



Employment Guide

Approved by Town Board

December 15, 2020

Effective January 1, 2021

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WELCOME

The Town of Shelby (Town) is pleased to welcome you as one of our employees. As an employee of the Town, you are an important member of our team. We believe that each employee contributes directly to the Town's service to our residents, and we hope you will take pride in being a member of the team. We have developed this guide to help answer questions you may have regarding your employment at The Town of Shelby.

You are encouraged to read this employment guide and use it for future reference as questions arise. If you have any questions regarding the information contained in this guide, please contact your supervisor or the Town Administrator. Each department may have procedures relative to their department. Those policies and procedures shall also be followed by employees of those departments.

This employee guidebook supersedes any previous employee handbook, guide, manual and other written or verbal statement of policy, which may have been previously issued by The Town of Shelby. The policies set forth in this guidebook can be modified, revoked, or added at any time, with or without notice, at the sole discretion of the Town Board through its Administrator or designee. Any revisions will substitute and replace prior policy or procedure statements and become a part of this guidebook. All employees will become subject to the new addition, deletion, or change, regardless of date of hire.

Neither the text of this guidebook, nor that of any policy or procedure statement of The Town, is intended to be, or should be construed as, a contract, a contract guaranteeing continued employment, a guarantee of any rights or benefits, or a contract of employment, either express or implied. Although we hope your employment relationship with us will be mutually rewarding, employment at The Town of Shelby is at will and may be terminated by you or The Town of Shelby at any time, for any reason, with or without cause, and without previous notice.

ABOUT THE TOWN OF SHELBY

The Town of Shelby is an unincorporated municipality located in the southwest corner of La Crosse County, just south and east of the City of La Crosse along the banks of the Mississippi River. The sloughs and bayous along its western boundary and a range of bluffs, which cross the town from north to south, provide some of the most scenic views in the area. Wildlife abounds and recreational opportunities range from camping and canoeing at Goose Island Park to skiing at Mount La Crosse.

An elected Town Board of five Supervisors governs this town of approximately 4,700 residents. Its unique landscape and proximity to an urban center make it a prime location for residential development. Planned growth is directed by the Town's long-range land use plan, which was developed in conjunction with a countywide plan. The vision statement of the Shelby Town Plan reads: "We foresee our Town to be both urban and rural in character providing a pleasant living environment for our residents. We want sound programs in place to maintain the rural agricultural character and to direct new development to those areas that are already urban in character and conform to a Town plan."

ADMINISTRATION

The Town Administrator oversees the day-to-day operations of the Town of Shelby and supervises Clerk, Treasurer, office staff, Public Works Supervisor, Fire Chief, and Police Officers. The Administrator, with assistance from staff, responds to citizen concerns to maintain public services and enhance the quality of life for the residents of the Town of Shelby. Other responsibilities include administering the Town's financial affairs including budget preparation and accounting, employee wages and benefits, policy and ordinance development, residential and commercial development, and park development and maintenance.

OUR PHILOSOPHY

We are committed to serving the Town of Shelby, by meeting the daily challenges of providing a safe community. The Administrator implements the policies recommended by the Town Board and with the approval of the Town Board. The Administrator may delegate supervising, directing and training to other staff. The Town of Shelby is appreciative of the significant contribution of staff to the well-being of the Town and in turn seeks to make employment rewarding both professionally and personally. Within the Town of Shelby employment, we seek to promote staff relationships characterized by dignity, courtesy, respect and equitable treatment. In keeping with the Town's philosophy of open communication, all employees have the right and are encouraged to speak freely with their immediate supervisor or other members of management about their job-related concerns.

OPEN DOOR POLICY

Town of Shelby provides an open-door policy in order to provide a comfortable and respectful environment for resolving employment related complaints, issues or concerns. The Town of Shelby is committed to the consistent treatment of all employees in a considerate and equitable manner. Employees who feel they have been treated unjustly regarding any work-related issue are encouraged to take advantage of the open-door policy by discussing the issue openly with their supervisor. If the employee cannot resolve the matter at this level, he/she may take concerns to the next level of management. If the matter still cannot be resolved, the employee is encouraged to take concerns to the Town Administrator. Employees are encouraged to have concerns addressed in this manner and may do so without fear of reprisal.

EMPLOYMENT

Equal Opportunity Employer

The Town of Shelby is expressly committed to promoting and maintaining nondiscrimination in all aspects of recruitment and employment of individuals at all levels of the organization without regard to race, color, creed, religion, sex, sexual orientation, gender identity or expression, marital status, ancestry, national origin, age, disability, developmental disability, physical condition, pregnancy, arrest or conviction record, military or veteran status, genetic testing, or any other category protected under applicable federal or state law. The Town of Shelby's commitment in this

regard applies to all terms and conditions of employment including, but not limited to hiring, placement, promotion, demotion, termination, transfer, leaves of absence, compensation, benefits, and training. The Town of Shelby complies with all applicable laws and regulations prohibiting employment discrimination and harassment in the workplace. All employment actions, programs and facilities will be administered in accordance with equal opportunity policies.

Employees are directed to bring any violation of this policy to the immediate attention of the Administrator. If the Administrator is the party alleged to have violated this policy, the employee is to bring this violation to the immediate attention of the Town Board Chairman who will investigate the claim on behalf of the employee. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to disciplinary action, up to and including termination of employment. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

Harassment Policy

The Town will not tolerate harassment or intimidation of our employees on any basis prohibited by law; including, but not limited to, race, color, creed, religion, sex, sexual orientation, gender identity or expression, marital status, ancestry, national origin, age, disability, developmental disability, physical condition, pregnancy, arrest or conviction record, military or veteran status, genetic testing, or any other category protected under applicable federal or state law. Moreover, any suggestions made to any employee that sexual favors will affect any term or condition of employment with the Town will not be tolerated. It is the policy of the Town that any harassment, including acts creating a hostile work environment or any other discriminatory acts directed against our employees, will result in discipline, up to and including discharge. The Town also will not tolerate any such harassment of our employees by our residents or vendors.

For purposes of this policy, sexual harassment is defined as any type of sexually-oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating a work environment that is hostile, offensive or coercive. The following are examples of conduct that, depending upon the circumstances, may constitute sexual harassment:

- Unwelcome sexual jokes, language, epithets, advances, or propositions
- Written or oral abuse of a sexual nature, sexually degrading or vulgar words to describe an individual
- The display of sexually suggestive objects, pictures, posters, or cartoons
- Unwelcome comments about an individual's body
- Asking questions about sexual conduct
- Unwelcome touching, leering, whistling, brushing against the body, or suggestive, insulting, or obscene comments or gestures
- Demanding sexual favors in exchange for favorable reviews, assignments, promotions, or continued employment, or promises of the same

Employees must bring any violation of this policy to the immediate attention of the Administrator. If the Administrator is the party alleged to have violated this policy, employee is to bring this violation to the attention of the Town Board Chairman who will investigate the claim on behalf of the employee. The Town will thoroughly investigate all such claims with due regard for the privacy of the individuals involved.

Anti-Retaliation

Employees are also prohibited from retaliation against those who, in good faith, bring discrimination or harassment charges or assist in investigating charges. Retaliation may result in disciplinary proceedings up to and including termination. No employee may be discriminated against, or discharged, as a result of filing a good faith discrimination or harassment claim against another employee, or for assisting in the investigation of a complaint of discrimination or harassment.

Employment Classifications

For the sole purpose of determining the allowance of certain employee benefits, employees are classified as:

- Regular Full-Time Employees - An employee who is scheduled to work an average of thirty (30) hours per week on a regular and continuous basis.
- Regular Part-Time Employees - An employee who is usually scheduled to work less than an average of thirty (30) hours per week but not less than twenty-three (23) hours per week on a regular and continuous year-round basis.
- Flex/Seasonal Employees - An employee who works less than 1200 hours/year on a limited part-time or seasonal basis. These employees are not eligible for participation in those employee benefits programs made available for the Town Regular Full-Time and Regular Part-Time Employees.
- Fire Fighters or First Responder Employees – An employee hired as a “paid on call person” to work a varied schedule as determined by training schedules and fire calls. These employees are not eligible for participation in those employee benefits programs made available for the Town regular full-time and regular part-time employees.

Note: For compensation purposes, employees will be classified as one of the following as defined by State or Federal law:

- Exempt Employees - Certain employees such as Administrator are paid on a salary basis for all hours worked each week.
- Non-Exempt Employees - All employees who are not identified as exempt employees are considered non-exempt employees. Non-exempt employees are eligible for payment of overtime pay.

Personnel File

Upon written request, the Town will provide an employee with a copy of their personnel file pursuant to Wisconsin Law.

Required Employee Information

It is the responsibility of the employee to provide current information regarding their address, telephone number, insurance beneficiaries, change in dependents, marital status, etc. Employees should contact the office to make any changes in the above. Changes in exemptions for tax purposes will only be made upon the receipt of a completed W-4 form.

Code of Conduct and Disciplinary Procedure

There are reasonable rules of conduct, which must be followed in any organization to help a group of people work together effectively. If an employee is not considerate of others and does not observe work rules, disciplinary action will be taken. Depending on the severity or frequency of the disciplinary problems, a verbal or written reprimand, suspension without pay, disciplinary probation, or discharge may be necessary. It is within the Town's sole discretion to select the appropriate disciplinary action to be taken. Notwithstanding, the availability of the various disciplinary options, the Town reserves the right to discharge an employee at its discretion, with or without cause or previous notice.

The following is not a complete list of offenses for which an employee may be subject to discipline, but it is illustrative of those offenses that may result in immediate discipline, up to and including termination of employment, for a single offense:

- Failure to comply with the Town's policies
- Excessive absenteeism or tardiness.
- Dishonesty, including falsification of Town-related documents, or misrepresentation of any fact.
- Fighting, disorderly conduct, horseplay, or any other behavior, which is dangerous or disruptive.
- Possession of, consumption of, or being under the influence of alcoholic beverages while on Town, residents, or customer premises when on Town business.
- Illegal manufacture, distribution, dispensation, sale, possession, or use of illegal drugs or un-prescribed controlled substances.
- Reporting for work with illegal drugs or un-prescribed controlled substances in your body.
- Possession of weapons, firearms, ammunition, explosives, or fireworks while on the job, except Police officers. (An exception will be made pursuant to Wisconsin law so that an employee who possesses a valid concealed carry permit may carry a concealed weapon in their own motor vehicle, even if the vehicle is used in the course of employment, and even if the vehicle is driven or parked on Town property.)
- Failure to promptly report a workplace injury or accident involving any of the Town's employees, clients, equipment, or property.
- Willful neglect of safety practices, rules, and policies.
- Speeding, inattentiveness, or reckless driving in Town equipment.
- Commission of a crime, or other conduct, which may damage the reputation of Town.
- Use of profane language while on Town business.
- Stealing, misappropriating, or intentionally damaging property belonging to the Town or its residents or customers or employees.
- Unauthorized use of the Town's equipment, vehicles, or property.
- Insubordination, including failure to comply with any work assignments.

- Violation of the Town's Equal Employment Opportunity Policy or its Harassment Policy.
- Interference with the work performance of other employees.
- Failure to cooperate with an internal investigation, including, but not limited to, investigations of violations of these work rules.

Conflicts of Interest

Employees should avoid external business, financial, or employment interests that conflict with the Town's business interests or with their ability to perform assigned job duties. This applies to relationships with any other employer, consultant, contractor, customer, or supplier.

To avoid any appearance of a conflict of interest, employees are expected to abide by the following code of ethical conduct:

- Employees of the Town should not solicit anything of value from any person or organization with which the Town has a current or potential business relationship.
- Employees of the Town should not accept any item of value from any party in exchange for or in connection with a business transaction between the Town and that other party.
- Employees may accept items of incidental value (generally, no more than \$25) from residents, suppliers, or others as long as the gift is not given in response to solicitation on your part and as long as it implies no exchange for business purposes. Items may include gifts, gratuities, food, drink, and entertainment.
- If an employee is faced with and is unsure of how to handle a situation that they believe has the potential to violate this code of ethical conduct, they should notify the Administrator.

Please consult the Town Administrator if you have any questions on whether a potential conflict of interest may exist.

Grievance Policy

Article 1. Purpose

1.1 Purpose. This policy is to provide all Town employees, excluding certain employees set forth in this Policy, procedural rights relating to employee discipline, termination, or workplace safety issues.

Article 2. Definitions

2.1 Discipline. Any adverse employment action taken against an employee by the Town of Shelby during the employee's employment with the Town, but excluding job evaluations/reviews, transfer or change in job position; voluntary demotion; job counseling; change in wages or benefits if part of a general wage/benefit change to Town employees; and performance improvement plans.

2.2 Employee. Any person employed by the Town of Shelby but excluding any employee of the Town who is subject to a collective bargaining agreement in effect at that time which addresses employee discipline, termination, and workplace safety.

2.3 Termination. Any act by the Town of involuntarily ending the employee's employment with the Town but excluding workforce reduction; voluntary quit by the employee; layoff; and end of employment of a temporary or contract employee.

2.4 Workplace Safety. Conditions of employment affecting the employee's health or safety; the safe operation of workplace equipment and tools; personal protective equipment; and workplace violence.

Article 3. Grievance Procedure

3.1 Grievance Procedure. If an employee is disciplined, terminated, or has a workplace safety issue, the employee may file a grievance with the Town as set forth in this Grievance Policy.

A. Grievance Step No. 1: Grievance must be made, in writing, to the Administrator, within thirty (30) days of the incident which gave rise to the grievance. Employee must then discuss the grievance with the Administrator. If not grieved within a thirty (30) day period, employee loses right to file a grievance. The Administrator will issue a decision in writing to the employee no later than five (5) business days after meeting with grieving employee.

B. Grievance Step No. 2: If grievant is not satisfied with the Administrator's decision, grievant shall have five (5) business days to appeal, in writing, to an impartial hearing officer as designated by the Town. The impartial hearing officer shall hold a hearing on said grievance within thirty (30) calendar days of receiving the written appeal. The impartial hearing officer shall issue a decision in writing within thirty (30) calendar days from the hearing.

C. Grievance Step No. 3: If the grievant is not satisfied with the impartial hearing officer's decision, the grievant may appeal, in writing, to the Town Board. The appeal must be received by the Town Board within seven (7) calendar days of the impartial hearing officer's decision. The Town Board shall review the grievance appeal within thirty (30) calendar days from receipt of the appeal. The Town Board shall issue its decision on the appeal within ten (10) business days after completion of its review. The Town Board may, but shall not be required to, take further testimony or evidence, but shall at a minimum review the prior grievance step decisions and documentation as provided in this Grievance Policy.

D. Appeal. The dates to file appeals in set forth decisions may be extended by mutual agreement, but if not so extended, any failure to appeal any step process shall waive the grievant right for further appeals in the Grievance Policy.

E. Content of Grievance. Grieving employee must include in any appeal: summary of pertinent facts relating to grievance, date(s) when event(s) occurred which caused the grievance; steps taken to resolve the grievance; the remedy requested by the grievant

Reference Requests

When contacted by external sources or agencies, Town of Shelby maintains a "reference neutral" approach and will supply only limited employment information upon request. All external requests for employee or staff information, written or verbal, including references on former employees or staff, must be forwarded to Administrator. They will verify by telephone or in writing only the

following information for both current and former employees: dates of employment, job title and status (full-time, part-time, and seasonal.)

Social Media Policy

The purpose of the Social Media Policy is to define and regulate the use of social media by the Town of Shelby employees and/or volunteers. This policy applies to the use by an employee and/or volunteer of personal social media or Town of Shelby social media relating to the employee's and/or volunteer's duties with the Town of Shelby.

Under the policy, "Social Media" is defined as "All forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content. The term "social media" includes but is not limited to social networking sites such as Facebook, Myspace, LinkedIn, Twitter, Instagram, and You Tube". A "Town of Shelby Social Media Site" is "A social media site created, maintained and controlled by the Town of Shelby".

Under the policy, "Personal Social Media" is defined as "Social media content maintained and controlled by the individual employee or volunteer of the Town of Shelby".

Town of Shelby Social Media Sites

1. Town of Shelby social media sites shall not be created without the approval of the Shelby Administrator.
2. All content posted on the Town of Shelby social media sites shall be approved by the Town Administrator or the Administrator's designee.
3. Social media content on the Town of Shelby social media sites shall adhere to all applicable laws, regulations, and policies, including the records management and retention requirements set by law and regulation.

Personal Social Media

1. No information, videos or pictures gathered by an employee or volunteer while on Town of Shelby business (including emergency calls, meetings, drills, training or anything obtained on Town of Shelby property or at a Town of Shelby function) may be shared or posted in any format on any personal social media site without the approval and written consent of the Administrator.
2. All speech contained on personal social media making reference to the Town of Shelby, its policies, activities, or employees must clearly designate such speech is that of the individual posting such speech and that such speech does not represent the views or the positions of the Town of Shelby.
3. Social media content shall adhere to all applicable laws, regulations, and Town of Shelby policies.
4. Posted information shall not contain confidential or proprietary information of the Town of Shelby.
5. Posted information shall not display any Town of Shelby logos, uniforms or similar Town identifying items without written permission from the Administrator.

Dress Code

We believe a professional appearance through appropriate dress, good grooming and proper identification enhances the confidence placed in us by our residents. Therefore, it is the policy of the Town of Shelby to expect employees to present a professional image when reporting for work. Departmental dress code guidelines, if available, should be consulted as appropriate. Employees and staff are to follow appropriate personal hygiene practices. Hair, mustaches, and beards must be neatly trimmed. Personal adornments that are visible, such as tattoos, body piercing or hair coloring, which might be considered offensive to the public or co-workers, are discouraged and shall be addressed on an individual basis by the department manager.

For jobsites, employees are expected to wear appropriate work clothes. Employees should be sensitive to the location and context of their work and should be ready to adjust their dress if the circumstances so warrant. Employees at a jobsite should wear clothing that protects their safety (steel-toed shoes, safety vest, etc.) and wear clothing in such a way as to be safe (e.g., shirts tucked in when working around machinery).

If name badges are issued, they should be worn while on duty. Clothing should be well fitting, clean, in good repair, and professional in appearance.

Re-Employment

Former employees who are rehired and return to work more than three months after their termination will be rehired only as new employees. They will be considered new employees with their most recent hire date for all benefits.

Generally, the Town will not rehire former employees who, but limited to:

- Were dismissed by the Town.
- Resigned without giving two weeks' notice.
- Were dismissed for inability to perform job duties.
- Had a poor attendance record.
- Violated work rules or safety rules.

Secondary Employment (does not apply to Fire Fighters and First Responders)

The Town allows its employees to take on additional outside employment. However, work requirements for the Town, including overtime, must take precedence over any outside employment.

If, as a result of this other employment, the employee is unable to work when requested by the Town, including overtime, or is unable to maintain a high work performance level at the Town, the employee may be subject to dismissal.

The Town will not pay any Worker's Compensation benefits for work related injuries or sickness resulting from employment by any employer other than the Town.

Driving Licenses

Employees driving town vehicles or driving while on Town business shall have a valid driver's license. Employees required to have a commercial driver's license shall have valid licenses for the type of vehicle they are driving and shall follow all regulations regarding the license.

Solicitation and Distribution

For the safety, convenience, and protection of all employees, the Town has adopted the following rule concerning solicitation and the distribution of materials. Employees are prohibited from soliciting for membership, pledges, subscriptions, and the collection of money or any other unauthorized purpose anywhere on Town property during work time. "Work time" includes time spent in actual performance of job duties but does not include lunch or break periods.

Employees are prohibited from distributing, circulating, or posting (on bulletin boards, walls, etc.) literature, petitions, or other materials at any time for any purpose without the prior approval of the Administrator.

Solicitation or literature distribution that is discriminatory, hateful, harassing, illegal, defamatory, profane, or obscene, as determined solely by the Town, is prohibited at all times.

Confidential and Proprietary Information

The Town considers its confidential and proprietary information, including the confidential and proprietary information of our residents, to be one of its most valuable assets. As a result, employees must carefully protect and must not disclose to any third party all confidential and proprietary information belonging to the Town or its residents.

Such protected information includes any information relating to the operations of the Township or governance of the Town that has not been previously been publicly released by duly authorized representative(s) of the Town and shall but not be limited to, information obtained by police, firefighters, emergency responders, utility or tax information, personnel issues, employment issues, computer programs, or development plans.

All employees of the Town agree to regard and preserve as confidential all confidential/sensitive information whether employee has such confidential/sensitive information in the employee's memory or in writing or in other physical form.

The employee will not use or disclose any confidential/sensitive information to others during the term of the employee's employment or thereafter without proper written authority in conformance with the guidelines of the Town, directly, or indirectly, except as otherwise required by law.

Employees should ensure that any materials containing confidential or proprietary information are filed and/or locked up before leaving their work areas each day. During the workday, employees should not leave any sensitive information lying about or unguarded.

Network and Electronic Resource Policy

Network and Electronic Resources, such as computers, other hardware, software, e-mail, landline and cell phones, fax machines and internet access, are tools that the Town provides its employees to

assist them in their work. These Network and Electronic Resources and related access systems are proprietary Town property and subject to review or access by the Town at any time.

All employees who use the Town's Network and Electronic Resources must follow the guidelines below:

- Use Network and Electronic Resources for Town business purposes only except for reasonable and incidental personal use of the Town's cell phones where there are no additional costs to the Town or where the Town is reimbursed for any additional costs.
- Messages and communications sent via the Town's Network and Electronic Resources are subject to subpoena and access by persons outside the Town and may be used in legal proceedings. Please consider this before sending any confidential messages or material via the Network and Electronic Resources.
- Remember that all the Town's policies, including but not limited to policies on Equal Employment Opportunity, Harassment, Confidentiality, Code of Conduct, and Social Media apply to the use of the Town's Network and Electronic Resources. Employees must not review or forward sexually explicit, profane, or otherwise unprofessional or unlawful material through the Town's Network and Electronic Resources.
- Passwords protecting the use of the Town's Network and Electronic Resources are the Town's property and will be assigned to employees as needed. Employees may not change passwords without the consent of their supervisor. Employees must notify the Administrator or designated person of all passwords and encryption keys assigned to or used by them and must notify their supervisor or office personnel of any changes to such passwords or encryption keys.
- Do not install any software or program on any Town computer or other hardware without the express consent of their supervisor.
- Employees must not attempt to override or evade any program or measure installed by the Town to protect the security or limit the use of its Network and Electronic Resources.
- The Town retains the right to review all communications conducted and data saved, reviewed, or accessed via the Town's network and electronic resources, including Town computers, e-mail, and internet access. Inappropriate use of network and electronic resources may result in discipline, up to and including discharge. Employees should be careful to safeguard their passwords and log off their terminals when not in use and to not permit others to access Town systems.

Attendance and Reporting to Work

Each employee is important to the overall success of our operation. Employees are expected to report to work on time at the scheduled start of the workday. Reporting to work on time means that they are ready to start work, not just arriving at work, at their scheduled starting time.

Vacations, Holidays, and approved requests for time off and permissible Sick Leave are allowable methods of legitimate time off. Allowance of the previously mentioned time off is dependent upon

the Supervisor or Administrator's discretion and approval. The employer will log all absenteeism accordingly.

If an employee expects to be absent from the job for an approved reason (e.g. a leave of absence), they should notify the Supervisor or Administrator and get approval of the upcoming absence as far in advance as possible. If an employee unexpectedly needs to be absent from or be late to work, they must notify the Supervisor or Administrator prior to the start of their scheduled workday that they will be late or absent and provide the reason for that absence or tardiness. The attendance record is a part of an employee's overall performance rating. Attendance may be included during an employee's job review and may be considered for other disciplinary action up to and including termination.

CALL-INS or absences not pre-arranged exceeding one per three pay periods may be excessive and are subject to disciplinary action up to and including termination.

One NO-SHOW (absent without notice) at any time may be grounds for immediate dismissal. If an employee is absent without notice for three days without properly notifying the Supervisor or Administrator, they will be considered to have Voluntarily Terminated Employment with the Town of Shelby. An employee may be required to submit a written physician's excuse to prevent disciplinary action. An absence arising from unusual or mitigating circumstances and decision of whether disciplinary action is warranted is under the discretion of the Administrator.

Inspection of Personal and Town Property

The Town's employees use the property and equipment the Town owns and provides, and may also use the Town's materials, information, and other supplies. While employees may decorate their office workspaces with their personal possessions (such as pictures and plants), employees must remember that property supplied by the Town remains the property of the Town. The Town reserves the right to search any Town property (e.g., computers, desks, motor vehicles on Town property, lockers, or other storage areas) at any time. The Town also reserves the right to inspect personal property (e.g., toolboxes, purses, briefcases, motor vehicles) brought upon the Town's property or worksites during the workday or as employees leave their worksites.

Personal Calls, Electronic Devices, Visits, and Business

The Town will supply employees with cell phones as needed. Reasonable and incidental personal use of the Town's cell phones is permissible where there are no additional costs. Cell phones used for work may be subject to open records request.

The Town expects the full attention of its employees while they are working. Although employees may occasionally have to take care of personal matters during the workday, employees should try to conduct such personal business either before or after the workday or during breaks or meal periods. Regardless of when any personal call is made, it should be kept brief. Employees should also limit incoming personal calls, pages, texting, visits, or personal transactions. Phones should be kept on vibrate or silent mode to minimize workplace disruptions. The use of any electronic devices and headphones may only be used if in a safe environment to the employee and others around them. This privilege may be taken away on an individual basis should an employee's use of electronics or personal communications at work cause disruptions or negatively impact work or productivity.

SAFETY AND HEALTH

The Town believes in maintaining safe and healthy working conditions for our employees. However, to achieve our goal of providing a safe workplace, each employee must be safety conscious. We have established the following policies and procedures that allow us to provide safe and healthy working conditions.

Reporting Unsafe Conditions or Practices

Employees are expected to continually be on the lookout for unsafe working conditions or practices. If an employee observes an unsafe condition, they should warn others, if possible, and report that condition to their supervisor immediately. If employees have a question regarding the safety of their workplace and practices, they should talk to their Supervisor.

If an employee observes a coworker using an unsafe practice, they are expected to mention this to the coworker and Supervisor. Administrator. Likewise, if a coworker brings to another employee's attention an unsafe practice they may be using, the employee should thank the coworker and make any necessary adjustments to what they are doing. Safety at work is a team effort.

Workplace Threats or Violence

The Town believes in maintaining a safe and healthy workplace, in part by promoting open, friendly, and supportive working relationships among all employees. Violence is not an effective solution to any problem.

Neither threats of violence nor fighting will be tolerated. Any employee found threatening another employee or fighting will be subject to disciplinary action, up to and including termination. Furthermore, if an employee has a problem that is creating stress or otherwise making him or her agitated, they are encouraged to discuss it with the Administrator or the Town Board Chairman, if the Administrator is involved.

Weapons Policy

The town prohibits employees, volunteers, vendors, visitors, and anyone other than law enforcement officials from carrying weapons on Town property. Regardless of whether an employee possesses a concealed carry permit or is allowed by law to possess a weapon, weapons are prohibited on any Town property. Pursuant to Wisconsin law, an exception will be made so that an employee who possesses a valid concealed carry permit may carry a concealed weapon in their own motor vehicle, even if the vehicle is used in the course of employment, and even if the vehicle is driven or parked on Town property. Weapons are not allowed in Town vehicles at any time except for law enforcement officials.

Weapons include, but are not limited to guns, knives, or swords with blades over four inches in length, explosives, and any chemical whose purpose is to harm another person.

Drug-Free and Alcohol-Free Workplace

To provide a safe working environment for our employees, the Town of Shelby (“Town”) promotes a drug/alcohol free workplace. While at work or on duty, all employees are prohibited from: using, possessing, transporting, distributing or manufacturing controlled substance(s); abusing prescription drug(s) or other mind-altering substance(s); or drinking alcohol; or being impaired or intoxicated by any controlled substance(s), abused prescription drug(s), alcohol or other mind-altering substance(s). Any employee who is taking any prescribed drug(s) or any mind-altering substances which may impair, in any way, their ability to perform the work duties for the Town, shall advise their immediate supervisor of any work-related restrictions upon the employee arising from use of any prescribed drug or mind-altering substance.

Employees with Commercial Driver’s License (CDL): Department of Transportation (DOT) and Federal Highway Administration (FHWA) have issued Federal Regulations (49 CFR Parts 40 and 382) implementing the provisions of the Federal Omnibus Transportation Employee Testing Act of 1991 which requires alcohol and controlled substances testing of drivers who have a commercial driver’s license. The Town expresses its intent to comply with the Federal Regulations (49 CFR Parts 40 and 382).

Drug Testing: Drug testing is mandatory for any individual(s) conditionally accepted for employment with Town. Current employees will be required to submit to drug testing under the following circumstances:

- If a supervisor has reasonable suspicion that an employee has violated the prohibitions of this policy concerning controlled substances.
- For employees with CDL, drug testing shall follow the Federal Regulations.

Effect of a Verified Positive Drug Test: Any employee whose drug test is verified positive may be suspended or terminated from employment with Town. Suspended employees may be required to have a drug/alcohol assessment. In addition, for employees with CDL, penalties and procedure following a positive drug test shall follow the Federal Regulations.

Any applicant whose drug test is verified positive shall have their offer of employment with the Town withdrawn.

Alcohol Testing: Current employees will be required to submit to alcohol testing under the following circumstances:

- If a supervisor has reasonable suspicion that an employee has violated the prohibitions of this policy concerning alcohol.
- For employees with CDL, alcohol testing shall follow the Federal Regulations.

Effect of a Verified Positive Alcohol Test: Any employee with alcohol test result having a breath alcohol level above 0.04% BrAc, may be suspended or terminated from employment. Suspended employees may be required to have a drug/alcohol assessment. In addition, for employees with CDL, penalties and procedure following a positive alcohol test shall follow the Federal Regulations.

Refusing to Take a Drug/Alcohol Test: Any conditionally accepted applicant who refuses to submit to such a drug test will be refused employment with the Town. Any employee who refuses to take a Town required drug/alcohol test or fails to report to a scheduled drug test appointment may be terminated from employment with Town.

Compliance with State and Federal Laws: Some of these procedures may be prohibited or restricted by state or federal laws. Town will comply with all such applicable state or federal laws enforcing this policy.

General Enforcement Policy: In order to enforce the above rules, Town reserves the right to investigate potential violations and require personnel to undergo drug and/or alcohol testing and, where appropriate, to search work areas, personal property, Town-owned equipment/vehicles or lockers.

Discipline: Violation of the Drug-Free and Alcohol-Free Workplace policy will result in discipline up to and including termination of employment with Town.

Fitness for Duty

The Town of Shelby is committed to maintaining a safe working environment for all visitors and employees. For the safety and health of all concerned, it may be necessary, based on certain circumstances, to conduct a fitness for duty evaluation. An evaluation may be conducted when there is reasonable doubt regarding an employee's ability to safely and appropriately perform job duties due to possible influence of physical, mental, or chemical impairment. Any such impairment which is perceived as posing a direct threat to the safety of the employee, other employees or visitors of the Town would necessitate a fitness for duty evaluation. An employee is obligated to submit to a fitness for duty examination as requested by the Administrator or designee.

Operating Vehicles

Employees shall follow all federal, state, and local laws governing operation of motor vehicles and rules of the road. Cell-phone use should be limited and must be hands-free.

Safe Worksite

We expect employees to establish and maintain a safe worksite. This includes but is not limited to the following applications:

- Maintaining proper fall-protection systems.
- Properly lifting and lowering heavy objects.
- Inspecting tools and equipment for defects before use.
- Keeping walkways clear of debris.
- Inspecting, cleaning, and properly storing tools and equipment after use.
- The use of any electronic devices and headphones may only be used if in a safe environment to the employee and others around them.
- Following established safety rules.

Where needed, the Town provides its employees with appropriate safety equipment and devices. Employees are required to use the equipment provided in the manner designated as proper and safe by the manufacturer. Failure to properly use safety equipment may lead to disciplinary action, up to and including termination. If an employee requires safety equipment that has not been provided, they should contact a supervisor before performing the job duty for which they need safety equipment.

Workers' Compensation/Reporting (due to work-related illness or injury)

Any employee who sustains a work-related injury or experiences an illness shall promptly report to the Supervisor or Administrator within a maximum of 24 hours of the incident. The employee must complete the employer's 'First Report of Injury or Accident' form available in the office as soon as possible after an injury or illness they feel is work related. Injuries/illnesses determined to be work related are covered by workers' compensation.

Care of Equipment and Supplies

All employees are expected to take care of equipment and supplies provided to them. They are responsible for maintaining this material in proper working condition and for promptly reporting any unsafe or improper functioning of this material to their supervisor.

Hazardous Materials

If an employee believes that they are dealing with a hazardous material and lacks the appropriate information and/or safety equipment, contact a supervisor immediately. Material Safety Data Sheets are available in the Town Shop for review.

Smoking at the Workplace

The Town's policy is to provide a smoke-free environment for our employees and the residents of the Town. Smoking of any kind including e-cigarettes is prohibited inside all town vehicles, municipal buildings and on our worksites. Employees may smoke on scheduled breaks or during meal-times only if they do so outside the worksite or office.

Employees are also responsible to inform all those working on our job sites of this smoke-free policy and should report any violation of this policy to the Administrator.

COMPENSATION

Recording Hours Worked

All non-exempt employees are required to keep a time sheet. On the time sheet, an employee must correctly record the job location and time spent on each job for each day worked. The Town will provide employees with a time sheet for reporting their hours. Only the employee is authorized to record their own time.

Pay Period and Payday

Paychecks are issued every other Wednesday, on a bi-weekly basis. Pay periods start every other Sunday morning at 12:01 AM and end Saturday at 12 midnight of the following week. Therefore, every other Wednesday, employees will receive a paycheck for all hours worked in the pay period ending the previous Saturday.

Standard Workday, Lunch and Rest Periods

Office = five 8-hour days per week, 2080 total hours per year
½ hour lunch unpaid, 10-minute breaks in AM & PM - paid

Road Crew = five 8-hour days per week, 2080 total hours per year
½ hour for lunch - unpaid, 10-minute breaks in AM & PM – paid
Option: four 10-hour days
Upon approval by Administrator

Police = Rotating schedule, 6 on 3 off
½ hour lunch unpaid, 10-minute breaks in AM & PM - paid
Calculates to 1950 hours per year
Averages 37.50 hours per week

Fire Chief = variable hours: Fire Department personnel are paid quarterly at the end of February, May, August, and November.

All workdays and schedules may be adjusted by a supervisor, depending on circumstances.

Overtime

It may be necessary for an employee to work beyond their normal workday hours. Overtime must be authorized in advance by the employee's supervisor except where an emergency call occurs. Supervisors will give as much notice as possible in scheduling overtime. Emphasis will be placed on the most qualified for a particular job and an effort will be made to divide overtime equally between employees in each respective department.

Hourly employees will receive overtime pay at a rate of one and one half (1-1/2) times their regular hourly rate for all hours worked more than forty (40) in a work week. Holidays, vacation, comp time, personal, and sick hours are not included as "hours worked" in determining the forty (40) hours worked. Hourly employees called in to work on a Holiday or to plow snow (outside of regular work schedule) shall be paid at a rate of one and a half (1-1/2) times their regular hourly rate.

Police Officers will receive overtime pay at a rate of one and one half (1-1/2) times their regular hourly rate if working over their regular work-day and when called in outside of their normal schedule to attend court.

Compensatory Time Off (Comp Time)

Overtime worked may be “banked” for compensatory time off with the approval of a supervisor. “Banked Overtime” shall be 1.5 hours for each hour of overtime converted to compensatory time off and shall be limited to fifty (50) total hours and must be used to take time off. It will not be paid as wages. Upon termination any banked hours will be paid based on the pay rate in effect at the time of termination.

Water Testing

Water testing is required every day including weekends and holidays. The employee conducting water tests outside of regular work schedule shall take time off during the normal Monday – Friday work week to equal the time it takes to conduct weekend and holiday water testing.

Emergency On Call

Road crew employees are required to be on call and shall be compensated at a rate determined by the Town, in addition to their normal pay. One employee shall be “on call” for a seven (7) day period at a time on a rotation basis. Employees shall respond to the Town shop within thirty (30) minutes of receiving notice of an emergency. The “on call” employee shall receive a minimum of two (2) hours overtime when called in. The employees shall be required to work for the two-hour period.

Snow Call Out

Snow call out shall be from approximately November 15 thru April 1 of each year as determined by the Supervisor. The road crew employee who is “on call” shall be responsible for the “snow call out” during their “on call week”. This “on call” employee calls the rest of the staff required to plow snow. Additional compensation is provided to the employee on “snow call out” for checking the roads to determine if the plows or sanders must go out. Compensation for snow call out is in addition to the “emergency on call” and the amount shall be as determined by the Town.

Business Expenses

Employees who use their personal vehicle for Town of Shelby business purposes shall be reimbursed for mileage at the rate annually established by the Internal Revenue Service (IRS). Examples of Town business includes, but is not limited to business banking, County or City business, meeting not held at the Town. All travel outside of La Crosse County must be pre-approved by the Administrator. Other reimbursable expenses include but are not limited to lodging and meal costs related to training and other business meetings.

To be reimbursed for job-related supplies or materials, employees must deliver a receipt for the supplies or materials to the Treasurer. Employees may also turn in such receipts by attaching them to the employee’s weekly time sheet for the week in which the employee made the purchase.

Elected Officials of the Town of Shelby who use their personal vehicle for Town business purposes outside of La Crosse County shall be reimbursed for mileage at the rate annually established by the IRS. Other reimbursable expenses may include pre-approved travel, lodging, and meal costs incurred for meeting/training outside of La Crosse County.

Performance Evaluations

Employees shall have their job performance reviewed on an annual basis by their supervisor. Performance reviews play an important role in compensation decision making.

BENEFITS

Vacation

Regular full-time and regular part-time employees are eligible for paid vacation. Vacations shall be requested as soon in advance as possible and the employee’s supervisor shall deny or approve the request as soon as possible. The granting of vacation is dependent upon the scheduling of the department and work to be completed. Vacations shall be taken in four (4) hour minimum amounts. Subject to your supervisor’s approval, you may carryover up to five (5) days of vacation to the next calendar year. Any carry over of more than five (5) days requires the approval of Administrator.

Upon termination any accrued but unused vacation will be paid based on the pay rate in effect at the time of termination.

Vacation Accrual Schedule:

<u>Accrual Time Period</u>	<u>Accrual Amount*</u>	<u>Available</u>
Partial year	prorated 40 hrs.	January of first full year
First full year	40 hrs.	2 nd January of employment
Years 2-7	80 hrs.	3 rd - 8 th January of employment
Year 8-14	120 hrs.	9 th - 15 th January of employment
Year 15+	160 hrs.	16 th + January of employment

All new employees will accrue vacation benefits from their date of hire until December 31st at a prorated amount of 40 hours. For example, an employee hired on July 1, 2000 will accrue 20 hours of vacation between 7/1/2000 through 12/31/2000. As of January 1st, 2001, the employee will be entitled to use those 20 hours of vacation for that calendar year. In 2001 the employee will accrue 40 hours of vacation to use starting January 1st, 2002. In 2002 the employee will accrue 80 hours of vacation to use starting January 1st, 2003.

*Regular part-time employees shall receive vacation benefits at the rate of one-half of the full-time rate.

Holidays

The Town observes the following nine holidays:

- | | |
|------------------|------------------------|
| New Year’s Day | Thanksgiving Day |
| President’s Day | Day after Thanksgiving |
| Memorial Day | Christmas Eve Day |
| Independence Day | Christmas |
| Labor Day | |

If a holiday falls on a Saturday, it shall be observed on the preceding Friday. In the event the holiday falls on a Sunday, it shall be observed on the following Monday.

Full-time and regular part-time employees will be paid 8 hours for these holidays. If a paid holiday falls within an employee's vacation, the holiday will not be counted as a vacation day. Police personnel shall be provided a compensatory day for holidays worked. Compensatory day will be at straight time.

Sick Time Off

All regular full-time and regular part-time employees shall earn sick pay protection beginning on the first day of the month following the month in which you were hired. Sick leave protection for full-time employees shall accumulate at a rate of one day per month up to a maximum of sixty (60) days. Regular part-time employees shall accumulate sick leave at half the rate of a full-time employee. Seasonal employees of the Town shall not be entitled to sick leave.

Employees may use sick time if they need to take time off from work due to your own mental or physical illness, injury, or health condition, or to obtain medical diagnosis, treatment, or preventive care. That includes doctor, dentist, and eye doctor appointments. An employee taking sick leave shall report to the supervisor, their absence from work at least thirty (30) minutes before their regularly scheduled starting time or scheduled overtime working period. Failure to notify the supervisor of the employee's absence shall render the sick leave request void and the absence shall be treated as an unexcused absence. Employees claiming more than three consecutive sick days may be required to furnish a physician's statement certifying the existence of an illness.

Employees leaving Town employment on good terms shall have portions of unused sick leave paid to the employee as wages according to the following schedule:

Employees who have been continually employed for	10 yrs. = 50% of sick leave accrued
	15 yrs. = 75% of sick leave accrued
	20 yrs. = 100% of sick leave accrued

If the employee is eligible for retirement under the Wisconsin Retirement System and at an age to receive benefits, unused sick leave payout may be placed in a health reimbursement account to be used by the employee for health-related expenses.

Personal Day

All full-time and regular part-time employees shall be granted one (1) Personal day (8 hours) off with pay per calendar year beginning with the first day of the calendar year following the employee's date of hire or rehire. Scheduling of the Personal day off shall be approved by the employee's supervisor. If you do not use your personal hours prior to the end of the calendar year, any remaining hours will be forfeited.

Retirement

All full-time employees and those regular part-time employees employed for over 1,200 hours per year shall be entered into the Wisconsin Retirement System. The Town contribution and employee contribution is set by the WRS on an annual basis.

Deferred Compensation Plan

Full-time employees shall be entitled to enroll in the Deferred Compensation Plan as provided by the Wisconsin Retirement Fund. Such participation shall be voluntary. You will be eligible to participate in the Deferred Compensation Plan on the first day of the month following the month in which you were hired.

Bereavement

Regular full-time employees shall be allowed up to three (3) workdays off with pay for attending funerals of their immediate family. For this provision, "immediate family" shall be defined as spouse, domestic partner, parents, stepparents, children, stepchildren, siblings, in-law siblings, grandchildren, mother-in-law, and father-in-law. An employee may be granted an additional two (2) days off with pay in the event of death to a spouse or domestic partner.

Each employee shall be allowed one (1) workday off with pay for attending funerals for grandparents, and in-law grandparents.

Personal Leave

The Town may, at its sole discretion, may grant an employee a leave of absence without pay when sufficient personal reasons necessitate such a leave. The Town reserves the right to determine the duration of the leave of absence, but no leave of absence shall exceed 2 weeks.

A leave of absence will be without pay except that employees may be required to use any accrued paid time off during a leave. While on an unpaid leave of absence, employees will not accrue additional paid time off.

Family and Medical Leave (FMLA)

The Town of Shelby is committed to compliance with the Federal Family and Medical Leave Act of 1993 and the Wisconsin Family and Medical Leave Act of 1988. The Town will post information regarding FMLA and grant eligible employees unpaid leave under the FMLA as required by law.

An employee is eligible for Federal FMLA if he or she:

1. Works for a covered employer.
2. Has worked for the employer for at least 12 months.
3. Has at least 1,250 hours of service for the employer during the 12-month period immediately before the date FMLA leave is to start.
4. Works at a location where the employer employs at least 50 employees.

An employee is eligible for Wisconsin FMLA if he or she:

1. Works for an employer with at least 50 or more permanent employees.
2. Has worked for the employer for the previous 52 weeks.
3. Has at least 1,000 hours of service for the employer during the 52 weeks immediately before the date FMLA leave is to start.

Military Leave

The Town will grant employees called into military service an unpaid leave of absence and reemployment rights as provided by Federal and State Law. Employees may use accrued paid time off during a military leave of absence but are not required to do so.

Jury Leave

Employees who are called for jury duty will be granted time off with pay to perform this civic duty. Employees must notify the Administrator as soon as they learn they have been summoned as a juror so that work arrangements can be made. To be paid for Jury Leave, an employee must provide the Administrator with the jury summons and a note from the Clerk of the Court indicating the times the employee was in court for jury duty. The Town will pay employees straight time for their regularly scheduled hours of work, minus the compensation they received from the court for their service as jurors, for up to five days of jury service.

An employee who is excused from jury duty prior to the end of a regularly scheduled workday must report for work for the remainder of that day, or otherwise notify the Administrator of his or her availability to work.

Employee Assistance Program (EAP)

The Town has entered into an agreement with a local health care system to provide employees and their immediate family members with the benefits of an Employee Assistance Program (EAP). The EAP will provide confidential assessment, short term counseling, and referral series at no cost to the employee or their family.

The EAP has 24-hour telephone coverage as well as the ability to intervene with crisis situations at any hour. The contact information will be posted in the employee break rooms.

INSURANCE BENEFITS

Health Insurance

Regular full time and regular part-time employees are eligible for health insurance coverage. The health coverage, provider selected, and the percent of Town and employee share of the premium shall be specified by the Town Board on an annual basis. The Town may also elect to contribute to a Health Savings Account of any regular part-time or full-time employee who is covered by an eligible High Deductible Health Plan.

Regular part-time employees shall pay a higher percentage of the premium than full-time employees for single coverage. Dependent coverage for regular part-time employees is available but premiums must be paid 100% by employee.

Details of health coverage are available in resources supplied by health insurance carrier. Health coverage shall stop at the end of the month in which an employee is no longer employed.

Dental Insurance

Regular full time and regular part-time employees are eligible for dental insurance coverage. You are eligible to participate beginning on the first day of the month following the month in which you were hired. The dental coverage, provider selected, and the percent of Town and employee share of the premium shall be specified by the Town Board within its sole discretion.

Regular part-time employees shall pay a higher percentage of the premium than full-time employees for single coverage. Dependent coverage for regular part-time employees is available but premiums must be paid 100% by employee

Details of dental coverage are available in resources supplied by the dental insurance carrier. Dental coverage shall stop at the end of the month in which an employee is no longer employed by the Town.

Life Insurance

Regular full-time employees are eligible for life insurance coverage. Coverage shall begin on the first day of the month following the month in which you were hired. The Town shall pay an amount established by the Town Board toward the monthly premium. The amount of coverage shall be as specified by the Town Board. Current coverage is \$50,000 and premium is paid 100% by the Town.

Details of life insurance coverage are available in resources supplied by insurance carrier. Life insurance coverage shall stop at the end of the month in which an employee is no longer employed by the Town.

Accidental Death and Disability (AD&D) Insurance

Regular full-time employees are eligible for AD&D insurance. Coverage shall begin on the first day of the month following the month in which you were hired. Current coverage is \$50,000 and premium is paid 100% by the employer.

Details of AD&D insurance coverage are available in resources supplied by insurance carrier. AD & D insurance coverage shall stop at the end of the month in which an employee is no longer employed by the Town.

Long Term Disability Insurance

Regular full-time employees are eligible for long-term disability insurance. Coverage shall begin on the first day of the month following the month in which you were hired.

The Town shall pay an amount established by the Town Board toward the monthly premium. Amounts toward the premium to be paid by Town and employee shall be as determined by the Town Board within its sole discretion. The current premium is paid 100% by the employer. The amount of coverage shall be as specified by the Town Board.

Details of disability insurance coverage are available in resources supplied by insurance carrier. Disability coverage shall stop at the end of the month in which an employee is no longer employed by the Town.

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE GUIDE

I have received the current Town of Shelby employee guide and have read and understand the material covered. I have had the opportunity to ask questions about the policies in this guide, and I understand that any future questions that I may have about the guide shall be directed to the Administrator or designated representative. I agree to and will comply with the policies, procedures, and other guidelines set forth in the guide. I understand that the Town reserves the right to change, modify, or abolish any or all of the policies, benefits, rules, and regulations contained or described in the guide as it deems appropriate at any time, with or without notice. I acknowledge that neither the guide nor its contents are an express or implied contract regarding my employment.

I further understand that all employees of the Town, regardless of their classification or position, are employed on an at-will basis, and their employment is terminable at the will of the employee or the Town at any time, with or without cause, and with or without notice. I have also been informed and understand that no officer, agent, representative, or employee of the Town has any authority to enter into any agreement with any applicant for employment or employee for an employment arrangement or relationship other than on an at-will basis and nothing contained in the policies, procedures, guides, or any other documents of the company shall in any way create an express or implied contract of employment or an employment relationship other than one on an at-will basis.

Date of Employment Guide: Approved December 15, 2020. Effective January 1, 2021.

Signature

Date

Employee Name: Printed