consideration;
- Any combination of accidents and/or moving violations.

**Violations include any ticket, charge, or other law enforcement proceeding relating to these, as well as independent evidence of violations deemed satisfactory by the City Administrator.

10.3. Driver Safety Rules

- The use of a City vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient grounds for discipline, up to and including termination of employment.
- Cell phone use while driving should be kept to a minimum. Drivers need to be aware when use of the cell phone is creating a distraction from safe driving and adjust their usage accordingly, including pulling off the road to continue/finish the conversation if needed. Whenever possible, drivers should complete calls while the vehicle is parked and/or use the phone in a "hands free" mode via a headset or speaker. While driving, attention to the road and safety should always take precedence over conducting business over the phone.
- No driver shall operate a City vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or medication.
- All drivers and passengers operating or riding in a City vehicle must wear seat belts, even if air bags are available.
- Drivers are responsible for the security of City vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
- All State and Local laws must be obeyed, unless exempt (i.e. public safety employees).

10.4. Accident Procedures

- In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.
    - Call for medical aid if necessary. Dial 9-1-1.
    - Call the police. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to a phone, they should write a note giving location to a reliable appearing motorist and ask them to notify the police.
    - Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
    - Complete the Auto Accident Form located in vehicle. Pertinent information to obtain includes: license number of other drivers; insurance company names and policy numbers of other vehicles; make, model, and year of other vehicles; date and time of accident; and overall road and weather conditions.
- Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident. Do not argue with anyone.
- Provide the other party with your name, address, driver's license number, and insurance information.
- Immediately report the accident to your immediate supervisor and the City Clerk. Provide a copy of the accident report and/or your written description of the accident to the Clerk's office as soon as possible. The City Clerk may be reached at (608) 270-4210.

- Following an accident, employees that are driving City vehicles, or personal vehicles on City business, may be required to take a drug test. See Drug Testing Policy for more information (Section 7, Section 8 for CDL licensed drivers).

10.5. General Rules and Regulations for the use of City Fleet Vehicles

- The vehicle color, factory options and equipment are standardized and shall not be altered, except as authorized by the City.
- It is the responsibility of the assigned driver to report any vehicle maintenance needs or safety problems.
- City vehicles must not be taken out of the state of Wisconsin without prior approval from the Department Head. The only exception to this guideline is in the case where the most direct/expedient route from one location in the state of Wisconsin to another location in the state of Wisconsin is through a bordering state. This exception is for business use only and is allowed to encourage the most efficient use of City vehicles.
- No employee assigned a vehicle will be allowed in any way the use of a City vehicle and/or fuel card for his or her personal use or gain.
- Employees shall drive vehicles with reasonable prudence to conserve fuel and sustain them at the highest operating efficiency.
- An updated copy of the employee's driver's license must be kept on file with the City Clerk at all times.
- Copies of the Auto Accident Form must be kept in the vehicle at all times. This form contains information on reporting an accident along with Auto Insurance Information.
- Vehicles must be returned to the designated parking spaces.
- It is the goal of the City to reduce voluntary vehicle idling and thereby reduce operating costs and emissions. City vehicles shall not be permitted to idle more than five (5) minutes, except for:
    - Police, Fire, and Public Works vehicles while being used in emergency situations;
    - Vehicles standing in traffic;
    - Vehicles operating auxiliary equipment that is required to perform intended use of the vehicle, unless other sources of power are available;
    - Conditions where temperatures are less than 32 degrees or more than 85 degrees. In these conditions idle time may not exceed 10 minutes in any 60 minute time frame for the purpose of heating or cooling. Vehicle operators are encouraged to park in shaded areas when temperatures exceed 85 degrees.
- For vehicle or equipment maintenance and diagnostic purposes;
- If the unit is not expected to restart due to mechanical problems. Mechanical problems should be repaired as soon as possible.
- Turbo charged diesel engines. Start up or cool down periods of turbo charged diesel engines shall not exceed 3 minutes warm-up and 5 minutes cool down.

10.6. Personal Automobiles

- Those employees who occasionally use their personal vehicle for City business will be reimbursed for mileage. Reimbursed mileage is defined as mileage driven over and above the employee's normal commuting mileage. The City reimburses employees based upon the IRS reimbursement rate. This rate includes compensation for fuel, maintenance, depreciation, insurance, etc.
- Employees that utilize their personal vehicle for business use assume all liability for losses from incidents involving employee owned vehicles.

11. Emergency Procedures

11.1. Duress Alarms

The purpose of having a standard procedure in these situations is to create conditions under which dispatchers, officers, and city employees will know what to expect of each other and act accordingly. The procedure is an attempt to reduce risk and enhance the probability of resolving the situation safely. The major concern is for safety of city employees, citizens, and officers.

When a duress alarm is activated, the incident will be treated as an actual emergency until an officer arrives on scene to determine otherwise. Department employees involved in such calls will adhere as closely as possible to the following procedure when resolving alarm activations.

11.1.1. Procedures for Duress Alarms

Actions of the Communication Center Staff

- Duress alarm is activated and monitored by the Communication Center.
- On duty Telecommunicator will determine origin of alarm.
- Telecommunicator activates alert tones and dispatches nearest police personnel. A minimum of one officer is to be dispatched.
- If the alarm activation occurs in an area equipped with video surveillance, the Telecommunicator will visually monitor the affected area and report observations to responding units.
- Upon direction of responding police personnel the Telecommunicator shall make telephone contact with employees in the affected area.
- The Telecommunicator shall obtain as much information as possible:
- Determine if alarm is valid/false
- Nature of incident
- Description of suspects
- Location of suspects/last known direction of travel
- Presence of weapons

Actions of Responding Officers

- Officers will proceed to the location as quickly and safely as possible. Officers will avoid alerting the suspect(s) of their response.
- Upon arrival, officers shall approach the affected area cautiously. Officers may request the on duty Telecommunicator to attempt telephone contact with employees in the area where the alarm originated.
- If an alarm is found to be valid officers shall intervene when such intervention can be done safely.
- Officers shall conduct an investigation to determine the nature of the incident.
- If the alarm is found to be false, officers will conduct an investigation in an effort to determine the cause.
- Responding personnel will prepare an incident report, which documents their findings.

11.1.2. Training

It is incumbent upon the City of Fitchburg to provide its employees with a safe work environment. Therefore, all City of Fitchburg employees shall be familiar with the procedure outlined above. Employees and their supervisors shall periodically review procedures pertaining to duress alarms. Employees shall be made aware of the location and

operation of duress alarms found in the City Hall. Employees working in areas equipped with duress alarms must be well versed in their operation. Employees must be educated as to acceptable usage of the alarms. The following are examples of situations, which warrant alarm usage. These examples are not to be viewed as all-inclusive. (Disturbances, medical emergencies, criminal acts, environmental emergencies, and any threat or activity, which has the potential to jeopardize anyone's safety.)

11.1.3. Testing

The City of Fitchburg City Hall is equipped with eleven (11) manually activated duress alarms. To insure these alarms function properly they shall be tested bi-annually.

11.1.4. Duress Alarm Locations

Fitchburg City Hall is equipped with eleven (11) duress alarms, which are found in the following locations:

Records Bureau-1st floor reception area, Room 112, Ext 340
Chief of Police Office, Room 140, Ext. 351
2nd floor reception area, Room 217, Ext. 201
2nd floor meeting room, Room 204, Ext. 102
2nd floor elected official's room, Room 206, Ext. 103
Council Chambers, Room 216, Ext. 108
FACT. Office, Room 212, Ext. 226
Judge's Chambers, Room 215, Ext. 221
Mayor's Office, Room 244, Ext. 215
3rd floor reception, Room 302, Ext. 260
Booking, Room 133, Ext. 309

11.2. Fire Evacuation Procedures

The purpose of this plan is to provide the employees of the City of Fitchburg with a clear and consistent procedure for the evacuation of City Hall, and other City Buildings, should the fire alarms sound, or a fire be discovered.

11.2.1. If a Building Fire Alarm Sounds

In the event that the building fire alarms sound all employees will evacuate the building until the Fire Department has determined the building safe to re-enter. In order to evacuate the building in the most efficient and safest way possible the following guidelines have been established.

- The dispatcher on duty will call the Fire Department to report the alarm
- DO NOT, under any circumstances, use the elevators
- Exit the building using the closest unobstructed stairwell. These stairwells will generally be:
- The West stairwell of City Hall for those employees on the third floor between Building Inspection and Engineering and second floor between Assessing and Information Technology. The meeting area is the northwest corner of the parking lot.
- The East stairwell of City Hall for those employees on the Third Floor between Parks and Planning and on the second floor for employees between Human Resources and Recreation. The meeting place is the southeast corner of the parking lot.
- Anyone in the Senior Center should exit the building to the north and anyone in the Community Center should exit the building using the south entrance. If any of these exits are blocked, the stairs should be used to reach the other exit of the building. Those

in the Senior Center should gather at the northeast corner of the parking lot and those in the Community Center should gather in the southeast corner of the parking lot.
- Employees working out of the Park Maintenance building and Utility/Highway building should use the nearest unobstructed door to exit the building. These employees should meet near the Recycling Center.
- Do not leave the premises, unless instructed to do so. It is important for all employees to remain together to ensure that everyone has been accounted for.

11.2.2. If you Discover a Fire

If you discover a fire, before the alarm has sounded, follow the procedures outlined below to ensure that you and everyone else is able to safely exit the building.

- Upon discovering the fire, immediately move towards the nearest exit.
- Activate the fire alarm, located near the exit. There is a fire alarm located near each exit in City Hall. This will notify the others of the fire.
- Upon sounding the alarm, the on duty dispatcher will notify the fire department.
- Proceed to the nearest exit as outlined in the steps above.

11.3. Severe Weather Plan

The Police Chief and Director of Public Works (or their designees) shall jointly determine the closure of all facilities open to the public due to severe weather conditions, natural disasters and/or unforeseen circumstances. These facilities include City Hall, Community Center, Senior Center, and Library.

Factors the Police Chief and Director of Public Works will take into account before declaring closures related to snow emergencies are as follows:

- A blizzard warning has been issued by the National Weather Service
- State and County offices are closed
- County Highway crews are called off of snow removal efforts on County and State roadways.

Factors the Police Chief and Director of Public Works will take into account before declaring a closure related to natural disasters and unforeseen circumstances will be based on protecting the health and welfare of the public and employees.

A decision to close City facilities to the public for the entire day will be made by 6:30 a.m. when possible.

11.3.1. Procedure for Facility Closures

- When a closure has been declared by the Police Chief and Director of Public Works it will be announced to local TV and radio stations.
- If the declaration is made during normal work hours, employees responsible for updating FACTv, City website, and phone messages will immediately update messages on their respective information resources.
- If the declaration is made outside of normal work hours, employees responsible for updated FACTv, City website, and phone systems will be contacted by appropriate personnel and advised of the specifics of the closure. These employees will be given access to update their respective resources remotely.
- Once a declaration is made to close all City facilities to the public, any meeting or activity scheduled in City Hall, Community Center, Senior Center, and Library will be canceled for the remainder of the day. Evacuation of users from public facilities will be coordinated by the department responsible for each facility.

- Non-emergency employees should monitor the radio and/or television reports closely when severe weather conditions are forecast for Fitchburg and surrounding communities, or natural disasters and/or other unforeseen circumstances occur. Non-emergency employees unable to monitor radio, television, FACTv, or the city website, should call 608-270-4300 to verify the closure of City Hall and other city facilities to the public. It shall be the responsibility of all non-emergency City employees to determine if and when City facilities will be open to the public for business **prior** to reporting for work.
- Non-emergency employees have the following options for reporting to work:
    - Report to work at your normal scheduled starting time and work your regular scheduled hours.
    - Do not report to work, come in late or leave early and utilize accrued leave, (specifically compensatory time, personal time, or vacation) time to cover your absence or request an adjusted work schedule as mutually agreed to by the employee and the supervisor. Use of sick leave for reason of severe weather is not permitted. Make-up time cannot result in an overtime situation. Therefore, for those non-emergency, non-exempt, employees who normally work forty (40) hours per week, make-up time needs to be completed within the remainder of the work week. Exempt employees may make up time during the remainder of the fourteen (14) day work period in which the time off was taken. Any work hours not made up will be charged to accrued vacation or compensatory time. Leave without pay will only be approved if no vacation or comp time leave is available.

Example: Due to a severe snow storm, City facilities are closed to the public at 11:00 a.m. a.m. Non-emergency employees may continue to finish out their regular work day or are permitted to go home; however, they must use either vacation time or compensatory time or may request an adjusted work schedule within the same 14 day work period to make up time for the remainder of the work day.

Note: Excluded from this policy are essential (emergency) employees who are required to work in order to provide essential services to the public involving health, welfare and public safety (Police/Fire/Public Works as designated).

11.3.2. Tornado Action Plan

11.3.2.1. Tornado Watch

When a tornado watch is issued for the City of Fitchburg, the police dispatcher shall act in accordance with Police Department Policy 2.013. The dispatcher will notify on duty police officers to watch and monitor weather conditions. In addition, the police dispatcher shall make the following notifications during normal business hours:

- The City Clerk
- The Chief of Police or Deputy Chief of Police
- The Fire Chief

The City Clerk will then notify the City Administrator and Department Heads, other than the Chief of Police and the Fire Chief, the Community Center, and other employees as directed.

11.3.2.2. Tornado Warning

In the event of a tornado warning, the warning sirens will be activated. A steady blast of three minutes or longer signals a tornado warning. Shelter should be sought immediately.

If a tornado warning is issued for the City of Fitchburg, the police dispatcher shall act in accordance with Police Department Policy 2.013. The dispatcher will notify on duty police officers of the warning and monitor weather conditions. The police dispatcher will also notify the following people:

- The Chief of Police
- The Deputy Chief of Police
- The Fire Chief
- The on-call Sergeant, if no sergeant is on duty.

The Police dispatcher will notify the following people during normal business hours:

- The City Clerk
- The Community Center

The City Clerk will then notify the City Administrator and Department Heads, other than the Chief of Police and the Fire Chief, and other employees as directed.

If a tornado occurs during normal business hours, City Hall employees, except Police and Fire employees, shall immediately report to the basement level of the City Hall building to seek cover and shelter from the storm. Employees should seek shelter in the interior hallway and rooms of the basement level. Employees shall remain in the basement level until the storm has passed. Employees should take a battery powered weather radio, if available, to stay informed of the current weather situation. When the storm has passed, the police dispatcher will ensure the employees in the basement level are notified.

11.3.3. Severe Thunderstorm Action Plan

In the event a severe thunderstorm warning is issued for the City of Fitchburg, the police dispatcher shall make the following notifications during normal business hours:

- The City Clerk
- The Chief of Police or Deputy Chief of Police
- The Fire Chief
- The Police Officers currently on duty.

The City Clerk will then notify the City Administrator and Department Heads, other than the Chief of Police and the Fire Chief, the Community Center, and other employees as directed.

The police dispatcher should also monitor weather conditions.

If a severe thunderstorm occurs, employees should remain inside and stay away from open doors and windows. If shelter is needed, employees should go to the basement level of City Hall.

12. Employee Safety Handbook

To recognize the City's commitment to the creation of a safe work place and to establish the City's Safety Program in order to comply with Wisconsin Statute 101.055 and Wisconsin Administrative Code (Comm 32.11) which requires all public employers to develop and implement a safety and health program that describes the procedures, methods, processes and practices used to manage workplace safety and health.

The City of Fitchburg is committed to providing a safe working environment for all employees. The intended purpose of a Safety Program is to prevent accidents and injuries to employees and the public in general.

Experience has shown accidents can, and will, be avoided when sensible, realistic safety related regulations are intelligently followed. Safety regulations are designed to protect you, the employee, your fellow workers, and the citizens you come in contact with during the performance of your work duties.

Supervisors are responsible for the safety of their employees and, as a part of their daily duties, must monitor the workplace for unsafe conditions, employees for unsafe actions, and when necessary take prompt action to eliminate any hazards.

Employees are also responsible for their safety by following the policies and procedures that pertain to their job duties which can be found in the City of Fitchburg Employee Safety Handbook. Employees should report all job related injuries, accidents or illnesses to their supervisor immediately as well as reporting potentially hazardous work situations as soon as possible.

12.1. Division of Responsibility

12.1.1. Responsibilities of Management and Supervisors

- Identify areas of risk department-wide.
- Communicate safety procedures to employees, including any new and/or revised procedures.
- Ensure employees receive proper training in safe work procedures within the budget provided by the City Council.
- Communicate expectations regarding employee adherence to safe work procedures, and take appropriate disciplinary action on known incidents of negligence consistent with the personnel policies of the City.
- Serve as role models to employees by personally adhering to safe work procedures.
- Investigate job related accidents, injuries, and illnesses, and work toward implementing procedures which may prevent future recurrence of such accidents.
- Receive and evaluate employee safety concerns and suggestions, and work to correct potentially hazardous situations.
- Provide the equipment necessary for employees to safely perform their job responsibilities within the budget provided by the City Council.

12.1.2. Responsibilities of Employee

- Be knowledgeable of the guidelines and requirements of the City of Fitchburg Employee Safety Handbook and comply with the handbook guidelines, including any additional guidelines developed for the employee's specific department or work area.
- Assist in training new employees in safety guidelines and safe work procedures when requested by the supervisor or Department Head.

- Report all job related injuries, accidents, near misses, or illnesses to supervisors immediately, or as soon as feasibly possible.
- Assist management in compiling information needed to file complete and accurate accident reports.
- Report potentially hazardous work situations, including suggestions for correcting the condition(s), to supervisors.
- Utilize and maintain City safety equipment and immediately report defective or dangerous equipment to supervisors.
- Adhere to safe work procedures on the job.
- All of the herein-mentioned rules apply to all employees in addition to those personnel policies adopted by the City, and department specific safety policies, (Police and Fire). Disciplinary action up to and including discharge may be employed for violation of any of these rules.

12.2. Accident Procedures

12.2.1. General Accident and Work Injury Reporting

- When an accident occurs, the first priority is to remove yourself (and/or others) from further danger.
- Report accidents immediately to the supervisor for investigation and documentation. When possible, reporting the accident shall be done prior to seeking medical attention; however, the seriousness of the accident will dictate whether this is feasible.
- Accidents which may initially appear to be minor can develop into a major health or safety problem. For this reason, it is required to report all accidents to your supervisor.
- An Employee Incident Report must be completed for all work-related injuries, illnesses, and near misses.
    - Since the information on the Employee Incident Report is often used to complete appropriate insurance reports, it is extremely important this form be complete and accurate. The employee(s) involved in the accident and witness (es) to the accident shall cooperate with the supervisor during the accident investigation process.
    - A Supervisor Investigation Form must be completed by the supervisor and forwarded to the Department Head and Human Resources within 24 hours of an accident.

12.2.2. Accident Review

- Human Resources will evaluate the forms on a quarterly basis to identify trends and assess safety concerns.
- If subsequent to investigating an accident a supervisor has reason to believe that employee negligence contributed to the incident, disciplinary action shall be taken. Disregard or repeated violation of safety rules and regulations is considered just cause for discipline up to and including discharge.
- In an effort to ensure consistency in applying discipline for safety violations, the supervisor shall discuss the details of the accident and proposed disciplinary action with the department head, the City Administrator and the Human Resources Manager.

12.3. First Aid

- City vehicles and work places must be equipped with First Aid kits. Know the location of First Aid kits in your work area and familiarize yourself with the supplies and their usage.

- Each City location shall have procedures in place to ensure First Aid kits are periodically inventoried and replenished. Check with your supervisor regarding these procedures.
- All injuries, however small, shall be treated to prevent infection.
    - If skin is broken and wound is minor, wash well with soap and water.
    - If employee is bitten by an animal (stray, wild, or domestic), make immediate report to the Police Department in the jurisdiction of where the bite occurred.
- Always report an injury to your supervisor, no matter how insignificant it may seem to you at the time.
    - Your supervisor will coordinate recording requirements.
    - Follow procedures outlined in the City of Fitchburg's Bloodborne Pathogen Exposure Control Plan (Appendix D) if employee sustains a significant exposure to blood or other potentially infectious materials through:
        - Non-intact skin (dermatitis, acne, chapped skin, scratches, abrasions, or cuts, etc.)
        - Puncture by a needle, lancet, or capillary tube, etc.
        - Mucous membranes (splash to lining of mouth, nose, or eyes)
        - Exposure to saliva as a result of a bite if the skin is broken.
        - The provision of cardiopulmonary resuscitation with inadequate or lack of barrier protection.
- In case of a serious injury requiring ambulance transport, follow the procedures listed below:
    - Call 9-1-1 to obtain an ambulance.
    - Keep the injured party warm and as comfortable as possible.
    - Never move an injured person unless it is necessary to remove him/her from danger. Moving an injured person could result in further injury.
    - Qualified personnel may give the ABC's before the ambulance arrives;
        - Airway: keep it open so injured can breathe,
        - Bleeding: Stop bleeding with direct pressure over the wound,
        - Circulation: Check pulse and begin CPR, if necessary.
- An AED (Automated External Defibrillator) is located in these locations: 2nd floor City Hall break room, Senior Center, and the Library.
- If an injury requires medical attention, but does not warrant ambulance transport as determined by emergency personnel, the injured employee shall be taken to the nearest medical facility by an appropriate means.

12.4. Office Safety

- All file, desk and table drawers shall be kept closed when not in use.
- Care shall be exercised not to overload the top file cabinet drawers.
- Chairs, desks, tables, etc. shall not be used as makeshift ladders or step stools in the office.
- Care shall be exercised when using scissors, paper cutters, box cutters, etc. to avoid injury.
- Employees shall use sponges or other wetting devices for sealing envelopes associated with mass mailings.
- Request and receive assistance from appropriate/designated personnel before attempting to move heavy office furniture or equipment. Lateral files shall not be moved without emptying at least the top two (2) drawers.
- Employees shall use only approved and inspected extension cords (surge-protected, multi-outlet cords) in the office and extension cords shall be protected against contact with oil, hot surfaces, chemicals and foot traffic that might dislodge the cord or cause a person to trip or fall. Extension cords are not authorized for use with coffee pots, refrigerators, space heaters, and microwaves due to the excessive power requirements.

- Departmental appliances, such as coffee pots, microwaves, fans, etc. shall be located on sturdy tables or surfaces that will minimize the potential of accidents or injury by users or passersby.
- Office environments shall be kept clean and aisles or walkways in offices shall be free of obstructions that might cause injury to employees or the general public.
- Ergonomic concerns relating to the employee work station need to be reported to the direct supervisor and in turn reported to Human Resources for possible review when recognized as a problem.

12.5. Common Areas

12.5.1. Building Entrances and Other Public Walkways

- All building entrances, pedestrian walkways inside and outside buildings, restrooms, work areas, and storage areas shall be:
    - Kept free from refuse, slippery and wet substances, portable equipment, tools, supplies, furniture, cable wires, electric extension cords, and any other tripping hazard. In areas without adequate lighting, contact building maintenance staff.
    - Maintained at a safe level of cleanliness. Immediately report dangerous conditions to Building Inspection staff by submitting a work order through the computer helpdesk.
- Be alert to potentially slippery conditions at building entrances, sidewalks, and stairways. Always use handrails on stairs.
- Use caution when pushing open a door to avoid injuring persons opposite the door. Approach a door which opens toward you with caution.
- All tripping hazards shall be immediately removed and reported to your supervisor or Building Inspection.
- Outdoor pedestrian walkways shall be kept clean and clear of algae, snow, ice, or any obstructions and debris. Immediately report dangerous conditions to Building Inspection staff.
- Footwear which provides good traction shall be worn.
- Apply an absorbent material immediately to oil, grease, or other slippery or flammable materials, and then clean the floor as soon as possible.

12.5.2. Waste Receptacle

- Proper waste and sharps receptacles will be provided in all work areas, storage areas, and restrooms.
- All waste shall be deposited in proper waste/sharps receptacles.
- Waste receptacles shall be emptied on a regular basis and the contents disposed of safely.

12.5.3. Marked Exits

- All exits shall be clearly marked and unobstructed at all times.
- Corridors to marked emergency exits will remain unobstructed at all times.

12.6. Lifting and Carrying

- Do not attempt to carry a load that may jeopardize your health or safety. Assess the exposure and if at all possible, use a mechanical device if appropriate or available.
- If a mechanical device is not available, split the load into two loads, or get assistance from a co-worker.
- Regardless of how light a load may be, do not carry objects that will obstruct your vision or is difficult to handle due to size or awkward shape.

- Always apply proper lifting techniques, whether working alone, as a team, or with mechanical assistance.
    - Assess the area to ensure a clear, safe path is available.
    - Keep your feet close to the load and parted for balance.
    - Keep your back straight.
    - Keep the load that is being lifted close to your body.
    - Lift the object with a secure grip.
    - Tuck your chin in.
    - Use your leg muscles to do the lifting – not your back.
    - If you must turn or pivot while lifting, do so with your feet, not by twisting your back.
- Major office moves shall be coordinated with building inspection who can often provide staff to assist with the relocation of furniture and equipment.

12.7. Fire Prevention

12.7.1. General Guidelines

- Smoking is not allowed inside any City building or City vehicle.
- "No Smoking" signs shall be posted in areas where flammable or combustible liquids are used or stored.
- Where ash tray urns are provided, they should be used to safely dispose of all smoking refuse.
- Fire exits shall be kept clear and shall not be locked to impede proper evacuation.
- Use of candles is prohibited.

12.7.2. Fire Extinguishers

- Fire extinguishers shall be prominently displayed, labeled for usage and kept clear for easy access at all times.
- The City requires the immediate evacuation of all personnel in the event of a fire.
- After use of an extinguisher, report it immediately to your supervisor or Building Inspection so a replacement may be obtained or the extinguisher recharged.
- NEVER return a partially used extinguisher to its storage place.
- At a minimum, all extinguishers, in both vehicles and buildings, shall be inspected annually by our Fire Department.
- Do not use water-type extinguishers on electrical fires because of the danger of electrocution. They are intended for use on Class A (paper, wood) fires only.

12.7.3. Storage of Flammable or Combustible Materials

- Gasoline shall be stored in approved safety containers.
- No storage of flammable or combustible materials will be allowed in furnace rooms, boiler rooms, or any other unauthorized areas.
- Flammables and combustible liquids shall be stored and handled in accordance with OSHA General Industry Standard 1910.106 and Construction Industry Standard 1926.152 to include proper grounding and bonding.
- Oily and greasy rags shall be put in an approved metal container with a self-closing lid.
- Cleaning solvents with flammable properties shall be kept in approved safety containers, labeled and used in accordance with manufacturer's instructions and used in a well-ventilated area.
- Do not allow gasoline to stand in open containers.
- Do not use gasoline to clean machinery parts. A non-flammable cleaner will be furnished and must be used.

12.7.4. Transporting Flammable or Combustible Materials

- Transporting flammable or combustible materials shall meet all applicable DOT standards.

12.8. Motor Vehicle Use Guidelines

This section covers vehicle operation for all departments. All vehicle operators shall follow these guidelines at a minimum, in addition to those vehicle operation policies that are outlined by the employee's department, personnel policies, and as required by State and Federal laws.

12.8.1. Driver Selection

- The driver must have a valid Wisconsin driver's license with required endorsements for their position(s).
- Motor Vehicle Records (MVR) must be obtained by the hiring department on all new drivers prior to employment. Existing drivers shall notify their supervisor immediately whenever there is a change in licensing status and whenever they receive a citation for a moving vehicle violation.
- Human Resources shall maintain a file containing valid driver's license information for employees who drive for City-related activities; updating as-needed.
- Employees using privately owned vehicles to conduct official City business must request approval to do so by completing the "Authorization to Use Privately Owned Vehicles on City Business" form and updating it on an as-needed basis.

12.8.2. Driver Orientation/Training

- Prior to the initial operation of a specialized vehicle by an employee, the operator shall be instructed in the proper use of any special equipment.
- A "lead person" shall be designated to introduce the new driver to the vehicle. This shall include, but not be limited to:
    - Review of the pre-start inspection.
    - Vehicle road test: length to be determined by the complexity of the vehicle.
    - Continued in-service driver training will be provided based on periodic performance evaluations.
    - All paper work (forms) needed when operating the vehicle, shall be explained and reviewed, including the accident packet in the glove box. The accident packet is reviewed and updated on an annual basis.

12.8.3. Vehicle Operation

- When operating a vehicle, all laws of the State of Wisconsin and City regulations must be followed. In addition, all specific department level rules must be followed.
- All employees and their passengers must have seatbelts properly fastened whenever they are operating a City vehicle or when using their own vehicle on City business.
- If a mechanical problem develops when operating a City-owned vehicle, the employee shall report it to his/her supervisor for evaluation and repair. If mechanical problems are of a nature which may cause injury to the operator or others, the vehicle shall be removed from service immediately.
- If a vehicle becomes disabled due to mechanical failure, it shall be removed from the lane of traffic, if possible. Four-way flashers shall be used as a hazard warning, if the vehicle is in or near the roadway.
- Backing a vehicle is one of the most dangerous maneuvers for pedestrians and property. When backing a vehicle great care shall be taken to ensure that the area is clear. When practical, backing a vehicle shall be avoided or another person shall be used as a guide to ensure safety.

- If a vehicle is operated inside any building, proper ventilation must be used.
- When fueling City vehicles, engines shall be turned off. No smoking or flames shall be allowed in the fueling area. Fuel tanks shall not be overfilled.
- City-owned vehicles shall not be loaded beyond their proper capacity. Any materials being transported shall be loaded safely and appropriately secured in a manner which will not obstruct the driver's vision.
- To avoid injury, never jump down off a vehicle. Where appropriate, use 3-point contact procedures (2 hands-one foot, or 1 hand-two feet) when entering and exiting vehicles.
- Employee's driving for work-related purposes are discouraged from cell phone use while operating a vehicle. Please refer to the Fleet Vehicle Policy in the City of Fitchburg Policies & Procedures Manual.
- No smoking, use of alcohol, illegal drugs or medications that would impair your ability to drive is allowed in any City vehicle or when operating any City equipment. Please refer to the Policies & Procedures Manual.
- No use of alcohol, illegal drugs or medications that would impair your ability to drive is allowed during the authorized us of your personal vehicle for City business.

12.8.4. Vehicle Maintenance

- Vehicle interiors shall be kept clean of paper, bottles, cans, etc.
- A pre-trip inspection shall be made at the beginning of each shift by the driver. At a minimum this should include the following:
    - Check the exterior of the vehicle for any damage and report any to your supervisor.
    - Visually check tires for wear and proper inflation.
    - Test all lights, including turn signals, four-way flashers, high/low beams, brake lights, parking lights, and any special or emergency equipment lights.
    - Ensure that windows and mirrors are clean and clear so as not to obstruct the operator's vision.
    - Check fuel supply.
    - Check the wipers, brakes, and horn for proper functioning.
    - All non-emergency City vehicles will be provided with the following safety equipment: flashlight and First Aid kit. Check for the presence of this equipment.
- City-owned vehicles must be kept clean at all times with particular attention to windows, lights, and mirrors.
- Routine maintenance shall be scheduled and monitored by the department head.

12.8.5. Accident Reporting

- If involved in a vehicle accident, report the incident to the proper law enforcement agency with jurisdiction where the accident occurred.
- Document the significant details of the incident, including names and addresses of individuals involved in the accident and investigation. Vehicle accident instructions are found in the glove compartment to assist in the documentation of the accident.
- Notify your supervisor as soon as possible. The supervisor must notify the City Clerk and Human Resources that an accident occurred within 24 hours of his/her knowledge that the accident occurred.
- An employee shall remain at the scene of an accident until an officer arrives unless physical injuries demand immediate attention.
- In the event the other individual leaves the scene of the accident prior to its investigation, make note of the license number of the vehicle, the description of the vehicle, and the description of the individual.

12.8.6. Accident Investigation

- The Supervisor Incident Investigation Form shall be completed by the department head and sent to the City Clerk and Human Resources along with the accident report.
- The City Clerk and the Supervisor of the incumbent will review the Supervisor Incident Investigation Report to look for any corrective areas to eliminate future accidents.
- The goal of the investigation is to determine if the accident was preventable or non-preventable, and determine what may be the corrective or possible disciplinary action.
- Refer to the Employment Policies & Procedures Manual to determine when an alcohol and drug test will be required following an incident/accident.

12.8.7. Evidence of Insurance

- When employees operate their personal vehicles on City business, evidence of insurance must be obtained. The required coverage limits are as follows:
    - $100,000 per person
    - $300,000 per accident Bodily Injury
    - $100,000 per accident Property Damage
- Employees shall provide copies of proof of insurance to Human Resources and will be kept on file and updated on an annual basis.
- For volunteer workers, proof of insurance is required on the automobile being used. Proof of insurance shall include evidence that liability coverage is maintained.

12.9. Personal Protective Equipment and Clothing

Refer to the Hazard Analysis forms in Appendix C for specific tasks requiring personal protective equipment.

12.9.1. General Guidelines

- Employees must wear the protective clothing and equipment provided them as required by department policy and guidelines for the job or project they are assigned.
- Where appropriate, employees will be issued their own personal protective equipment.
- Employees will be trained in the proper use of personal protective equipment issued to them.
- Employees shall wear personal protective equipment as identified on the department's Hazard Assessment documents as found in Appendix C.
- Supervisors have the authority to require or prohibit certain types or styles of clothing, jewelry, and hair length/style if the requirement or prohibition results from a legitimate concern for an employee's safety.

12.9.2. Head and Eye Protection

- Employees will be expected to wear appropriate head, hand, eye, face and foot personal protection that meets appropriate ANSI standards.

- Hard hats must be worn when it is determined by a supervisor that conditions exist where there would be a significant possibility of incurring head injuries from impact, falling or flying objects, or electrical shock and burns.
- Employees must wear shatter-proof safety goggles or shatter-proof safety glasses with side shields when working in situations where eyes may be exposed to entry by a foreign object. These situations include, but are not necessarily limited to operating saws, grinders, welders, chippers, impact or compressed air tools, or working under vehicles.
- A full plastic face shield must be worn when handling acids, caustics, and other harmful dusts, liquids, or gases.

- Appropriate respiratory protection shall be worn when spray painting in confined areas inside buildings or spray booths.
- Ear protection must be used when operating machinery or equipment exceeding a level in accordance with OSHA's rules. Ear protection will be made available to an employee upon request, regardless of decibel levels. Each department will determine if hearing protection is required for a particular piece of equipment or activity.

12.9.3. Foot Protection

- Steel-toed safety shoes, closed toe shoes or leather footwear must be worn where it is determined by the supervisor that conditions exist in which there is a significant probability of injury to unprotected feet. City departments will provide funding assistance in cases where steel-toed foot protection is required for job safety.
- For footwear with heels, the material which comprises the sole of the shoe should be compatible with the material used on the heel to ensure safe movement in working areas.
- Soles of shoes should have proper gripping ability to avoid slipping.

12.9.4. Other types of protective equipment

- Employees are required to use OSHA approved personal protective equipment to protect from falls.

12.10. Electrical Safety

- The City follows the National Electrical Code (NEC) regarding all electrical work and related issues.
- Only "qualified" employees or outside qualified contractors shall work on electrical equipment.
  NOTE: A "qualified" person is one who has skills and knowledge related to the construction and operation of the electrical equipment and installations and has received safety training on the hazards involved.
- Electrical cords, extension cords and all power equipment shall be checked thoroughly for wear and damage prior to use. All worn or damaged equipment shall be reported to your supervisor to have a qualified person evaluate the equipment and make repairs if appropriate.
- All electrical equipment shall be properly grounded to avoid shock and possible death. Ground Fault Circuit Interrupter (GFCI) -protected outlets and extension cords shall be used when appropriate.
- When working with electrical equipment, always avoid wet or damp areas.

12.11. Motorized Equipment Safety

12.11.1. General Guidelines

Motorized equipment includes, but is not limited to, the following: skid steer, front-end loaders, rollers, lawn mowers, brush chipper, and chain saws.

- Repairs and servicing are addressed in the Lock-out Tag-out Appendix D. Only those employees authorized under the Lock-out Tag-out Program shall service and maintain motorized equipment.
- Operate all equipment in accordance with manufacturer's specifications including wearing seat belts.
- Do not leave equipment unattended while in operation.

- Always shut equipment off and remove the key when not in operation or during servicing. Set parking brake before dismounting.
- Do not alter or remove machine guards except for repair purposes.
- Immediately report known equipment problems or concerns to your supervisor for evaluation and possible repair or replacement
- When finished using equipment, ensure it is properly secured and stored in its designated area.
- Lower hydraulic units (buckets, blades, decks, etc.) before dismounting equipment.

12.11.2. Guidelines for Chain Saws

- Operators shall wear appropriate personal protective equipment (PPE) that is snug fitting to include: chaps, hard hat, safety glasses, face shield, gloves with no gauntlets, hearing protection and appropriate boots.
- Apply chain brake when starting the saw and when walking more than two steps.
- Inspect the chain saw prior to use. Make sure the chain brake is working, chain tension is correct, saw idles without moving chain, and nuts and bolts are intact. Do not operate the saw if it is damaged or improperly adjusted.
- Use caution when handling fuel. Do not refuel an engine that is still hot. Move the chain saw at least 10 feet from the fueling point before starting engine.
- Keep handles dry, clean, and free of oil and fuel mixtures.
- Operate a chain saw only in well-ventilated areas.
- Before starting the engine, make sure the saw chain is not in contact with anything.
- Keep all parts of your body away from the saw chain when the engine is running.
- When cutting trees, do not begin until you have a clear work area, secure footing, and a planned retreat path from the falling tree.
- The majority of chain saw injuries are caused by kickback. To avoid most kickbacks, keep the upper quadrant of the bar nose from contacting solid objects or being pinched.
- Shut off the engine before setting a chain saw down.
- When transporting (walking) with the saw, avoid the hot muffler; grip the front handle and place the muffler away from the body. Also, the chain guard should be over the chain and the guide bar should be pointed backwards.
- When transporting the saw in a vehicle, keep the chain and bar covered with the chain guard and properly secure the saw to prevent turnover, fuel spillage and damage to the saw.
- Make sure chain saw is cleaned thoroughly and lubricated before storing.
- Do not overreach or cut above shoulder height.

12.11.3. Guidelines for Mowers

- Only authorized and trained employees shall operate a mower.
- Improper use or maintenance of a mower can result in injury. Read and understand the contents of the operator's manual before using a mower.
- Keep all shields and safety devices in place. If a shield, safety device, or decal is defective or damaged, report it to your supervisor for evaluation and possible repair or replacement.
- Do not run a mower in a confined area without adequate ventilation. Exhaust fumes can be deadly.
- Maximum recommended seating capacity for riding mowers is one person. Never carry passengers.
- Be sure you know how to stop the mower and engine at a moments notice.
- Instruct children to keep away from the area of operation of mower at all times.

- Remove all debris or other objects that might be picked up and thrown by the mower blades.
- Always point the grass-thrower in a direction away from people and also away from buildings, trees, etc., which could cause an object thrown by the mower to deflect back and hit the operator.
- Watch for holes or other hidden hazards.
- Reduce speed when making sharp turns and when turning on a hillside.
- Never raise the cutting unit of a mower while the blades are rotating.
- To reduce fire hazard, keep the engine free from excessive grease, grass, leaves and accumulation of dirt.
- Never leave the key in the ignition switch when mower is unattended. Be sure to set the parking brake.
- Always disengage the power take-off gear before dismounting a riding mower.
- Stop operation when another person approaches.
- Always shut off the mower and follow departmental lock-out procedures when servicing or clearing debris from the mower blades.

12.12. Hand Tools

12.12.1. General Guidelines

- Wear eye protection when using impact tools.
- Always select the appropriate tool for the job; never use make-shift tools.
- Check the condition of a tool prior to use. Report defective tools to your supervisor for evaluation and possible repair or replacement.
- Protect hands by wearing gloves when appropriate.
- Carry sharp or pointed tools in covers, or be sure they are pointed away from the body.
- After using tools, return them in good working condition and to their proper storage place.
- Do not lay tools on top of step ladders or other places from which they could fall on someone.
- Use tools that are the right size and type for the job.
- Never use the blunt edge or end of a hand tool to perform the function of a hammer.
- See that there is a secure-fitting handle on each tool used.
- Keep tools clean and free of oil or grease to prevent slipping.
- Do not use a pipe or other extension on the handle of a tool to get more leverage.
- Do not use tools with mushroomed heads. Flying chips could cause injury if struck by a hammer. Bevel the head by grinding off the excess material.
- Do not allow tools to lie around where they might trip or cut workers or the public.
- Never throw or toss a tool toward another person. Pass it over with the handle forward.

12.12.2. Picks, Axes and Shovels

- Avoid striking toward or close to the feet with a pick, shovel or axe.
- When using a pick, axe, or shovel, make sure there is plenty of clearance between the user and others to avoid striking them with the tool or material.

12.13. Shop and Garage Safety

All stationary power equipment will be operated by trained personnel. See individual machinery operating procedures.

12.13.1. Housekeeping

- All floors, aisles, and work storage spaces shall be kept clean and orderly.
- Any grease or oil spilled on the floor shall be cleaned up immediately.
- Oily and greasy rags shall be put in a sealed air tight metal container provided for that purpose, and emptied on a daily basis.
- All material shall be stored properly to avoid tipping or falling.

12.13.2. Flammable or Combustible Materials

No flammable materials shall be left unmarked as such. See Section 6.03 of this handbook for further details.

12.13.3. Smoking

Smoking is not permitted within City buildings or City vehicles.

12.13.4. Personal Protective Equipment

See Section 8 of this handbook for further details. Refer to the Hazard Assessment forms in Appendix C for specific tasks requiring personal protective equipment.

12.13.5. Machinery Guards

Machinery guards shall be kept in place at all times except when the machine is being repaired. If guards are removed, lock-out procedures are to be implemented. Refer to the Lock-Out Tag-Out Appendix D.

12.13.6. Operating Drills and Drill Presses

- The wearing of gloves and loose clothing while operating a drill press is prohibited.
- Material shall be clamped or otherwise fastened to the drill press bed, not held in the hands.
- Proper Personal Protective Equipment shall be worn.

12.13.7. Grinding Machines

- No wheel shall be operated without a guard.
- All wheels shall be ring-tested prior to use.
- The tool rest shall be adjusted to within 1/8 of an inch of the wheel, but no adjustment shall be made while the wheel is in motion.
- The chip guard should be adjusted to within ¼ of an inch of the wheel.
- Grinding on the flat side of the wheel is prohibited.
- Proper Personal Protective Equipment shall be worn.

12.13.8. Welding, Burning, or Cutting

- Proper Personal Protective Equipment, including protective gloves, full face shield and clothing shall be worn during welding operations.
- During welding, adequate ventilation shall be provided.
- Cylinders shall be stored and transported in an upright position and secured from falling or damage. Metal covers over the cylinder valve should be in place at all times the cylinder is not in use.
- Cylinders not in use shall be stored away from the welding area and other combustible processes.
- Oxygen cylinders not in use should not be stored within 20 feet of fuel cylinders (acetylene, propane, propylene, etc.) or separated by a hollowed-core block wall.
- Empty cylinders shall be stored separately from full ones and labeled “empty”.
- Cylinders shall be stored away from sparks and contact with electrical wires.

- Cylinders shall be protected from damage by moving vehicles and falling objects.
- Defective valves shall be labeled "defective" and shall not be opened by force.
- Oil shall not be allowed to accumulate on oxygen cylinders or line fittings.
- Cylinder and torch valves shall be closed when not in use.
- Inspect welding equipment prior to using. Defective equipment shall be reported to your supervisor for evaluation and possible repair or replacement.
- Cylinder hoses shall be stored in a confined and protected manner to prevent tripping hazards and damage to the hose.
- Flashback arrestors should be installed in the hoses where connected to the regulators.
- Approved fire extinguishers shall be accessible and in operating condition.
- Welding operations shall be screened in a manner to prevent ignition of combustible materials and to shield work from other workers.
- Use care to prevent fires or post fire watches when welding or cutting.
- On construction sites where both arc and gas welding equipment are being used, the cables for the arc welding shall be kept separate from the gas welding hoses and tanks.
- Used welding rods shall be stored in a designated container.

12.13.9. Tire Repair

Whenever a tire is to be replaced on a rim, the work shall be done by only those designated by the Public Works Supervisors.

12.13.10. Jacks

- When changing tires in the field, blocking shall be used to support the load. Do not depend on the jacks or hoists alone.
- Do not lean over a jack handle when the jack is under load. Remove handle if possible.
- Be sure wheels are blocked before jacking up a vehicle to change a tire.
- Only safety-approved jacks shall be used.
- Do not place any part of your body under the vehicle where it could become trapped if the vehicle were to fall.

12.13.11. Gasoline or Diesel Motor

No gasoline or diesel motor shall be operated in the shop or other enclosed places unless the exhaust is connected to the proper outlet.

12.13.12. Hoists and Chains

- All vehicle hoists and overhead hoists, and other material hoists shall be properly inspected annually by a certified agency and maintained according to the manufacturer's recommendations and guidelines.
- All chains and slings need to be certified with identifying tags.
- All chains and slings shall be inspected prior to each use.
- All chains and slings shall be stored properly off the ground/floor.

12.14. Spray Painting

- All spray painting shall be done in a properly ventilated area. Respirators shall be worn by the painter.
- There shall be no smoking in a spray painting area.
- Quantities of flammables and combustible liquids in excess of one day's supply must be stored in an appropriate area.
- Spray painting areas shall not be allowed to accumulate or build up waste materials.

- Protective aprons or clothing used in spraying operations shall be stored in a fireproof area when not in use.
- There shall be no open flame or spark-producing equipment in spraying areas.

12.15. Roadway and Construction Site Safety

- Reflectorized ANSI standard Class II and III vests shall be worn while working on any public roadway.
- Hard hats shall be worn when working on any overhead job.
- Any area of construction or resurfacing will be properly signed or barricaded.
- Watch for low wires when operating high profile equipment.
- Digger's Hotline Network procedures shall be implemented before excavating.
- Stay clear of heavy equipment when working around construction sites.
- Flag men shall be used when traffic is heavy.
- When working in sewers, manholes, open pits, or other confined spaces, the proper procedures found in the City's Confined Space Appendix E shall be used.
- Tools and equipment shall be lowered into a manhole by means of a bucket or basket.
- Check for loose or corroded steps when entering a manhole.
- Make sure the vehicle's strobe lights are on while actively working on any public roadway.
- Avoid using your fingers when removing a manhole cover. Use a pick or tool specifically designed for that purpose.

12.16. Ladders

- All ladders shall be inspected before each use for warping, cracks, loose rungs, slivers and general condition.
- Defective ladders shall not be used. Always report defective equipment to your supervisor for evaluation and possible repair or replacement.
- Ladders shall be stored on supporting racks or in a specially designated area.
- Only one person at a time shall occupy a ladder.
- Do not use metal ladders near electrical power lines.
- The distance between the foot of the ladder and the wall it rests against shall be equal to approximately a quarter of the ladder length. When necessary, secure ladders in place with ropes, hooks, spikes or other anti-slip devices.
- Avoid setting ladders within the arc of a swinging door or near blind corners.
- Do not stand on the top step of a step ladder.

12.17. Confined Space

- Only authorized City personnel shall enter confined spaces.
- Refer to the City of Fitchburg Confined Space Program (Appendix C).

Appendix A – Job Hazard Analyses

Job Hazard Analysis Water Utility Operation

Standard Issue Personal Protective Equipment to be worn, independent of task/job shall consist of: steel-toed boots with slip-resistant soles and safety vest (orange/neon with reflective material).

Task/Job	Potential Injury Cause	Personal Protective Equipment
Water Line Repair	•Trench cave-in resulting from lack of shoring or inadequate stepping of trench sides •Equipment contact (backhoe, saw, etc.) from lack of communication from operator or failure to operate in accordance with manufacturer's manual •Collision with traffic due to inadequate traffic control •Contact with power lines (overhead) or other utilities (underground) due to operation of equipment within vicinity of lines without proper identification •Cut from sharp edges on pipe •Back injury due to improper lifting techniques	Standard Issue, plus: • hard hat • leather gloves • safety glasses • hearing protection (cutting/equipment operation) • shoring (when trenching exceeds 4 feet depth)
Chlorine Handling	•Chemical contact (eye or skin) due to lack of PPE or care in handling •Back injury due to improper lifting techniques •Slip/trip/fall due to wet surfaces or inadequate cleanup of workstation •Inhalation	Standard Issue, plus: • splash-proof goggles with face shield • rubber glove • apron
Meter Change outs	•Electrical shock from lack of no electrical bond connections across the water meter	Standard Issue, plus: • leather gloves • safety glasses • jumper cable
Reservoir Maintenance	•Fall hazard due to improper or failure to use fall protection • Refer to Confined Space Entry Program (Appendix C)	Standard Issue, plus: • hard hat • fall protection
Hydrant Flushing	•Collision with traffic due to inattention to surrounding conditions in inadequate traffic control •Cap strike due to improper flushing procedures allowing release of the cap under high water pressures •Muscle strain due to inadequate tools for the job	Standard Issue, plus: • safety glasses • leather gloves

Job Hazard Analysis Sewer Utility Operation

Standard Issue Personal Protective Equipment to be worn, independent of task/job shall consist of: steel-toed boots with slip-resistant soles and safety vest (orange/neon with reflective material).

Task/Job	Potential Injury Cause	Personal Protective Equipment
Handling of Wastewater	• Infection due to improper or lack of appropriate PPE	Standard Issue, plus: • safety glasses • rubber gloves
Conveyance Line Repair	•Trench cave-in resulting from lack of shoring or inadequate stepping of trench sides •Equipment contact (backhoe, saw, etc.) from lack of communication from operator or failure to operate in accordance with manufacturer's manual •Collision with traffic due to inadequate traffic control •Contact with power lines (overhead) or other utilities (underground) due to operation of equipment within vicinity of lines without proper identification •Cut from sharp edges on pipe •Back injury due to improper lifting techniques	Standard Issue, plus: • hard hat • rubber gloves inside leather gloves • safety glasses • hearing protection (cutting/equipment operation) • shoring (when trenching exceeds 4 feet depth)
Equipment Maintenance	•Electrocution due to failure to properly lockout/tagout equipment •Overhead hazard if moving equipment via rigging •Back injury due to improper lifting techniques	Standard Issue, plus: • hard hat • rubber gloves inside leather gloves • safety glasses • hearing protection (equipment operation)
Line Jetting	•Collision with traffic due to inadequate traffic control •Confined space hazards, should manhole entry be necessary (refer to Confined Space Program) •Exposure to gases from lines/manholes due to inadequate ventilation •Contact with jetting equipment under high pressure •Falling into a manhole due to inadequate isolation •Back injury due to improper lifting techniques	Standard Issue, plus: •rubber gloves inside leather gloves • safety glasses • hearing protection
Vac Truck Operation	•Collision with traffic due to inadequate traffic control •Confined space hazards, should manhole entry be necessary (refer to Confined Space Program) •Exposure to gases from lines/manholes due to inadequate ventilation •Falling into a manhole due to inadequate isolation •Back injury due to improper lifting techniques	Standard Issue, plus: • rubber gloves inside leather gloves • safety glasses • hearing protection

Job Hazard Analysis Stormwater Utility Operation

Standard Issue Personal Protective Equipment to be worn, independent of task/job shall consist of: steel-toed boots with slip-resistant soles and safety vest (orange/neon with reflective material).

Task/Job	Potential Injury Cause	Personal Protective Equipment
Conveyance Line Repair	•Trench cave-in resulting from lack of shoring or inadequate stepping of trench sides •Equipment contact (backhoe, saw, etc.) from lack of communication from operator or failure to operate in accordance with manufacturer's manual •Collision with traffic due to inadequate traffic control •Contact with power lines (overhead) or other utilities (underground) due to operation of equipment within vicinity of lines without proper identification •Cut from sharp edges on pipe •Back injury due to improper lifting techniques	Standard Issue, plus: • hard hat • rubber gloves inside leather gloves • safety glasses • hearing protection (cutting/equipment operation) • shoring (when trenching exceeds 4 feet depth)
Line Jetting	•Collision with traffic due to inadequate traffic control •Confined space hazards, should manhole entry be necessary (refer to Confined Space Program) •Exposure to gases from lines/manholes due to inadequate ventilation •Contact with jetting equipment under high pressure •Falling into a manhole due to inadequate isolation •Back injury due to improper lifting techniques	Standard Issue, plus: •rubber gloves inside leather gloves • safety glasses • hearing protection
Mowing Bioswales and Ponds	•Slope hazard (equipment rollover) •Flying debris from mower/weed eater • Insects	Standard Issue, plus: • leather gloves • safety glasses • hearing protection
Treatment System Filter Replacement	•Confined space hazards (refer to Confined Space Program) •Drowning due to flash flood while in manhole •Back injury due to improper lifting techniques	Standard Issue, plus: • leather gloves • safety glasses • hard hat
Detention System Inspection/Maintenance	•Confined space hazards (refer to Confined Space Program) •Drowning due to flash flood while in manhole •Back injury due to improper lifting techniques	Standard Issue, plus: • leather gloves • safety glasses • hard hat

Job Hazard Analysis Streets/Right-of-Way Maintenance

Standard Issue Personal Protective Equipment to be worn, independent of task/job shall consist of: steel-toed boots with slip-resistant soles and safety vest (orange/neon with reflective material).

Task/Job	Potential Injury Cause	Personal Protective Equipment
Pavement Maintenance (pothole repair, crack sealing, etc.)	•Collision with traffic due to inadequate traffic control •Chemical and burn hazard due exposure to skin/eyes (crack sealant and/or paint) •Equipment contact from lack of communication from operator or failure to operate in accordance with manufacturer's manual •Hearing damage due to inadequate use of hearing protection •Back injury due to improper lifting techniques	Standard Issue, plus: • leather gloves • safety glasses • hard hat
Vegetation Control (mowing, weed eating, herbicide application, etc.)	•Collision with traffic due to inadequate traffic control •Slope hazard (equipment rollover) •Flying debris from mower/weed eater •Insects •Chemical hazard due exposure to skin/eyes (herbicide) - ONLY EMPLOYEES WITH HERBICIDE APPLICATORS CERTIFICATION ARE PERMITTED TO SPRAY CHEMICALS REQUIRING CERTIFICATION. •Hearing damage due to inadequate use of hearing protection •Overhead hazard when pruning/removing tree limbs	Standard Issue, plus: • leather gloves • safety glasses •hearing protection (mowing/weed eating) •hard hat (tree pruning) •long sleeve shirts (herbicide application)
Road Striping, Curb Painting, Sign Repair/Replacement	•Collision with traffic due to inadequate traffic control •Chemical and burn hazard due exposure to skin/eyes (crack sealant and/or paint) •Equipment contact from lack of communication from operator or failure to operate in accordance with manufacturer's manual •Hearing damage due to inadequate use of hearing protection •Back injury due to improper lifting techniques	Standard Issue, plus: • leather gloves • safety glasses
Flagging	• Collision with traffic due to inadequate traffic control.	Standard Issue
Road Kill/Animal Removal	•Collision with traffic due to inadequate traffic control •Infectious disease due to exposure •Back injury due to improper lifting techniques	Standard Issue, plus: • rubber gloves • safety glasses
Road Sanding/ Salting/Plowing	•Pinch points during placement of sander in truck •Accident while operating vehicle in icy conditions	Standard Issue, plus: • leather gloves • safety glasses • hard hat

Street sweeping	•Accident while operating vehicle •Fall hazard while entering and exiting machine •Pinch points •Collision with traffic	Standard Issue, plus: • leather gloves • safety glasses • hearing protection
Bucket truck work	•Fall hazard •Electric hazard •Collision with traffic •Falling objects •Fall hazard while entering and exiting machine	Standard Issue, plus: • leather gloves • safety glasses • hearing protection • approved safety harness • hard hat • safety cones and signage • flag person
Equipment operation	•Fall hazard •Electric hazard/underground utilities •Collision with traffic •Falling objects •Fall hazard while entering and exiting machine •Roll over hazard	Standard Issue, plus: • leather gloves • safety glasses • hearing protection • hard hat • safety cones and signage • flag person
Vehicle/Equipment repair	•Burn hazard •Pinch points •Flying debris •Fall hazards •Trip hazards	Standard Issue, plus: • leather gloves • safety glasses • hearing protection • welding helmet/approved cutting torch glasses/long sleeve, flame resistant shirt and pants.

Job Hazard Analysis Park/Cemetery Maintenance

Standard Issue Personal Protective Equipment to be worn, independent of task/job shall consist of: steel-toed boots with slip-resistant soles and safety vest (orange/neon with reflective material).

Task/Job	Potential Injury Cause	Personal Protective Equipment
Vegetation Control (mowing, weed eating, edging, tree pruning, herbicide application, etc.)	•Slope hazard (equipment rollover) •Flying debris from mower/weed eater • Insects •Chemical hazard due exposure to skin/eyes (herbicide) - ONLY EMPLOYEES WITH HERBICIDE APPLICATORS CERTIFICATION ARE PERMITTED TO SPRAY CHEMICALS THAT REQUIRE CERTIFICATION. •Hearing damage due to inadequate use of hearing protection •Overhead hazard when pruning/removing tree limbs	Standard Issue, plus: • leather gloves • safety glasses • hearing protection (mowing/weed eating) • hard hat (tree pruning) • long sleeve shirts (herbicide application)
Grave Location	• Back injury due to over exertion	Standard Issue
Leaf Blowing	•Flying debris from mower/weed eater •Hearing damage due to inadequate use of hearing protection	Standard Issue, plus: • leather gloves • safety glasses • hearing protection
Equipment Repair	•Pinch points due to improper tool use •Cuts due to inadequate PPE or inattention	Standard Issue, plus: • leather gloves

		• safety glasses
Tree Trimming/Forestry	•Hearing damage •Overhead hazard •Flying debris from saws and chipper •Chainsaw kick-back •Back injury •Overhead power line hazard	Standard Issue, plus: • leather gloves • eye protection • hearing protection • hard hat • chaps
Ball diamond maintenance	•Back injury •Hearing damage due to loud machinery •Flying debris from dragging diamond	Standard Issue, plus: • leather gloves • hearing protection • safety glasses • dust mask
Ice rink maintenance	•Back injury •Risk of falling	Standard Issue, plus: • ice picks for boots
Emptying trash	•Back injury •Exposure to infectious disease/bio hazard	Standard Issue, plus: • rubber gloves • leather gloves
Bathroom cleaning	•Back injury •Exposure to infectious disease/bio hazard •Exposure to cleaning chemicals	Standard Issue, plus: • rubber gloves • leather gloves • safety glasses
Playground maintenance	•Back injury •possibility of falling	Standard Issue, plus: • leather gloves • safety glasses

Appendix B - Lockout/Tagout Program

The purpose of this program is to establish the minimum requirements for the lockout and tagout of energy material sources associated with the public infrastructure systems (water, sewer, stormwater, park/cemetery, roads, facilities) of the City of Fitchburg. Lockout/tagout procedures shall be followed anytime servicing or maintenance activities associated with the energy sources at applicable systems are required.

Lockout/Tagout Associated Personnel

The following are definitions of personnel associated with the lockout/tagout program of the Fitchburg Public Works Department.

Affected Employee – An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout and tagout, or whose job requires the employee to work in an area in which isolation of hazards is necessary to provide a safe workplace.

Authorized Employee – A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include servicing or maintenance.

Site Supervisor – A person responsible for verifying that all proper lockout/tagout procedures are being followed. The site supervisor must ensure that the power disconnects, appropriate attachment of locks and tags, and proper documentation of the procedure are implemented. He/she is also the designated custodian and controller for all locks and tags issued to authorized employees.

Circumstances Requiring Lockout/Tagout

Lockout/tagout procedures shall be implemented anytime the following equipment/appurtenances require servicing or maintenance:

- Electrically-powered mechanical devices (e.g., blowers, pumps, etc.)
- Control panels
- Heat trace
- Power pole and associated meter and meter socket (maintenance to be performed by power company only)
- Electrical connections
- Automated systems

Lockout/Tagout Locations

The following lists potential locations where lockout/tagout can be implemented:

- Electrical disconnect on power pole
- System control panel
- Main junction box

Lock and Tag Requirements

Locks and tags shall be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected. Locks must be capable of controlling the equipment in such a manner that the equipment cannot be operated until the lock is removed. A tag stating "This lock and tag to be removed only by authorized personnel" should accompany all locks.

All tags must contain the authorized employee name, date of application of the lock, equipment name, and reason for lockout.

Lockout/Tagout Procedures

Due to system electrical instrumentation, it is important that specific procedures be followed when shutting down the power to a system or piece of equipment. Anytime maintenance or servicing is to be performed, lockout of the power supply to the system is required. Prior to performing maintenance or servicing, the system should be shutdown in accordance with the manufacturer's manual or approved procedures. Upon system shutdown, the main power disconnect on the power pole should be locked out of service. The following presents procedures to be followed for lockout of each system:

- Prior to initiating servicing or maintenance activities, the Authorized Employee shall contact the Site Supervisor to receive authorization for instituting lockout.
- The Site Supervisor shall provide an appropriate lock(s) for the system and fill out the Lockout Log (see forms).
- The Authorized Employee may then mobilize to the site, perform controlled shutdown of the system and lockout the system at the main power disconnect.
- Upon installing the lock, the employee will affix a tag to the lock. Refer to the Lock and Tag Requirements section for requirements of the tag.
- After installing the lock, the Authorized Employee will try to start the system to ensure that no power is being supplied to the system.
- The Authorized Employee may then initiate servicing or maintenance activities.
- Upon completion of maintenance activities, the Authorized Employee may remove the lock and tag from the main power disconnect and perform system startup consistent with manufacturer's manual or approved procedures.
- The Authorized Employee will notify the Site Supervisor of removal of the lock and tag within one workday of restarting the system.

Appendix C - Confined Space Entry

This confined space entry program has been generated by the City of Fitchburg to:

- Identify all permit-required confined spaces in our workplace, and
- Describe procedures for worker safety and health in permit-required confined spaces.

Employees will participate in developing and implementing the program in the following ways:

- Review of the program following hire and annually thereafter; or when duties or responsibilities change.
- Maintenance of confined space entry certification (every four years)
- Implementation of this program through adherence to policies defined within.

The City of Fitchburg will treat all confined spaces as permit-required spaces until they have been evaluated **and** are documented to be non-permit required. Conducting work around and within a confined space presents a number of potential hazards that an individual should remain aware of at all times:

- Engulfment and drowning
- Presence of toxic gases equal to or more than 10 parts per million (ppm) hydrogen sulfide measured as an eight-hour time-weighted average. If the presence of other toxic contaminants is suspected, specific monitoring programs will be developed.
- Presence of explosive/flammable gases equal to or greater than ten percent of the lower flammable limit (LFL)
- Oxygen deficiency resulting from a concentration of oxygen in the atmosphere equal to or less than 19.5% by volume.

Roles & Responsibilities

The following shows which employees are responsible for the tasks outlined:

Responsibility	**Responsible Person**
Evaluate work locations and determine: •Confined space(s) exist at the worksite. • Permit-required confined space(s) exist at the worksite.	Public Works Supervisor
Evaluate the confined space(s) to determine whether hazards are present.	Public Works Supervisor
Evaluate hazards and determine the appropriate entry procedure for the space. Note: •Until evaluated and documented otherwise, all confined spaces will be considered permit-required spaces. •Alternate entry procedure may apply when the only hazard remaining in the space is a potential hazardous atmosphere controlled by the use of forced air ventilation.	Public Works Supervisor
Re-evaluate the space when the use, configuration, or hazards of a confined space change.	Public Works Supervisor
Monitoring and testing as follows: •Conduct initial monitoring to identify and evaluate any potentially hazardous atmospheres •Complete atmospheric testing in the following order: −Oxygen −Combustible gases −Toxic gases and vapors •Record the data on entry form	Individual identified by the Public Works Supervisor for a given task

•Keep these records on-site (west wall of Operations Facility break room)	
Inform exposed or potentially-exposed employees of the existence and hazards of confined spaces using the methods described below under "Control Confined Space Entry."	Public Works Supervisor
Provide employees entering confined spaces, or their designated representative, an opportunity to observe pre-entry testing and any subsequent testing. -All test results will be provided to the entrants or their representatives upon request. -The space will be re-evaluated if entrants or their representatives believe that the permit space was inadequately tested.	Public Works Supervisor
Make sure that all equipment needed for safe entry into any confined space is available and in proper working order.	Public Works Supervisor
Conduct a review using the canceled entry permits to identify and correct any deficiencies in our program.	Public Works Supervisor
Rescue Operations	Fire Department

Control of Confined Space Entry
The Public Works Department employs the following method(s) to inform employees and the general public about the existence and hazards of confined spaces, and prevent unauthorized entry:

- Posting danger signs at each permit space reading "Danger-Confined Space - Do Not Enter"
- Maintaining of locks on entry locations, where feasible

Permit Entry Procedures
Prior to entry of a confined space, the following procedures will be evaluated and implemented, as appropriate:

- All manholes, wet wells, vaults, etc. are considered permit-required confined spaces until the pre-entry procedures demonstrate otherwise.
- Any employee required or permitted to pre-check or enter a confined space has successfully completed, at a minimum, the training outlined in the training procedures section of this program.
- A written copy of operating and rescue procedures as required by these procedures is at the worksite for the duration of the job.
- The entry permit is completed before approval can be given to enter a confined space (the required confined space entry permit form is provided at the end of this program).
- The permit verifies completion of items required to protect employees.
- The permit is kept at the job site for the duration of the job.
- The rescue services provider shall be contacted prior to entry into a permit-required confined space.

If circumstances cause an interruption in the work or a change in the alarm conditions for which entry was approved, a new sewer entry permit needs to be completed.

- The surrounding area is surveyed to avoid hazards such as drifting vapors from tanks, piping, or sewers.
- The sewer atmosphere is tested to determine whether dangerous air contamination or oxygen deficiency exists.
- A direct reading gas monitor is used.
- Testing is performed by a supervisor who has successfully completed the gas detector training for the monitoring method used.

- The minimum parameters to be monitored are oxygen deficiency, Lower Flammable Level (LFL), and hydrogen sulfide concentration.
- A written record of the pre-entry test results is made and kept at the worksite for the duration of the job.
- Affected employees are able to review the testing results.
- The most hazardous conditions will determine when work is being performed in two adjoining, connected spaces.
- Mechanical ventilation systems, where required, are set at one hundred percent of the outside air.
- Where possible, open additional manholes/vault lids to increase air circulation.
- Use portable blowers to increase natural circulation if needed.
- After a suitable ventilation period, repeat the testing.
- Entry may not begin until testing has demonstrated that the hazardous atmosphere has been eliminated or controlled.

The following table defines the procedures to be implemented when entering a confined space:

If you have any of the following conditions	**Then follow these procedures**
• Testing demonstrates the existence of dangerous or deficient conditions and additional ventilation cannot reduce concentrations to safe levels • The atmosphere tests as safe but unsafe conditions can reasonably be expected to develop • It is not feasible to provide for immediate exit from spaces equipped with automatic fire suppression systems and it is not practical or safe to deactivate such systems • An emergency exists and it is not feasible to wait for pre-entry procedures to take effect	• All personnel are trained • A self-contained breathing apparatus is worn by any person entering the sewer. • At least one worker stands by the outside of the confined space ready to give assistance in case of emergency. • The rescue worker(s) has a self-contained breathing apparatus available for immediate use. • There is at least one additional worker within sight or call of the standby worker. • Continuous powered communications is maintained between the worker within the sewer and standby personnel.

Alternate Entry Procedures

Certification:

- Confined spaces may be entered without the need for a written permit or attendant if the space can be maintained in a safe condition for entry by mechanical ventilation alone.
- All confined spaces are considered permit-required confined spaces until the pre-entry procedures demonstrate otherwise.
- Any employee required or permitted to pre-check or enter a confined space will have successfully completed, at a minimum, the training outlined in our training procedures.
- A written copy of operating and rescue procedures as required by these procedures needs to be at the worksite for the duration of the job.
- The sewer pre-entry checklist is completed by the lead worker before entry into a sewer. This list verifies completion of items listed below. This checklist is kept at the job site for the duration of the job.
- If circumstances dictate an interruption in the work, reevaluate the sewer and complete a new checklist.

Pumps and lines supporting ventilation shall:

- All pumps and lines which may reasonably cause contaminants to flow into the confined space are disconnected, blinded, and locked out, or effectively isolated by other means to prevent development of dangerous air contamination or engulfment.
- Not all lateral lines to confined spaces require blocking. However, where experience or knowledge of use indicates a reasonable potential for contamination of air or engulfment into an occupied confined space, then all affected lateral lines are to be blocked.
- If blocking or isolation requires entry into the confined space, the provisions for entry into a permit-required confined space are implemented.

Throughout the term of the entry of the confined space, surveillance shall include surveying of the surrounding area to avoid hazards such as drifting vapors from the tanks, piping, or sewers. In addition testing will consist of:

- The atmosphere within the confined space will be tested to determine whether dangerous air contamination or oxygen deficiency exists.
- Detector tubes, alarm only gas monitors, and explosion meters are examples of monitoring equipment that may be used to test sewer atmospheres.
- Testing is performed by a lead worker who has successfully completed the gas detector training for the monitoring method to be used.
- The minimum parameters to be monitored are oxygen deficiency, LFL, and hydrogen sulfide concentration.
- A written record of the pre-entry test results are made and kept at the worksite for the duration of the job.
- The supervisor will certify in writing, based upon the results of the pre-entry testing, that all hazards have been eliminated or controlled.
- Affected employees are able to review the testing results.
- The most hazardous conditions will determine when work is being performed in two adjoining, connecting spaces.

When entering without permit or an attendant, entry into and work within may proceed if:

- There are no non-atmospheric hazards present
- The pre-entry tests show there is no dangerous air contamination or oxygen deficiency within the space; and there is no reason to believe that any is likely to develop
- Continuous testing of the atmosphere in the immediate vicinity of the workers within the space is accomplished
- Workers will immediately leave the confined space when any of the gas monitor alarm set points are reached as defined
- Workers will not return to the area until a supervisor who has completed the gas detector training has used a direct reading gas detector to evaluate the situation and has determined that it is safe to enter.

Arrangements for rescue services are not required for entries that do not require a permit. See the "rescue" section for instructions regarding rescue planning where an entry permit is required.

Classify a Confined Space as a Non-Permit Space

A space will be classified non-permit only for as long as all the hazards remain eliminated. If someone must enter the space to eliminate of any of the hazards, we will follow all the requirements listed under the permit entry procedures.

Documentation that no permit-required confined space hazards exist will include the following:

- The date, location, and signature of the person making the determination.

- How the non-permit requirement was determined that no permit-required confined space hazards exist.
- Documentation will be available to entrants or their authorized representatives by posting at the entry to the space.

Training
Confined space entry training will be provided to employees at the following times:
- When hired, so new employees are aware of our confined spaces
- Before they are assigned permit space entry duties
- When their assigned duties change
- When there is a change in a space that creates hazards for which they have not been trained.

Responsibilities for Contractors
When a private contractor is hired to complete work within a confined space on behalf of the City, a copy of this Confined Space Entry Program will be provided to each contractor involved in permit space entry work at our company. Each contractor will be briefed on the following:
- The location of the permit spaces at our facility.
- Entry into permit spaces is only allowed by following the written entry program.
- The reasons for listing the space as a permit space, including both of the following:
    - The identified hazards
    - Our experience with the particular space.
- Precautions we have implemented to protect employees working in or near the space.
- Who will debrief the contractor at the completion of entry operations, or during entry if needed, on whether any hazards were confronted or created during their work.

Rescue and Emergency Services
Following defines the procedures to be immediately implemented should rescue from a confined space be required:
- Call 911
- Rescue entries into confined spaces are made only by trained and properly equipped personnel.
- If immediate hazards to injured personnel are present, workers at the site implement emergency procedures without entering the confined spaced.
- Continuous gas monitoring is performed during all confined space entry operations. If alarm conditions occur, entry personnel exit the sewer and a new entry permit is issued.
- When dangerous air contamination is attributable to flammable or explosive substances, lighting and electrical equipment needs to be Class 1, Division 1 rated per National Electrical Code (NEC) and no ignition sources may be introduced into the area.
- When it is practical, the full-body harness is used to suspend a person upright and a hoisting device or similar apparatus is available for lifting workers out of the confined space.
- If at any time the use of a hoisting device or full-body harness and attached lifeline may endanger the worker, their use may be discontinued.

Following defines the procedures for safely removing workers from confined spaces:

If	Then
There is any questionable action or non-movement by the worker inside	• Perform a verbal check. • Immediately remove the worker from the confined space if there is no response or a questionable response from them.

The worker is disabled due to falling or impact	• Do not remove the worker unless there is immediate danger to the worker's life. • Notify local rescue personnel immediately. • Make sure the standby worker doesn't enter the confined space in this case. Only trained rescue personnel (wearing self-contained breathing apparatus-SCBA) may enter to perform a rescue. • Make sure all workers entering the space use a full-body harness with attached lifeline with the free end of the line secured outside the entry opening. • Make sure the standby worker uses the lifeline to attempt to rescue a disabled worker without entering the space and summons rescue services based on their assessment of the situation.

Confined Space Program Review

At least every 12 months, the Fitchburg Public Works Department will conduct a review using canceled entry permits to identify any deficiencies in the program. The program will be reviewed immediately if there is reason to believe that the program does not adequately protect our employees, such as the following situations:

- Unauthorized entry of a permit space
- Discovery of a hazard not covered by the permit
- Detection of a condition prohibited by the permit
- An injury or near-miss during entry
- Change in the use or configuration of the space
- Employee complaints of permit space program ineffectiveness.

Corrective measures will be documented by revising the program. Employees will participate in revising the program, and will be trained on any changes. If no permit space entry operations are conducted during the year, no review is needed.

Appendix D - Bloodborne Pathogens Exposure Control Plan

The purpose of this exposure control plan is to eliminate or minimize employee occupational exposure to blood or certain other body fluids and comply with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030.

Exposure Determination

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure regardless of frequency. See Attachment A for a listing of these job classifications for the City of Fitchburg. This job title listing does not include Fire and Police staff that have their own department safety manuals that address bloodborne pathogen exposure.

Method of Compliance

OSHA requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement:

Universal Precautions

Universal Precautions is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne diseases. Universal Precautions will be observed at ALL times by City of Fitchburg employees regardless of the perceived status of the source individual in order to prevent or minimize contact with blood or other potentially infectious materials.

Engineering and Work Practice Controls

Engineering and Work Practice Controls are designed to eliminate or minimize employee exposure. Engineering controls are examined and maintained or replaced when an exposure incident occurs in the City and on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows:

- Daily, by Supervisors
- Monthly, by Department Head

An exposure incident is defined as contact with blood or other potentially infectious materials on an employee's non-intact skin, eye, mouth, other mucous membrane or by piercing the skin or mucous membrane with a contaminated sharp object, such as needle sticks. An "Exposure Incident Reporting Form" shall be completed <u>each</u> time an exposure incident occurs.

Hand Washing

- The City shall provide hand-washing facilities that are readily accessible to employees. Antiseptic towelettes, bactericidal washes, or an equivalent may be used where soap and water are not readily available.
- Supervisors shall ensure that employees wash hands or any other skin with soap and water, or

flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.

- Supervisors shall ensure that employees wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.

Housekeeping and Waste Procedures

- The City shall ensure that the worksite is maintained in a clean and sanitary condition.
- All equipment, materials, environmental and working surfaces, vehicles, and facilities shall be cleaned and decontaminated after contact with blood or other potentially infectious materials. Bloodborne Pathogen Clean-Up Kit (containing absorbent powder, scoop, absorbent towels, disposable latex gloves, disinfectant, towelettes and a biohazard waste bag) will be available when needed.
    - When performing decontamination procedures, employees shall wear appropriate personal protective equipment to include, at a minimum, disposable gloves. Other personal protective equipment (e.g. protective eyewear, impermeable coveralls, etc.) shall be used when circumstances require additional protective measures.
    - Blood spills and other potentially infectious materials shall be cleaned up first with disposable towels followed by a cleaning of the contact area with a freshly prepared 1:10 household bleach solution (1 part bleach + 9 parts water) or other approved tuberculocidal disinfectant.
    - "Spot Contamination" (the presence of a few drops of blood or other potentially infectious material) can be cleaned up with disinfectant towelettes or paper towels saturated with an approved disinfectant. City vehicles, facilities, and non-disposable equipment which are "spot contaminated" shall be cleaned up as soon as feasible by designated City of Fitchburg personnel.
    - Protective coverings, such as plastic wrap, aluminum foil, or imperviously-backed absorbent paper used to cover equipment and environmental surfaces, shall be removed and replaced as soon as feasible when they become contaminated with blood or other potentially infectious materials.
- The designated City of Fitchburg personnel shall respond immediately to any major blood or other potentially infectious materials incident so that it can be cleaned, decontaminated, and removed immediately. (A major blood or other potentially infectious materials incident is one which there will be bio hazardous material for disposal or when there are contaminated sharps.)
- Contaminated cleaning materials shall be placed in approved biohazard bags for proper disposal. Cleaning materials (i.e. mops, towels, etc.) which have been used but not contaminated by blood or other potentially infectious materials require no special disposal considerations.
- Broken glass contaminated with blood or other potentially infectious materials shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dustpan, tongs, or forceps. Contaminated sharps, broken glass, plastic or other sharp objects shall be placed into appropriate sharps containers for proper disposal.
- Disposable contaminated materials (i.e. gloves, paper towel, disinfectant towelettes, and bandages) shall be placed in approved biohazard disposal bags and taken to the Fitchburg Fire Department for proper disposal. Disposable materials such as gloves which have been used but

not contaminated by blood or other infectious materials require no special disposal considerations.

- Contaminated laundry/clothing shall be handled as little as possible. Gloves must be worn when handling contaminated laundry/clothing. Contaminated clothing shall be removed immediately or as soon as feasible and replaced with fresh clothing, after thoroughly cleaning the skin. An employee whose clothing becomes contaminated shall file a report which lists the item(s) of clothing that have been contaminated, and whether the item(s) have been damaged and need to be replaced. All contaminated clothing shall be placed in an approved biohazard disposal bag with an identification tag, and be transported to the City of Fitchburg's Fire Department as soon as possible. The City will clean, decontaminate and return serviceable items at no cost to the employee. **Contaminated clothing should not be taken home for laundering.**

Personal Protective Equipment

Where occupational exposure can occur in spite of engineering and work controls, personal protective equipment shall be used.

- Gloves will be worn when it can be reasonably anticipated that the employee may have had contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; and when handling or touching contaminated items or surfaces.
- Disposable gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when the ability to function as a barrier is compromised. Disposable gloves shall not be washed or decontaminated for re-use. Disposable gloves shall be removed inside out, with the contaminated side not exposed.
- Hypoallergenic gloves, glove liners, powder-less gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.
- If circumstances warrant the wearing of other than disposable gloves (e.g. leather or cotton gloves), disposable gloves shall be worn underneath for added protection.
- Where a single pair of gloves may be damaged and unable to provide adequate protection, more than one pair of gloves shall be worn to protect against exposure.
- Masks, protective eye goggles and protective disposable coveralls shall be worn when blood or body fluids may be splashed or splattered. An authorized barrier/resuscitation device with an isolation valve shall be used whenever CPR or mouth-to-mouth resuscitation is performed. The mask is intended for repeated use and must be properly cleaned after each use. A replacement isolation valve is available at the Fire Department.
- Appropriate protective clothing shall be worn in occupational exposure situations. The type and characteristics shall depend upon the task, location, and degree of exposure anticipated.
- Employees shall not smoke, eat, drink, handle contact lenses or apply makeup in any contaminated area or when wearing protective gloves.
- The City of Fitchburg shall ensure that appropriate personal protective equipment is readily accessible at the worksite or is issued to the employees.
- All work locations where occupational exposure to blood or body fluids can be reasonably anticipated shall have an adequate amount of communicable disease control supplies and personal protective equipment stored in a convenient location.
- The City of Fitchburg shall clean, launder and dispose of personal protective equipment, at no cost to the employee.
- The City of Fitchburg shall repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.
- All personal protective equipment shall be removed prior to leaving the work area. When

personal protective equipment/supplies are removed they shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

- If blood or other potentially infectious materials penetrate a garment(s), the garment(s) shall be removed immediately or as soon as feasible, and the person should shower. The garment should be taken to the Fire Department where it can be properly cleaned or deposed of.
- City of Fitchburg shall ensure that the employees use appropriate personal protective equipment. If an employee temporarily and briefly declines to use personal protective equipment because it is in his or her judgment that in that particular instance it would have posed an increased hazard to the employee or others, the City shall investigate and document the circumstances in order to determine whether changes can be instituted to prevent such occurrences in the future.

Hepatitis B Vaccination

- The City of Fitchburg will make available the Hepatitis B vaccination series to all employees who have occupational exposure, and post-exposure follow-up to employees who have had an exposure incident. Human Resources is in charge of the Hepatitis B vaccination program.
- The City shall ensure that all medical evaluations and procedures including the Hepatitis B vaccination series and post-exposure follow-up, including prophylaxis are:
  - Conducted within 24 hours of the exposure (immediately if HIV is of concern);
  - Made available at no cost to the employee;
  - Made available to the employee at a reasonable time and place;
  - Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional;
  - Provided according to the recommendations of the U.S. Centers for Disease Control and Prevention.
  - All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee and shall include testing for HIV, Hepatitis B and C. Testing will continue for 6 months to 1 year with exposure to these diseases.
  - Testing of exposure source for HIV, Hepatitis B, and Hepatitis C will be done, if the source is known and available for testing or at the discretion of the physician.
  - Chemoprophylaxis using up to 3 drugs will be utilized if significant exposure to HIV has occurred.
- If the employee initially declines Hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the vaccination shall then be made available.
- All employees who decline the Hepatitis B vaccination shall sign the OSHA required waiver indicating their refusal.
- If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available at no cost to the employee.

Post-Exposure Evaluation and Follow-Up

Exposure Incident Procedures

All exposure incidents shall be reported, investigated, and documented. When the employee incurs an exposure incident, follow the Exposure Incident Checklist (see forms).

Exposed Individuals Responsibilities

- Report "exposure incident" as soon as feasible to a supervisor.
- Obtain appropriate post-exposure medical treatment. See Human Resources for more details on where to go.
- Complete "Follow-Up of Employee Exposure to Blood/Body Fluid" form prior to or during evaluation by a health care professional.
- The attending physician completes the "Health Care Professional Written Opinion Post Exposure Follow-Up" form.
- Complete an "Exposure Incident Reporting Form" containing a detailed account of the nature and circumstances of the exposure to include the route of exposure and whether or not personal protective equipment was being utilized. If personal protective equipment was not used, indicate the reason.

Supervisor's Responsibility

- Ensure that the employee received post-exposure medical treatment and those necessary forms are completed.
- Review the exposed member's narrative account of the exposure incident to ensure that it includes all necessary information. In instances where the employee was not wearing personal protective equipment, investigate to confirm that the failure to wear personal protective equipment was justified by unexpected or uncontrollable circumstances.
- Review all paperwork and submit to Department Head.

Communication about Hazards to Employees

Labels and Signs

- The City of Fitchburg shall ensure that biohazard labels shall be affixed to containers of regulated waste, refrigerators, and freezers containing blood or other potentially infectious materials, and other containers used to store, transport or ship blood or other potentially infectious materials.
- The universal biohazard symbol shall be used. The label shall be fluorescent orange or orange-red.
- Red bags or containers may be substituted for labels. However, regulated wastes must be handled in accordance with the rules and regulations of the organization having jurisdiction.

Information and Training

- The City of Fitchburg shall ensure that all employees with potential for occupational exposure participate in a training program at no cost to employees.
- The City of Fitchburg and/or applicable supervisors shall ensure that training is provided at the time of initial assignment to tasks when occupational exposure may take place and at least annually thereafter.
    - For employees who have received training on bloodborne pathogens in the year preceding the effective date of this standard, only training with respect to the provisions of the standard which were not included need be provided.
    - Annual training for all employees with potential for occupational exposure shall be provided within one year of their previous training.

Evaluation and Review

It shall be the responsibility of the City of Fitchburg to review and update this Exposure Control

Plan at least annually and whenever necessary to reflect new or modified tasks, procedures or protocols, which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

In the event any applicable State and/or Federal Laws or Rules are changed, this policy will be deemed up-dated to comply with those changes.

Attachment A

Occupational Exposure to Bloodborne Pathogens
Job Classifications and Associated Tasks/Procedures

All full-time and limited-term/seasonal employees who are routinely exposed to bloodborne pathogens must receive the Hepatitis B vaccination series.

Declination forms are available from Human Resources for those employees who decline to receive the vaccination.

Parks Maintenance Supervisor

Summer Employee (Utility, Parks and Recreation)

Recreation Director

Recreation Assistant

Program Volunteers

Program Leaders & Aides

Program Instructors & Coaches

Senior Center Staff

Police Department Staff

Fire Department Staff

Safety Plan Forms

Workplace Illness/Injury Forms

Employee Incident Report
Supervisor Incident Investigation Form (also used for investigation of motor vehicle incidents)

Vehicle Forms

Authorization to Use Privately Owned Vehicles on City Business

Lockout/Tagout Forms

Lockout Log

Confined Space Entry Forms

Non-permit Space Documentation Form
Confined Space Entry Permit

Bloodborne Exposure Forms

Exposure Incident Reporting Form
Hepatitis B Vaccination Record and Declination Form
Exposure Incident Checklist
Follow-up of Employee Exposure to Blood/Body Fluids
Health Care Professional Written Opinion, Post Exposure Follow-up Evaluation

Appendix E – Information Technology Use Policy

City of Fitchburg Policy on Information Technology Use

1. General Policy

The City of Fitchburg provides information technology resources to employees which are necessary for employees to carry out their responsibilities and to make employees more efficient and productive. City staff are expected to use these resources in a manner consistent with their position and work responsibilities with the City. Employees generally have access to one or more forms of information technology resources including computers, cell phones, tablets, email, voicemail, fax machines, and access to internet and online services. These resources are the property of or provided by the City of Fitchburg and shall be used in an appropriate manner as defined in this policy.

The purpose of this policy is to define the City's philosophy regarding the use of information technology resources and set forth general guidelines for staff use of these resources to ensure they are used to their maximum potential for business purposes and not used in a way that is disruptive, offensive to others, or contrary to the best interest of the City or to the security of the city's data and information technology assets. Use of the City's technology resources contrary to this policy may result in discipline up to and including termination of employment.

The following procedures, standards, and policies apply to all information technology resources that fall under any of the following categories:

- Accessed on or from City premises
- Accessed using City information technology resources or via City-paid access methods
- Used in a manner which identifies the individual with the City
- Hosted, provisioned, or provided by the City

2. Definitions

- Staff: All regular full-time, regular part-time, limited term employees, seasonal employees, temporary employees, volunteers, employees from other agencies working within City government, appointed and elected officials and their agents and assignees who have been granted access to and use of the City of Fitchburg's information technology resources
- Information Technology Resources: Any equipment, hardware, software, or service that is assigned or available for staff to use in the course of their work
- Hardware: Physical equipment used for processing or data communications, including but not limited to computers, tablets, cell phones, fax machines, printers, and projectors
- Software: Programs, programming languages, instructions, or routines that are used to perform work
- Data: Information such as documents, records, images, email, or other material stored on or accessible through City technology resource
- Transitory message: An electronic message that only documents information of a temporary nature that has short-term value and that does not include discussion of a public decision or a business transaction.

3. Exceptions

City of Fitchburg Library staff utilize computers supplied by the South Central Library System (SCLS). When accessing resources supplied by SCLS, City of Fitchburg Library staff will be bound by SCLS and

Fitchburg Public Library policies. Library staff are still bound by this policy when accessing resources provided by the City of Fitchburg.

4. Information Technology Security

Security of the City's information technology resources is critical and will be the basis of final decisions regarding information technology resources in the City. The City shall use the National Institute of Standards and Technology (NIST) Cybersecurity Framework as the guide for securing City systems. The Information Technology Director or his/her designee is the Chief Information Security Officer for the City as defined by NIST.

4.1 User Accounts

Departments will notify the IT Department of new staff who require user accounts for City resources through the official Human Resources Department onboarding process. Each authorized user will have a unique user login. Employees are prohibited from using another employee's username and password to log into City resources, unless the need to do so is directly related to their work. All logins and significant activity, including system administration, will be logged electronically.

The Human Resources Department will notify the IT Department immediately upon any change to an employee's duties or employment status. The Human Resources Department, upon request, may allow an employee to access the payroll records of another employee if both employees agree that access is acceptable. This exception is only for the City payroll system (currently Paylocity) and is only granted to allow employees to view the pay stubs and tax information of employees related to them. This access will be revoked immediately on request by either employee.

4.2 Passwords

All staff will be required to select a password that is eight or more characters in length and that contain numbers, capitalization, and/or special characters. Passwords will expire every 90 days and the system will force users to change their password. The system will deny a password if it does not meet the requirements, and the system will lock out a user's account after three unsuccessful login attempts.

Staff shall select passwords that are not easily guessed, which means that passwords must not be related to the person's job or personal life. Passwords must not be written down and left in a location where unauthorized persons might discover them. Staff are not allowed to share their password with any other staff member.

4.3 Device Security

All staff shall lock their computer whenever they walk away for any length of time. The IT Department will force all computers to lock after 15 minutes of inactivity.

Staff who are assigned mobile devices such as cell phones or tablets shall enable a passcode to protect the device in the event of loss or theft.

4.4 Access by Third Parties

At times it may be necessary for third parties such as software vendors to access City systems and resources for installation or troubleshooting purposes. When such access is necessary, the

IT Department will provide a secure method for access. City staff who receive a request from a third party shall consult with the IT Department before providing access.

4.5 Requirements of City Staff

City staff shall comply with the following requirements:

- Staff may not seek to gain unauthorized access to information resources
- Staff may not obtain, read, or modify files of other City staff without owner or Department Head authorization
- Staff may not seek information on data or passwords belonging to other users or misrepresent other users of the City of Fitchburg
- Staff must respect the confidentiality of other individual's electronic communications
- Staff are prohibited from monitoring or intercepting the files or electronic communications of other staff, hacking or obtaining access to systems they are not authorized to use, or breaching, testing, or monitoring computer or network security measures
- No email or other electronic communications is to be sent that attempts to hide the identity of the sender or represent the sender as someone else
- Staff obtaining electronic access to materials owned by other entities must respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted material except those that are permitted by the copyright owner
- Prior to being released to third parties, all documentation which describes City of Fitchburg technology systems or resources must be reviewed by the IT Department to ensure that confidential information is not being inadvertently disclosed

4.6 TIME/NCIC Computer Access

The Fitchburg Police Department is responsible for the operation and security of the TIME System and accessed information.

- The TIME system will be used to send authorized and official messages only
- The TIME system information will be restricted to authorized law enforcement agencies
- No TIME system data will be released for personal or monetary gain purposes
- All computer site(s) and/or terminal areas will have adequate physical security to protect against any unauthorized personnel gaining access to the computer equipment or any stored data
- TIME system resources shall not be accessed when connected to any WiFI (wireless) network, with the following exceptions:
    - The computer is actively connected to the NetMotion VPN, or
    - The TIME system is accessed via the eTIME browser client
- TIME system data retrieved from any TIME resource shall not under any circumstance be sent via email, regardless of whether the recipient is internal or external to the organization.
- Visitors to areas where the TIME system is accessed will be accompanied by authorized personnel at all times
- National Law Enforcement Telecommunications System (NLETS) restrictions:
    - Only authorized criminal justice agencies/personnel can access Criminal History Record Info (CHRI).
    - The TIME System operator will comply with the policies and procedures for the access, response, interstate exchange, and legitimacy of CHRI information, set forth in the TIME system manual and the US Department of Justice Rules and Regulations

4.7 TIME System Security Incident

- A security incident is a violation or possible violation of policy that threatens the confidentiality, integrity, or availability of TIME/NCIC information.
- Indicators of a security incident may include system crashes without clear reason, new files with novel or strange names appearing, changes in file lengths or modification dates, or unexplained poor system performance.
- Any suspected security incidents must be immediately reported to the police on-duty supervisor and the I.T. Department.
- Employees are instructed to do the following if a security breach is suspected:
    - If possible, close all programs
    - Immediately shut down affected computer
    - Tag the computer "out of service"
    - Affected computer may only be placed back in service by I.T. Department personnel
- The Information Technology Department will be responsible for documenting and promptly reporting incidents to the Crime Information Bureau.
- Evidence of the security incident may need to be collected and retained to conform to the rules of evidence in case of legal action.

4.8 Virus Protection/Security Threats

The City provides substantial systems for protecting our technology against viruses, malware, and other threats. The first line of defense, however, is city staff. Staff should be constantly vigilant for any computer activity that seems out of the ordinary. Should staff become aware of a possible virus, security threat, or other unusual activity that may indicate a security threat, they should immediately stop what they are doing and contact the I.T. Department. Staff should turn off the affected computer until the I.T. Department responds to their request.

4.9 Storage of Personal Files

Staff may not store any personal files on City network drives, local drives, or City provided removable media or cloud storage locations. When discovered, personal files will be documented for potential disciplinary action by the Department Head and the files will then be deleted with no warning provided to the employee.

4.10 Cloud Storage

Staff may not store city documents and data in unapproved locations including, but not limited to, cloud storage locations. Receiving data from known and trusted third parties via cloud providers is permissible.

4.11 Personal Devices

Personally-owned devices are not to be connected to any City network with the exception of publicly available Wi-Fi networks. City-owned software may not be installed on personally owned devices unless approved by the I.T. Department.

5. Information Technology Use and Procurement

5.1 Software Installation and Use

Only work-related software is to be used on City computers. No software is to be installed on, or utilized on, any computers owned by the City or connected to City network systems without prior approval of the I.T. Department. Anyone desiring to have software installed must first submit a written request to the I.T. Department. No staff member shall install or uninstall software without

assistance from the I.T. Department. For the purposes of this policy, “Software” includes the following:

- Software applications and programs
- Application enhancements, upgrades, or service packs
- Internet access
- Messaging systems
- File sharing or similar software
- Hardware and software drivers
- Any executable file
- An applications or programs downloaded from the internet
- Cloud services/SaaS (Software as a service)

5.2 Copying and Software Duplication

Copying of software for any reason is expressly prohibited. Any software installed or used on a City computer must be a legally licensed copy or be freely available as open source. The terms and conditions that are found in most commercial software packages prohibit copying their products. Staff who knowingly or unknowingly duplicate copyrighted software material are subjecting the City of Fitchburg and themselves to substantial penalties under the law.

The City’s software licensing contracts occasionally allow home use of applications by City Staff. Information about home use rights will be posted in the I.T. section of the intranet.

5.3 Data Backup

The I.T. Department will back up data on a nightly basis for disaster recovery purposes, and shall maintain backups for at least 30 days. Staff must save and store data in the appropriate network folders on City servers to ensure that data is backed up nightly. The I.T. Department will not be able to assist users who lose data as a result of such data not being stored on a City server. Information stored on local drives or other media is not secure from unauthorized access and cannot be restored in the event of a local disk failure.

5.4 Acquisition and Use of Technology

The City of Fitchburg recognizes technology as a productivity tool with unlimited possibilities. Each department may experience differing degrees of improvement or return on investment resulting from technology and automation. Justification of need is necessary for the procurement of new or replacement technology, and the City recognizes the following reasons for technology procurement:

- To increase productivity
- To improve an existing service
- To offer a new service
- To reduce costs
- To provide more efficient and cost effective techniques, procedures, and methodologies
- To ensure that current, accurate information is available to enhance the decision making process

Acquisition of new or replacement technology shall be a collaborative process between the I.T. Department and the staff or department requesting the technology. Any staff or department that is submitting a technology-related budget request shall notify the I.T. Department of the request prior to the budget submission deadline. The I.T. Department will assist departments in identifying specific hardware and software requirements related to their budget proposal. Future

replacement of technology will be managed by the I.T. Department with the exception of department specific applications where maintenance and support funds for the application are contained within the department's budget.

Any request outside of the annual budget process by City staff or departments for additional or replacement technology must be submitted to the I.T. Department and must include the source of the funds that will be necessary to purchase the requested items.

5.5 Confidential Information

Staff shall follow standard procedures for protecting confidential information. If a document is sensitive in nature it should be moved and stored in a secure network folder location. If the nature of the work is such that a secure network location is not feasible, the Department Head may approve the use of a password to limit access to the document, but in such situations the Department Head must be made aware of the password by staff.

The I.T. Department will take all steps possible to maintain the confidentially and security of the data stored on the City network, including physical security, network password access, and file and folder security. All staff are expected and required to protect the City's confidential information. Staff will not forward confidential information to outside individuals or companies without approval by their supervisor.

5.6 Encryption

City computer and data storage devices will be encrypted by I.T. when necessary for security reasons. Encryption methodologies used by I.T. will be industry standard and updated as needed. Users should not personally encrypt City devices, documents, data, emails, or services. I.T. must be consulted regarding encryption, and in the event of document encryption, I.T. must have a means of decryption.

6. Internet, Social Media, and Messaging

6.1 Internet Use

Staff are encouraged to use the internet for research and information gathering for official City business. The City of Fitchburg provides internet access to staff for the necessary and required functions of their position with the City. Access to the internet outside of that required for City business is a privilege and not a right.

The City has the ability to monitor internet activity by user and device. The network can be configured to prevent users from visiting sites that are primarily for personal use and unlikely to be necessary to conduct City business. The I.T. Department may conduct random audits of internet use with the intent of ensuring that such activity conforms to City guidelines.

Limited personal use of the internet is allowed as long as it complies with all other policies, does not interfere with work assignments, does not deter other users access to necessary and required systems, and would not embarrass the City if made public. All internet activity is logged and may be reported to supervisors by I.T. should the need arise. Supervisors will determine whether the activity is appropriate and falls within City guidelines.

Under no circumstance shall staff, unless directly related to their work, visit any internet site that is of an inappropriate nature. These sites include, but are not limited to:

- Pornographic sites

- Sites with nudity
- Sites pertaining to child pornography
- Sites that promote illegal activity

The city will by default block all internet traffic to and from foreign countries. City staff who have a legitimate reason to connect to web sites or other internet resources hosted in foreign countries shall submit a request for access to the I.T. Department. The I.T. Manager, in consultation with the City Administrator, will determine whether the staff need outweighs the risks associated with access to resources in the foreign country and will decide whether to allow access.

6.2 Social Media Use

Social media sites refer to a collection of online services such as Facebook and Twitter that provide opportunities to engage residents through information sharing, customer service, and community building. Use of social media by City staff shall be restricted to accounts where people join and receive information about City programs and announcements. If the need exists to have two way communication, they should be encouraged to do so via phone or email. Examples of legitimate use of social media include the following:

- Post registration deadlines and reminders
- Post program cancellations and weather updates
- Post changes to existing programs
- Post reminders about upcoming programs and events
- Post photos from events, programs, and facilities

Staff requests to establish new social media accounts for City purposes must be approved by the City Administrator, with the exception of accounts created by Police Department staff for investigative purposes. The request should include an explanation of the intended use of the account, the method by which records will be retained, rules and expectations for the site, and which employees will need access to the account for management and maintenance. Police staff creating accounts for investigative purposes must follow all applicable Police Department policies related to such accounts.

Any items posted to social media sites or accounts are considered public records and shall be retained in a manner which allows for easy retrieval upon request. City social media sites shall clearly identify that the site is an official City of Fitchburg site and staff should identify themselves as a City employee or elected official.

The department establishing the social media account is responsible for updating and monitoring the content of their sites and shall use appropriate business decorum in all communications and postings. Staff shall not post material that is illegal, sexually explicit, obscene, defamatory, harassing, discriminatory, retaliatory, derogatory, related to alcohol or drug use, or in violation of copyright laws. Staff shall not publically post confidential information.

All departments who establish and maintain a social media account shall provide the I.T. Department with the address, username, and password for each account. The I.T. Department will store this information and will use it only when emergency access to the account is necessary or when directed to access the account by the Department Head responsible for the account or the City Administrator.

City work rules and policies governing confidentiality and appropriateness of communication apply to use of social media while off-duty. Social media posts while off-duty may still be subject to reporting under the City policy on harassment.

6.3 Email Communications

City supplied email is the property of the City of Fitchburg and is provided to users to assist them in conducting city business. All messages composed, sent, or received via email are and remain the property of the City of Fitchburg. Staff do not have a personal privacy right in any matter created, stored in, or sent from the City email system.

The following guidelines apply to all email records sent and received by city staff within the city email system in order to comply with current state statutes and public records laws.

- Email is not secure. If sensitive or confidential information is contained within the email message, staff should consider using other forms of delivery.
- The City Clerk is the custodian of all city information and data with the exception of the police department, where the Police Chief is the custodian. The I.T. Department will not release any information to the public. All requests for public records will be forwarded to the City Clerk or Police Chief, as necessary, and they will make the final determination on the release of records.
- All email sent and received through the City email system is subject to the City's records retention policy and will be maintained for the time period identified within that policy.
- The City reserves the right to discard incoming mass mailings (spam) immediately and without notifying the sender or recipient.
- The City reserves the right to block all internet communications from sites that are involved in excessive spamming or other disruptive practices.

6.4 Prohibited Activities – Email

Staff are prohibited from sending email or otherwise using the email system in connection with any (but not limited to) of the following activities:

- Engaging in illegal, fraudulent, or malicious activities
- Engaging in the unlawful use of the email system as set forth in Section 947.0125 of the Wisconsin Statutes: *Unlawful use of computerized communication systems – With intent to frighten, intimidate, threaten, abuse or harass another person, sends a message to the person on an electronic mail or other computerized communication system and in that message threatens to inflict injury or physical harm to any person or the property of any person.*
- Sending or storing offensive, discriminatory, disruptive, obscene, or defamatory material
- Annoying or harassing other individuals
- Using another individual's account or identity without explicit authorization
- Attempting to test, circumvent, or defeat security or auditing systems without prior authorization
- Accessing, retrieving, or reading email messages sent to other individuals without prior authorization
- Permitting any unauthorized individuals to access the City email system
- Sending out mass email with the intent of disrupting the email system (SPAM)
- Sending non-work related attachments such as pictures, graphics, music, video, etc…
- Sending information obtained from the TIME system

6.5 Use of Personal Email

City staff are not permitted to use personal email accounts to conduct City business. All city business is to be conducted via the official City of Fitchburg email system with an email address ending in @fitchburgwi.gov. Staff who receive city-related information or correspondence in their

personal email account should forward that message to their official city email account and reply from the City account.

6.6 Text Messaging and Instant Messaging

Cell phone text messaging is subject to the Wisconsin Open Records law. The use of City-owned or personal cell phones to send text messages to conduct City business is prohibited. City staff shall not send a text message discussing a business transaction or have any conversation about a city decision. City staff who receive a text message from another party regarding city business shall respond with a message that they are not allowed to discuss city business via text message and request that the sender contact them via email.

The City recognizes that text messaging can be an efficient means of communication and City staff may use text messaging to send messages that are transitory in nature. Examples of transitory messages include notifying other staff that you will be late to a meeting, notifying someone that you sent them an email you need them to review, or asking someone to meet you somewhere in the building. Transitory messages do not include discussion of any city decision or business transaction and therefore are not subject to record retention. City staff who elect to use text messaging must acknowledge that they may only send messages via text message that are transitory in nature.

Staff may also use the MiCollab instant messaging feature of the phone system to communicate with other staff. Use of other messaging systems to conduct city business, including but not limited to Facebook messenger, WhatsApp, Snapchat, Kik, etc… are prohibited.

7. City Cell Phone Policy

Cell phones are provided to city staff who by the nature of their position have job responsibilities that may be enhanced or may require the use of a cell phone. The City encourages the use of these devices to make communication more efficient and effective. The City expects appropriate and responsible use of cellular devices which doesn't interfere with work assignments, does not deter other user's access, and would not embarrass the City if made public. Personal use of these devices must not subject the City to any additional cost above or beyond what the City has deemed necessary.

7.1 Assignment of Cell Phones

Each Department Head shall determine which employees will be issued a City-supplied cell phone, and the City Administrator retains the right to make all final approvals. Generally staff must meet one of the following criteria to be eligible for a city-supplied cell phone:

- The job function of the employee requires considerable time outside of his/her assigned office or work area and it is important that the employee is accessible during this time;
- The job junction of the employee requires him/her to be accessible outside of scheduled or normal working hours where time sensitive decisions or notifications are required;
- The job function of the employee requires him/her to have wireless data and internet access;
- The employee is part of an on-call schedule outside normal business hours;
- The employee is designated as a "first responder" to emergencies

7.2 Prohibited Use of City Cell Phone Devices

The following uses of city cell phone devices are prohibited:

- Any call or use of data made in relation to an employee's personal business enterprise

- Any call or use of data made for political or campaign purposes
- Streaming television shows, movies, music or other media over a cellular connection
- Use of cell phone devices while driving, except when the use of “hands free” devices or accessories are available
- Use of cell phone devices that is discriminatory, harassing, defamatory, threatening, or illegal, or is obscene as defined in Wisconsin Statute 944.21

7.3 Expectation of Privacy

Taking pictures with a cellular phone in the workplace may violate the privacy rights of coworkers, vendors, and the public, and could also be used to convey confidential information or undermine the City’s operations. Taking pictures with a cellular phone or other recording of visual images is prohibited in locker rooms, restrooms, or any other area where members of the public or staff would enjoy a reasonable expectation of privacy, or any areas in which sensitive or closely guarded municipal records are used or housed.

8. Compliance

8.1 Audits

Any technology that belongs to the City may be subject to random audits for content and activity by the Department Head, City Administrator, Human Resources Manager, or authorized personnel of the I.T. Department. The Department Head shall request and evaluate the contents of the audit with the assistance of the I.T. Department. Reports and documents of such audits shall be maintained by the I.T. Department, and the audit may include but is not limited to the following:

- The presence of unauthorized passwords
- Report of deviation from standard settings
- Presence of personal software
- Presence of personal documents
- Summary of the contents of the hard drive
- Presence of unauthorized documents and software
- Content of email as found in the inbox, sent mail, deleted folder, and other mail folders

8.2 Access to City Technology During Non-Working Hours

The City has no expectation or requirement that non-exempt employees check City-owned technology or messaging systems during non-working hours and staff will not be compensated for such time unless authorized in advance by their supervisor. Any infrequent and insignificant period of time beyond the scheduled working hours is not compensable.

8.3 Violations and Disciplinary Action

Violations of this policy have the potential to expose the City to substantial risks including legal liability, therefore any violations of these guidelines may result in disciplinary action up to and including termination of employment. The Department Head, with the assistance of the I.T. Department will investigate reported violations to determine if any action is justified. The H.R. Manager and City Administrator may be consulted when determining appropriate disciplinary action.

8.4 Reporting Violations

Abuses of City technology resources should be brought to the attention of the appropriate Department Head. If reporting to the Department Head is not possible, violations should be reported to the H.R. Manager or City Administrator. The City may elect to take steps under its disciplinary process or other appropriate remedies. Any referral may result in a temporary suspension of technology privileges awaiting the outcome of the disciplinary process or investigation. In addition, Wisconsin law contains specific criminal statues with respect to improper use of computers, therefore violators may be subject to criminal or civil legal action in addition to City disciplinary action.

Appendix F – Volunteer & Unpaid Intern Policy

Volunteer and Unpaid Intern Policy

Purpose

The City of Fitchburg values the contributions of volunteers and unpaid interns and the training and development these opportunities provide. The purpose of this policy is to provide guidance for both volunteers and unpaid interns and the City of Fitchburg to identify rules and expectations, reduce risks, and protect their interests, the City and the community they serve.

Definitions

Volunteer

1. A volunteer is a person who is authorized to participate in on-going or single events, projects or other work that will help enhance public property or services offered to the public. A volunteer performs a service without salary or remuneration.
2. Per Fair Labor Standards Act (FLSA), City of Fitchburg employees are not eligible to volunteer for the City of Fitchburg in the same capacity for which they work, (i.e., employees in the Clerk's Office may not volunteer to register voters on Election Day for the City of Fitchburg).

Unpaid Intern

1. An unpaid intern falls under the trainee definition under FLSA if all of the following criteria are met:
    a. The training, even though it includes actual operations of the facilities of the employer, is similar to that which would be given in a vocational school;
    b. The training is for the benefit of the trainees or students;
    c. The trainees or students do not displace regular employees, but work under close supervision;
    d. The employer that provides the training receives no immediate advantage from the activities of the trainees or students and, on occasion, the operations may even be impeded;
    e. The trainees or students are not necessarily entitled to a job at the conclusion of the training period; and
    f. The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.
2. Please note student interns are not considered employees when they are through a school program and when they will receive college credit for involvement in that internship.

Volunteer and Unpaid Intern Best Practices

Volunteer & Unpaid Internship Opportunities

1. Department heads/supervisors are encouraged to share volunteer and unpaid internship opportunities widely so people have an opportunity to apply. If a department receives multiple inquiries for a specific volunteer opportunity, the department should hold interviews and ensure the volunteer/intern has the necessary knowledge, skills, and abilities for the volunteer and/or

unpaid internship opportunity.

Volunteer & Unpaid Intern Waiver and Release of Liability Form

1. Ongoing volunteers and unpaid interns should be given a Waiver and Release of Liability form to sign before they start. The waiver should be sent to Human Resources for filing.

Confidentiality

1. Department heads/supervisors shall instruct volunteers and unpaid interns of their responsibility to maintain confidentiality of all proprietary or privileged information they may have access to during the performance of their volunteer or unpaid intern duties.

Safety and Identification

1. Volunteers and unpaid interns should be instructed in pertinent safety policies and procedures including emergency exits, safety rules, security procedures, and proper use of personal protective equipment. Volunteers and unpaid interns should also receive a City-issued identification badge and it should be worn at all times when volunteering or performing as an unpaid intern with the City.
2. Volunteers and unpaid interns who are injured while performing services for the City should seek immediate medical attention and should report the injury to their Supervisor.

Training

1. Volunteers and unpaid interns should be aware of the City's Harassment and Discrimination Policy and Complaint Procedure as well as the City's Sexual Harassment Policy and Complaint Procedure, in addition to other department specific policies and procedures.

Volunteer and Unpaid Intern Procedure

1. All regular volunteers and unpaid interns must fill out a Volunteer Application and Waiver and Release of Liability Form and it should be sent directly to Human Resources.

2. Volunteers and unpaid interns who need to have a background check completed (see next section), must fill out the Authorization for Release of Information form and the form should be sent directly to Human Resources.

Background and Driver's License Checks

1. All volunteers and unpaid interns who will have direct contact with the public, especially children and those in vulnerable populations, must have a background check completed prior to starting. Volunteers and unpaid interns volunteering in a supervised group setting are not subject to background checks. Departments can choose to initiate background checks on other volunteers and unpaid interns depending on the nature of the volunteer activity or unpaid internship. All background checks are completed by the Human Resources Department. Managers are not to perform their own background checks. Authorization for Release of Information forms should be sent directly to Human Resources. Once the background check is completed, Human Resources will notify the Manager who may then establish a start date for the volunteer and/or unpaid intern.

2. If a volunteer/unpaid intern is expected to use a personal vehicle during the course of the volunteer work, (besides driving to and from volunteering), a driver's license check must be performed to ensure they have a valid driver's license as well as vehicle insurance. Volunteers are not eligible for mileage reimbursement. **Volunteers and unpaid interns are not allowed to operate City-owned vehicles.**

General Liability Insurance

1. The City's liability insurance provides that any authorized volunteer or unpaid intern of the City while acting within the scope of their volunteer or unpaid internship responsibilities is covered as an insured under the policy, subject to its terms, conditions and exclusions.

Policy Interpretation

Questions regarding the application and interpretation of this policy should be directed to the Human Resources Department.

Index

Accident Procedures 84, 94
Air Travel 39
Alcoholic Beverages 41, 61, 71
Attendance 53, 57
Background Checks 28
Bereavement 32
Break Periods 43
Building Security 59
Bullying 60
Call-In/Call Back 56
Camera Phones 63
Car Rentals 40
Carry-Over 51
CDL 28, 61, 63, 71, 73, 75
Cell Phones 60, 63, 64
Certified Training Officer 55
COBRA 21, 35
Compensatory Time 57
Computer 65
Conflicts of Interest 26
Deferred Compensation 46
Dental Insurance 45
Disability 17, 45
Disciplinary Action 18, 20, 74, 77, 79
Disciplinary Procedures 21
Discrimination 17
Door Access 59
Drug & Alcohol Testing 61
Drug Testing 71, 85
Duress Alarms 87
EAP 47, 71
Electronic Devices 63
E-mail 65
Emergency Procedures 87
Employee Assistance Program 47, 71
Equal Employment Opportunity 11
Ethics 26, 27
Exempt 16
Exit Interviews 21
Facility Closures 89
Fire Evacuation 88
Fitness Center 47
Flexible Spending 46
FMLA 32, 33, 67, 68, 69, 70
Gifts 26
Give Blood 34
Grievance 22, 23
Harassment 17, 19, 20, 65
Health Insurance 35, 44
Holidays 34, 48, 50
Hotel 41
Income Continuation Insurance 45
Intermittent Leave 68
Intern 15
Internet 65, 66
Jury Duty 32
Layoffs 28
Life Insurance 45
Light Duty Work 38
Locker Rooms 66
Lodging 41, 42
Longevity 47
Meal Reimbursements 41
Meals 41, 43
Military Leave 33
Nepotism 26
Non-Exempt 16
Non-retaliation 18, 20
Nursing Mothers 43
On-Call Pay 56
Open Door Policy 11
Open Records 27
Orientation 21, 98
Other Part-time 15
Outside Employment 27
Overtime 56
Paid Personal Time 49
Parking 29, 40
Pay Day 54
Pay Period 54
Pay Status 69
Payout 52
Payroll 53, 54, 69
Personal Appearance 62
Personal Leave 33
Personnel Files 25
Political Activities 27
Post Accident Testing 72, 76
Pre-Employment Testing 76
Prevailing Authority 11
Privacy 66, 74
Professional Organizations 43
Prohibited Conduct 75
Qualifying Events 44
Random testing 77
Reasonable Cause 72

Reasonable Suspicion testing 76
Recruitment 28
References 28
Regular Full-time 15
Regular Part-time 15
Residency 27
Retirement 15, 44, 46, 47, 50, 52
Return to Work 36, 37
Right to Monitor 66
Sabbatical 51
Safety 22, 23, 59, 61, 64, 75, 81, 82, 83, 84, 93, 95, 101, 102, 104, 106, 127
Schedules 55
Seasonal employees 15
Severe Weather 89
Shift Differential 55
Sick Leave 52
Smoking 59, 97, 104
Taxis 40
Temporary employees 15
Termination 21, 23
Time Sheet 32, 53, 56
Tobacco Use 59
Tornado 90
Transportation Expenses 39
Travel & Training 39
Tuition Reimbursement 47
Uniforms 62, 81, 82
Vacation 34, 50, 51, 69
Vehicles 40, 63, 85, 98, 127
Vote 34
Weapons 59
Worker's Compensation 36, 83
WRS 44, 45, 46, 50, 52