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MEMORANDUM

November 21, 2023

TO: Town of Beloit Board of Supervisors
FROM: Tim Wellnitz, Town Administrator
RE: Discussion and possible action on staff policy manual update

STAFF RECOMMENDATION

I recommend that the proposed staff policy manual update be approved.

RECOMMENDED MOTION

I move to approve the proposed staff policy manual update.

BACKGROUND

The Town of Beloit staff policy manual establishes various administrative policies of the Town of Beloit. The manual has not been updated in several years. I put together the attached proposed update after reviewing and consulting with Department Heads.

ANALYSIS

The proposed update cleans up the staff policy manual, which includes removing outdated references, updating to current practices and requirements, providing for sustainable leave benefits, and eliminating duplication with individual department policies.

cc: Karry DeVault, Town Clerk

LAST UPDATED 12/4/2023

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TOWN OF BELOIT STAFF POLICY MANUAL





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1.00 CONDITIONS OF EMPLOYMENT.

1.01 PURPOSE, SCOPE & INTERPRETATION. It is the purpose of this policy to establish a uniform and equitable system of personnel administration. The provisions of this policy do not constitute a contract of employment. Except where a staff member is subject to the provisions of a collective bargaining agreement, all staff members shall be considered "At Will" staff members of the Town. This means that employment may occur at any time, with or without notice, and with or without cause, at the option of the Town or the staff member. This policy may be amended at any time at the sole discretion of the Town.

1. **Policy Scope.**

- a. Except as otherwise specifically provided, this policy applies to all staff members of the Town except the following:
 - i. Elected Officials
 - ii. Members of the Town Board, Commissions and Committees
 - iii. Volunteer Personnel
 - iv. ~~Elected Judges~~
- b. Any staff member included in a collective bargaining agreement entered into in accordance with state and federal law shall be exempt from any provision of this policy inconsistent with such agreement. Any consideration or benefit provided in a collective bargaining agreement shall replace, in its entirety, any similar consideration or benefit established by this policy.
- c. Where the Town has entered into a written employment agreement with a staff member, the terms of such agreement will supersede the conditions of this policy for the staff members concerned.
- d. Department Heads may supplement, but not amend, this policy to meet the operational requirements of their department.
- e. Members of the Wisconsin Professional Police Association, Town of Beloit Chapter and the International Association of Fire Fighters, Local #2386583 AFL-CIO will be exempt from any and all provisions of the compensation, benefit, insurance and leave portions of this Staff Policy Manual that are not specifically outlined in their collective bargaining agreements.

2. **Interpretation.** This policy shall be interpreted at the sole discretion of the Town of Beloit. Questions regarding interpretation of the policies contained in this Staff Policy Manual should be made to the Town Administrator.

3. **Definitions.** The following terms shall have the definition as stated herein:

- a. **Regular Staff Member.** A person hired by the Town to routinely perform work for an indefinite period of time.
- b. **Temporary Staff Member.** A person hired by the Town to perform work for a short, limited and specific period of time where there is increased work demand.
- c. **Full-Time Staff Member.** A person hired by the Town to work a schedule of 40 or more hours per week, or, in the case of public safety staff members, a substantially equivalent work schedule.



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- d. Part-Time Staff Member. A person hired by the Town to work a schedule of less than 40 hours per week.
- e. Paid On-Call Staff Member. A person who is employed by the Town for work performed on an as-needed basis, at a time of the Town's choosing.
- f. Volunteer. A person who performs services to the Town for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation.
- g. Wage Rate Staff Member. A person paid for work performed on behalf of the Town based on a fixed amount of pay per hour.
- h. Salaried, Non-Exempt Staff Member. A person paid for work performed on behalf of the Town based on a fixed amount of pay per period, month, or year who is subject to the overtime provisions of the Fair Labor Standards Act (FLSA).
- i. Salaried Exempt Staff Members. A person paid for work performed on behalf of the Town based on a fixed amount of pay per pay period, month or year, who is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA). It is the intent of the Town that the conditions of employment for salaried staff members meet the definition of "Executive Employee", "Administrative Employee" under the Federal Fair Labor Standards Act (FLSA).
- j. Department Head. For the purposes of this policy, Department Head shall mean the Town Administrator, Finance Director/Treasurer, Chief of Police, Fire Chief, Director of Public Works, Community Development Director, and Town Clerk.
- k. Command Staff. For the purposes of this policy, Command Staff shall mean Department Heads, Deputy Fire Chief(s), Deputy Police Chief, ~~and~~ Police Lieutenant.
- l. Supervisor. For the purposes of this policy, Supervisor shall mean Department Heads and the following positions: Deputy Fire Chief(s), Captain, ~~Fire~~ Lieutenant(s), Deputy Police Chief, Lieutenant, Police Sergeant(s), and ~~the Road Department DPW~~ Foreman(s).
- m. Personal Holiday. A day of leave, with pay, provided to staff members by the Town in lieu of a scheduled holiday. A personal holiday may be taken under the same terms and conditions as personal leave.
- n. Terminal Leave Benefits. Payment in lieu of vacation, sick leave, personal leave, holiday leave, or other cash payment made to a staff member in lieu of non-monetary benefit at the time of their dismissal from the Town.
- o. Seniority. The period of time which any regular full-time staff member has been continuously employed by the Town.
- p. Staff Member. For the purposes of this policy manual, the terms "Employee" and "Staff Member" shall have the same meaning and are interchangeable.

1.02

JOB DESCRIPTIONS. Department Heads shall prepare job descriptions for each position of employment within their department. Job descriptions may be amended at the sole discretion of the Town and are effective upon approval by the Town Administrator.

- 1. As a minimum, job descriptions shall include the following information:
 - a. Position Title
 - b. Type of employment with the Town, defined in this policy.
 - c. Name of Collective Bargaining Unit, if any, representing the position.
 - d. A statement of supervisory relationships.
 - e. A representative list of essential functions of the job.
 - f. A representative list of the qualifications required for the position including a statement as to the minimum qualifications required for the position, and the ~~principle~~ principal knowledge, abilities, aptitudes and skills required for the position.



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- g. A statement that the job description does not establish terms and conditions of employment, and that it is not a contract, and may be amended at any time at the sole discretion of the Town.

REFERENCE DEPARTMENT POLICY:

Police Department — GO# AD3200 — "Classification of Duties and Responsibilities"

1.03

APPOINTMENTS TO SERVICE. Every appointment to municipal service shall be made by the Town of Beloit upon recommendation of the Town Administrator based on merit and fitness for the position. Such merit and fitness shall be ascertained by written, oral, or other examinations designed to evaluate the ability of a candidate to discharge the position for which he/she is considered.

1. The Town will provide equal opportunity in employment to all persons of good moral character and shall not discriminate in employment decisions based on a person's race, age, sex, sexual orientation, creed or religion, color, qualified disability, marital status, military or veteran's status, genetic information, national origin, ancestry, or any other characteristics protected by law.
2. As a minimum, each application for employment shall include the following information:
 - a. Name, address and Social Security Number of the applicant.
 - b. A statement that the applicant is at least eighteen (18) years of age, or if not eighteen (18), his/her birthdate.
 - c. Applicant's driver's license number, classification, and state of issuance, if the duties of the position applied for include driving.
 - d. A complete and accurate list of the schools attended, courses of study and types of degrees, certifications or diplomas awarded.
 - e. A complete and accurate chronological list of past employers and work experience.
 - f. Dates and types of military service (but not type of discharge).
 - g. A list of the applicant's criminal convictions and pending criminal charges (Criminal convictions or pending criminal charges may not disqualify an applicant for employment with the Town).
 - h. Each application shall include a release of information form, signed by the applicant, granting his/her consent to verify the statements made on the application form, in supplemental documentation and verbally during the selection process. This statement shall release the Town, its officers and agents, and third parties who provide information from all liability.
 - i. A statement that once an offer of employment has been made by the Town, the employment is subject to the applicant successfully completing pre-employment screenings (background check, physical, medical evaluation) ~~a job-related medical evaluation, including screening for illegal drug use.~~
 - j. A statement, signed by the applicant, that any misrepresentation, omission or falsification in the application or hiring process may result in rejection of the application or dismissal from employment.
3. Applications for employment shall not include any question that may disclose, or tend to disclose an applicant's sex, race, age (if over eighteen (18)), sexual identity or orientation, disability or other protected status.
4. Applicants for employment shall provide acceptable evidence that they meet the work eligibility requirements established in Title 8, United States Code Section 1324A.



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5. Favoritism will not be shown to any person with respect to hiring, tenure, compensation and terms of employment, assignments, promotion, or privileges of employment based on their kinship or non-professional relationship with another staff member or official of the Town.
6. As a condition of employment, the Town Administrator may require a staff member to live within a specific radius of the Town ~~as permitted by state law not to exceed 15 miles~~, if the staff member's services are expected to be required in an emergency to protect the life, health or property of the Town, its residents or visitors.
7. Consideration of appointments of veterans will be provided as required by law.
8. Pre-employment background investigations may be performed on all applicants as required for the position. Careful consideration shall be given to the results of all background investigations to ensure that the information gained is considered in light of the applicant's current status, the responsibilities of the position applied for, and in conformance with the law. Investigations will commonly include, but are not limited to:
 - a. Identity profile.
 - b. Credential, education and experience verification.
 - c. Criminal history and arrest records check.
 - d. Credit history for positions of fiduciary responsibility.
 - e. Driving history, if employment requires the operation of any motor vehicle.
9. Where the Staff Policy Manual calls for the application of seniority, the following factors shall be considered:
 - a. Length of continuous service;
 - b. Qualifications shall be based upon training, license/certification, skill, knowledge, ability including the present ability to perform the available work, previous experience on closely related or identical work, satisfactory production, work quality, attendance and safety records. The Town shall be the judge of staff member qualifications.Whereas, among staff members concerned, if qualifications are substantially equal, seniority shall prevail.
10. Seniority and the employment relationship shall be broken if staff member:
 - a. Retires or voluntarily quits;
 - b. Is discharged for cause;
 - c. Fails to report to work within three (3) working days after being notified to return to work following layoff or fails to report to work on the mutually agreed upon date for return from layoff;
 - d. Fails to report to work at the termination of a leave of absence;
 - e. On a leave of absence for personal reasons, accepts other employment without permission;
 - f. Seniority rights will be forfeited after the continuous period of layoff exceeds twenty-four (24) months or the length of the staff member's seniority, whichever is shorter;
 - g. Falsifies a request for a leave of absence including sick leave and worker's compensation leave.

~~11. All Town Staff Members, both full time and part time regular as well as all Paid on Call members of the Fire Department, shall be CPR/AED certified as a condition of employment with the Town. This certification shall be obtained and recertified as necessary throughout the course of employment. Department Heads shall be responsible for ensuring that all Staff Members are certified and in good standing from a period within 60 days of their hire date throughout their employment with the Town.~~



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~~12-11~~ All Town Staff Members, both full-time and part-time regular as well as all Paid-on-Call members of the Fire Department, shall be certified through the Federal Emergency Management Agency's (FEMA) National Incident Management System (NIMS) to their appropriate level depending on the requirements of the position they hold. Department Heads shall be responsible for ensuring that all Staff Members are certified within a reasonable amount of time from their date of employment with the Town. The Town's Emergency Management Director shall be responsible for communicating training needs to Department Heads as necessary. The Town Clerk shall keep records of completed trainings in Staff Personnel files.

REFERENCE DEPARTMENT POLICY:

Police Department GO# AD3300 "Selection of Personnel"
GO# SS0800 "Career Development"
GO# SS0900 "Recruitment"

1.04

MEDICAL EVALUATION. All staff members are subject to medical evaluations at the discretion of their Department Head or the Town Administrator. If required to undergo any such evaluation all fees associated with the evaluation not covered by the staff member's health insurance benefits shall be paid by the Town. Medical evaluations shall be performed by a physician, ~~or~~ at a facility of the Town's choosing.

1. **Pre-Employment Medical Evaluation.** Following an offer of employment, the Town may require an applicant to undergo a pre-employment medical evaluation to ensure the applicant is fully capable of performing the functions of the job he/she is being hired to perform. Pre-employment physicals shall include a screening for the use of illegal drugs.
2. Where a staff member has been off from his/her employment with the Town for a period exceeding three (3) work days for reasons of illness or injury, the Town may require the staff member to undergo a job-related physical to determine his/her fitness to return to work. This physical shall include a screening for the use of illegal drugs.
3. Prior to returning to work, any staff member who has been subject to a communicable disease that poses a risk of severe illness, disability or death shall provide the Town a copy of a Physician's Certificate that the staff member no longer poses a threat of spreading such disease.
4. Where it is observed, and reported by any person that a staff member is having difficulty performing one or more core functions to his/her job, the Town may require the staff member to undergo a job-related physical to determine his/her fitness for employment. This physical shall include a screening for the use of illegal drugs.

REFERENCE DEPARTMENT POLICY:

Police Department GO# AD3300 "Selection of Personnel"
GO# SS0800 "Career Development"
GO# SS0900 "Recruitment"

1.05

PROBATIONARY PERIOD. All appointments are subject to a twelve (12)-month probationary period. If a staff member fails to demonstrate an acceptable level of ability, aptitude and performance for the position assigned, he/she shall be removed from service. Department Heads shall recommend to the Town Administrator whether to retain a staff member prior to the end of the probationary period. The Town Administrator may extend probationary periods for a period of up to ~~twelvesix~~ (126) months if necessary, to fully evaluate a staff member's performance or to allow for additional training or instruction.



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REFERENCE DEPARTMENT POLICY:

Police Department: GO# AD3300 "Selection of Personnel"
GO# SS0800 "Career Development"
GO# SS0900 "Recruitment"

1.06

EQUAL OPPORTUNITY & AFFIRMATIVE ACTION. The Town of Beloit is an Equal Employment Opportunity and Affirmative Action Employer. The Town's Equal Opportunity and Affirmative Action Policy is reflected in the following statements.

1. In compliance with federal law, including the provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, Executive Order 11246, the Uniformed Services Employment and Reemployment Rights Act, as amended, and the Genetic Information Nondiscrimination Act of 2008 (see note i), ~~it has been and continues to be the policy of the Town of Beloit to recognize the competence and ability of applicants for employment or existing staff members.~~ The Town will provide equal employment opportunities to all individuals regardless of race, age, sex, creed or religion, color, qualified disability, marital status, military or veterans status, genetic information, national origin, ancestry, arrest record, conviction record (unless there is a substantial relationship between nature and timing of the crime and the nature of the job), or any other characteristic protected by law. In addition, the Town of Beloit does not discriminate against individuals on the basis of their sexual orientation (see note ii), gender identity (see note iii), or gender expression (see note iv).
2. In compliance with Title I and Title V of the Americans with Disabilities Act of 1990, as amended, the Town of Beloit will not discriminate on the basis of disability in hiring, promoting, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or staff member, barring undue hardship.
3. In compliance with federal law, the Town does not retaliate against individuals for:
 - a. Filing or encouraging one to file a complaint of unlawful discrimination;
 - b. Participating in an investigation of unlawful discrimination; or
 - c. Opposing unlawful discrimination."Retaliation" includes any adverse employment action or act of revenge against an individual for filing or encouraging one to file a complaint of discrimination, participating in an investigation of discrimination, or opposing discrimination.
4. Town officials will base employment decisions on the principles of equal employment opportunity consistent with federal and state employment laws.
5. Town officials will take affirmative action to ensure that promotion decisions are in accordance with the principles of equal employment opportunity as outlined in federal and state employment law by imposing only valid requirements for promotional opportunities.
6. Town officials will ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs, Town sponsored trainings, education, social and recreational programs, will be



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administered without regard to individuals on the basis of their race, sex, religion, color, national or ethnic origin, age, disability, military service, sexual orientation, gender identity, or gender expression.

7. Responsibilities.

- a. Each Town supervisor and Department Head must be aware of his or her individual responsibility to ensure adherence to the Town's Equal Opportunity and Affirmative Action Policy.
- b. The Town Administrator is charged with the overall responsibility of monitoring compliance with the Town of Beloit Equal Employment Opportunity and Affirmative Action Policy and for coordinating and implementing provisions of the Town of Beloit's Affirmative Action Programs.

8. Guidelines.

- a. Each individual official has an important role in the employment process that includes keeping up to date on policies, procedures, and Affirmative Action commitments. Records pertaining to employment decisions must be complete and accurate in accordance with record keeping guidelines.
 - b. The Town of Beloit will include the phrase "Equal Opportunity Affirmative Action Employer" in all printed employment advertisements. Media and organizational sources specializing in recruitment and referral of women, people of color, and individuals with disabilities will be provided copies of vacancy announcements as determined practicable and useful by the Town of Beloit.
 - c. Decisions to hire individuals must be based on specific job-related criteria. To fulfill this obligation, Town officials should solicit only information which directly relates to an applicant's ability to perform the tasks of the position sought.
 - d. Compensation decisions regarding staff should be made on the basis of established compensation policies. Variations in pay may be justified if based on education, experience, merit, or other legitimate documented factors. When a pay for performance system is utilized, to the extent possible, performance criteria should relate to objective standards and measurements, and be uniformly applied.
 - e. Termination/dismissal decisions are based upon objective criteria. Performance deficiencies and other corrective/disciplinary actions are administered according to established Town policies.
- i. *The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits discrimination in health coverage and employment based on genetic information.*
 - ii. *Sexual orientation refers to a person's self-identification as heterosexual, homosexual, bisexual, asexual, pansexual, or uncertain.*
 - iii. *Gender identity is generally defined as a person's own sense of identification as a male, female, both, or neither as distinguished from actual biological sex, i.e. it is one's psychological sense of self.*
 - iv. *Gender expression is everything we do that communicates our sense of identification to others.*

1.07

AMERICANS WITH DISABILITIES ACT (ADA) NOTICE. In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 and Title VI of the Civil Rights Act of 1964, the Town of Beloit will not discriminate against qualified individuals with disabilities based on disability in the Town's services, programs, activities or employment process. Nor may any qualified individual be discriminated against on the grounds of race, age, sex, sexual orientation, creed or religion, color, qualified disability, marital status, military or veteran's status, genetic information, national origin, ancestry, or any other characteristics protected by law, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

1. Effective Communication. The Town will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can



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participate equally in Town programs, services, and activities, including qualified sign language interpreters, documents in braille and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

2. Modifications to Policies and Procedures.

- a. The Town will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all Town programs, services, and activities.
- b. The Town of Beloit assures that no person shall, on the grounds of race, color, national origin, sex, or sexual orientation as provided by Title VI of the Civil Rights Act of 1964 as amended, and the Civil Rights Restoration Act of 1987 (P.L.100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance.
- c. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a Town program, service, or activity should contact the office of the Town Clerk (608)-364-2980 as soon as possible but no later than 48 hours before any scheduled event.
- d. The ADA does not require the Town to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.
- e. Complaints that a Town program, service or activity is not accessible to persons with disabilities should be directed to the Town Administrator (608)-364-2980.
- f. The Town will not place a surcharge on an individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

3. The Town of Beloit Grievance Procedure under the Americans with Disabilities Act. This grievance procedure is established to meet the requirements of the Americans with Disabilities Act of 1990. It may be used by anyone who wishes to file a complaint alleging discrimination based on disability in the provision of services, activities, programs or benefits by the Town.

- a. The Town Administrator is responsible for initiating and monitoring Title VI activities and preparing required reports.
- b. The complaint should be in writing and contain information about the alleged discrimination such as the name, address, and phone number of complainant and location, date and description of the problem.
- c. Alternative means of filing complaints will be made available for persons with disabilities upon request.
- d. The Complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Town Administrator
Town Administrator/ADA Compliance Officer
2445874 South Afton Road
Beloit, WI 53511
(608)-364-2980

- e. Within 15 calendar days after the receipt, the Town Administrator or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days of the meeting, the Town Administrator or designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print braille, or audio recording. The response will explain the position of the Town and offer options for the substantive resolution of the complaint.



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- f. If the response by the Town Administrator or designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Town Board.

1.08

FAMILY & MEDICAL LEAVE POLICY. Certain staff members may be eligible to take unpaid family or medical leave under federal or state law.

1. Wisconsin law allows staff members who have worked at least 1,000 hours in the past 12 months to take the following leaves in a calendar year:
 - a. Up to 6 weeks of maternity leave for the birth or adoption of a child.
 - b. Up to 2 weeks of family leave to care for a child, spouse, or parent suffering from a serious health condition.
 - c. Up to 2 weeks of medical leave for a staff member to care for his/her own serious health condition which renders him/her unable to work.
2. Federal law allows staff members who have worked at least 1,250 hours in the past 12 months to take up to 12 weeks of leave in a calendar year for one (1) or more of the following reasons:
 - a. Family-leave for the birth and care of the newborn child of the staff member or because of the placement of a child with the staff member for adoption or foster care.
 - b. Family leave to care for a child, spouse, or parent suffering from a serious health condition.
 - c. Medical leave for a Staff Member to care for his/her own serious health condition that renders him/her unable to work.
 - d. State and federal leave shall be considered to run concurrently for eligible staff members.
3. Generally, staff members needing to take family leave for birth/adoption/foster care placement should request leave from his/her Department Head at least 30 days in advance. When 30 days' notice is not possible, the staff member must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.
4. Staff members should make reasonable efforts to schedule planned medical treatments so as not to unduly disrupt business operations. Generally, staff members should provide at least 30 days' notice for planned medical treatments for themselves or family members, and as much notice as practicable in emergency situations.
5. Staff members are required to complete a leave of absence form and a medical certification form that will need to be signed by the health care provider. Failure to return the completed medical certification within 15 calendar days will result in a delay of the leave. These forms are available in the appendix of this manual or from the Town Clerk.
6. Family and medical leaves are unpaid; however, your group health insurance and other insurance will remain in effect during the leave as if you continued working. As appropriate, staff members may be required to apply accrued paid time off during this family or medical leave. As appropriate, staff members on medical leave (for the Staff Member's own serious health condition) may simultaneously be eligible for and receive disability benefits.
7. A staff member is required to provide at least two (2) days advanced notice of intent to return to work. Upon return from family or medical leave, a staff member will be returned to the position he/she held immediately prior to the leave if the position is vacant. If the position is not vacant, the staff member will be placed in an equivalent employment.



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8. Additional leave beyond the federal or state leave may be granted at the Town's discretion in some situations. However, failure to notify the Town and/or to return to work at the expiration of the leave may be considered a voluntary resignation.
9. This policy introduces the rights provision of the family and medical leave laws. Questions you may have about this law should be directed to the Town Administrator.

1.09

HARASSMENT POLICY.

1. Purpose.

- a. This policy provides definitive guidance for staff member behavior during work and work-related activities, and establishes techniques and procedures to be used reporting, investigating and administering complaints involving workplace harassment.
- b. The most productive and satisfying work environment is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of our organization.
- c. All staff members have a right to work in an environment free from discrimination and harassing conduct. Harassment based on a staff member's race, age, sex, sexual orientation, creed or religion, color, qualified disability, marital status, military or veteran's status, genetic information, national origin, ancestry, or any other characteristics protected by law.
- d. It is the policy of the Town that complaints of workplace harassment are to be dealt with quickly, fairly and at the lowest level of the organization possible to create an efficient, mutually respectful and tolerant work environment.

2. Policy Scope. This policy is applicable to all staff members, volunteers and elected officials.

3. Definitions.

- a. Harassment. Persistent and unwelcome conduct, whether verbal, physical or visual, based on a person's protected status, that has the purpose or effect of unreasonably interfering with a staff member's work performance or creating an intimidating, hostile, or offensive working environment.
- b. Sexual Harassment. A form of harassment and means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct directed at a person by another person of the same or opposite gender.
- c. Unwelcome Verbal or Physical Conduct of a Sexual Nature. The deliberate, repeated making of unsolicited, gestures or comments of a sexual nature, the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes; or deliberate, verbal or physical conduct of a sexual nature, whether repeated, that is sufficiently severe to interfere substantially with a staff member's work performance or to create an intimidating, hostile or offensive work environment.
- d. Department Head. Town Administrator, Finance Director/Treasurer, Chief of Police, Fire Chief, Director of Public Works and Town Clerk.
- e. Supervisor. Department Heads, Deputy Fire Chief(s), Fire Lieutenant(s), Police Lieutenant, Police Sergeant(s) and Road Department Foreman.

4. Responsibilities.



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- a. The Town Administrator is responsible for the effective administration of this policy within the framework of the Town's Staff Policy Manual.
 - b. Department Heads are responsible for the effective implementation of this policy within their departments and shall:
 - i. Actively promote an atmosphere free from harassment of all types;
 - ii. Conduct training on this policy for all staff members in their charge at least annually;
 - iii. Uniformly and fairly enforce the provisions of this policy; and
 - iv. Investigate and respond quickly and decisively to all charges of harassment within the scope of their authority.
 - c. Supervisors are responsible for preventing acts of harassment. This responsibility includes:
 - i. Monitoring the work environment for signs that harassment may be occurring;
 - ii. Counseling all staff members in the types of behavior prohibited and the Town's procedures for reporting and resolving complaints of harassment;
 - iii. Stopping any observed acts that may be considered harassment;
 - iv. Taking immediate action to limit the work contact between two (2) staff members during the investigation of a complaint filed by one (1) of the staff members.
 - v. Responsibly assist any staff member who seeks advice regarding sexual harassment or who files a complaint alleging sexual assault.
 - d. Staff members are responsible for the prevention of harassment by:
 - i. Refraining from participation in, or encouragement of, actions that could be perceived as harassment;
 - ii. Informing coworkers of actions or activities that they feel may be harassing; and
 - iii. Reporting acts of harassment to a supervisor.
5. Recognizing Harassment.
- a. Harassment may be subtle, manipulative and not always self-evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men; women can harass other women. Offenders can be managers, supervisors, co-workers, and non-staff members such as clients or vendors.
 - b. Harassment on any basis exists whenever:
 - i. Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
 - ii. Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual; or
 - iii. The conduct interferes with a staff member's work or creates an intimidating, hostile or offensive work environment.
 - c. Some examples of harassment are:
 - i. Verbal: jokes, insults and innuendos (based on race, sex, age, disability, etc.), degrading sexual remarks, referring to someone as a stud, hunk or babe; whistling; cat calls; comments on a person's body or sex life, or pressures for sexual favors.
 - ii. Non-Verbal: gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body, or displaying of sexually suggestive or degrading pictures, racist or other derogatory cartoons or drawings.
6. Harassment Reporting Procedure.
- a. Any staff member who believe(s) they are being harassed, or who becomes aware of harassment, should promptly notify his/her supervisor. If the staff member believes that the supervisor is the harasser, the Department Head or Town Administrator shall be notified. If a staff member is



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uncomfortable discussing harassment with his/her supervisor, the staff member shall contact the Town Administrator.

- b. In addition to notifying one of the above persons and stating the nature of the harassment, the staff member is also urged to take the following steps:
 - i. Make it clear to the harasser that the conduct is unwelcomed and document that conversation;
 - ii. Document the occurrences of harassment;
 - iii. Submit the documented complaints to your supervisor, Department Head, or the Town Administrator;
 - iv. Document any further harassment or reprisals that occur after the complaint is made.
7. **Non-Retaliation.** This policy expressly prohibits retaliation of any kind against any staff members bringing a complaint or assisting in the investigation of a complaint. Such staff members shall not be adversely affected in any manner related to their employment.
8. **Investigation & Deliberation Procedures for Harassment Complaints.**
 - a. Supervisors and Department Heads shall take each report of harassment seriously and investigate each complaint with due diligence.
 - b. Upon notification of a harassment complaint, a confidential and impartial investigation will be promptly commenced and will include direct interviews with involved parties, and where necessary, with staff members who may be witnesses or have knowledge of matters relating to the complaint.
 - c. If the complaint of harassment is substantiated, the Supervisor or Department Head shall take disciplinary action as appropriate and commensurate with their authority.
 - d. Repetitive or grievous claims of harassment shall be reported to the Town Administrator for investigation and action.
 - i. The Town Administrator shall give notice of such complaint in writing to the accused and appoint an impartial representative to investigate the allegation.
 - ii. The Town Administrator shall inform the complainant of the procedural steps that will be taken and of the complainant's rights under this policy. Such information shall include notice that harassment may also be a violation of the laws and that the complainant may have the right, and may elect, to file a complaint with the U.S. Equal Employment Opportunity Commission and the State of Wisconsin Department of Workforce Development, Equal Rights Division.
 - iii. The complainant shall sign a statement, to be provided by the Town Administrator, stating that the complainant has been advised and understands these procedures and the complainant's rights under this policy.
 - iv. The Town Administrator's designated impartial representative shall conduct a thorough investigation of the alleged harassment, collecting all possible facts regarding the incident(s) through interviewing all parties concerned, review of pertinent written information, and such other means as are appropriate.
 - v. The investigator shall, upon completion of the inquiry, prepare written findings of fact pertaining to the alleged offense. Thereafter, the Town Administrator shall provide the accused with the opportunity to meet and discuss the results of the investigation. After such meeting, the accused shall be given an opportunity to accept the findings of the investigator, or request a formal hearing before the Town Administrator.
 - vi. If the accused chooses a hearing before the Town Administrator, both complainant and accused shall have the right to be present and to be represented by an attorney or other representative of his/her choice. Further, the accused shall have the right to confront the



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- accuser/complainant, to be present when witnesses testify, to cross examine the witnesses, and to present any relevant and material evidence in defense of the accusation.
- vii. The formal rules of evidence applicable to the courts of Wisconsin shall not apply, but the Town Administrator shall have the authority to rule upon the admissibility of all evidence based upon its relevancy to the facts of the pending matter.
 - viii. When the hearing has been completed, the Town Administrator shall prepare findings of fact supported by the evidence. A decision shall be reached at the end of the findings of fact as to whether the complaint has been proved.
 - ix. If the findings disclose that no offense has been proven, the matter shall be concluded and the accused exonerated. If the findings of the Town Administrator show that an offense has occurred, and that the accused has committed it, the Town Administrator shall take such disciplinary action against the accused staff member as is appropriate under the circumstances and in accordance with the Town of Beloit Staff Policy Manual.
 - e. The above guidelines shall be followed as accurately as possible, but each individual case may have unique characteristics that may be addressed accordingly by the Town Administrator.
 - f. Any official or staff member of the Town who is found to have knowingly made a false or malicious complaint of harassment, or is found to have knowingly given false information during the investigation of a complaint, shall be subject to disciplinary action.
9. State Contact. Staff members who believe that their complaint of harassment did not receive adequate consideration by the Town may contact:

State of Wisconsin
Department of Workforce Development
Equal Rights Division
Civil Rights Bureau
201 East Washington Avenue, Room A300
P.O. Box 8928
Madison, WI 53708
Telephone: (608)-266-6860

REFERENCE DEPARTMENT POLICY:

Police Department — GO# PC0900 — "Harassment in the Workplace"
GO# AD1600 — "Internal Affairs"
GO# AD3000 — "Disciplinary Procedures"

1.10

OUTSIDE EMPLOYMENT.

1. Town staff members may hold employment outside of their commitment to the Town. However, such employment is subject to this policy and approval by Department Head where applicable.
 - a. Notice must be given to a Department Head in writing within twenty-four (24) hours of the acceptance of employment. This notice will include the name and contact information for the employer, normal work hours (if known) and the nature of work to be performed.
 - b. If such outside employment constitutes a conflict of interest or interferes with a staff member's efficiency or availability for work, the Department Head shall give the staff member a written request to withdraw from the outside employment.
 - c. In the event an emergency exists whereby a supervisor, command staff member or Department Head call a staff member to duty outside of their normal shift, the staff member agrees to report



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regardless of the fact that they may be engaged in gainful part-time employment provided for in this policy.

- d. In the event a staff member suffers an injury while engaged in outside employment that precludes that staff member from performing their normal work duties and commitment to the Town, the staff member may receive approval of a leave of absence as outlined in Section 4.06 of this policy. The Staff Member shall have the option to take their PTO for this period. Refer to the Town's Family Medical Leave Act Policy, Section 1.08 for more information. A medical examination as outlined in Section 1.04 of this policy is required prior to the staff member's return to work.

REFERENCE DEPARTMENT POLICY:

Police Department — GO# PC0300 — "Off-Duty Employment"

1.11

LEAVING THE TOWN'S EMPLOYMENT.

1. Any staff member wishing to leave the Town's service in good standing shall file with the Town Administrator, at least ten (10) work days before leaving, a written resignation stating the effective date of the resignation. Failure to comply with this procedure is cause for the Town to deny the staff member future employment with the Town and terminal~~le~~ leave benefits.
2. The requirement for ten (10) working days' notice prior to separation may be waived if it will not materially harm Town/Department operations at the discretion of the Town Administrator.
- ~~3. After at least two (2) weeks' notice to the staff member, the Town Administrator may layoff any Staff Member whenever such action is necessary for any reason.~~
- ~~4-3.~~ A staff member unauthorized absence from work for three (3) consecutive work days, or four (4) days in any twelve (12) month period, is considered a resignation from employment not subject to terminal leave benefits.
- ~~5-4.~~ Not conflicting with any bargaining agreement or separate employment agreement, Staff Members of the Town are to be considered "At Will". Employment may be terminated by either party at any time. There should be no illusion of a contractual agreement if one does not physically exist.

1.12

IMMIGRATION REFORM POLICY (I9). The Immigration Reform and Control Act of 1986 requires the Town of Beloit to hire and retain only individuals who are authorized to work in the United States.

1. To enforce these guidelines, IRCA requires the Town to verify a potential staff member's eligibility by completing the Employment Verification Form (Form I-9). By completing Form I-9, the Town is certifying that it has viewed documents proving that the potential Staff Member is authorized to live and work in the United States.
2. All staff members are asked to provide original documents verifying their right to work in the United States and to sign a verification form (Form I-9). If an individual cannot verify his or her right to work within three (3) days of hire, the Town must terminate his/her employment.

1.13

EMPLOYMENT OF RELATIVES OR SPOUSES. The Town understands that there may be situations in which it may be in its best interest to employ a relative or spouse of a staff member. The Town also recognizes that doing so could present a conflict of interest in certain situations. The following restrictions are placed on the employment of relatives within the Town.



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1. Related or married staff members may not, at any time or in any capacity, have a supervisory role over one another.
2. Related or married staff members may not, at any time, consecutively hold Department Head positions with the Town.

These restrictions may be expanded or waived entirely at the discretion of the Town Administrator when in the best interest of the Town. At no time shall the Town Administrator allow for the employment of a staff member's relative or spouse when such employment presents a conflict of interest.

1.14

FRATERNIZATION. The Town of Beloit strives to provide an environment for staff members that is respectful, fair and free of unlawful harassment or discrimination. In keeping with its commitment to provide equal opportunity to staff members and in order to avoid potential conflicts of interest, favoritism, exploitation, harassment or breaches of professional standards, the Town prohibits romantic or sexual relationships where there is supervision, direction or control between the parties.

1. No supervisor shall have or pursue a romantic or sexual relationship with any staff member who reports to the supervisor or over whom the supervisor has the authority and/or responsibility to hire, promote, discipline, evaluate, assign or direct. If such a relationship exists, both the involved supervisor and involved staff member shall report such relationship to the Department Head, to whom the supervisor reports. The Department Head shall take appropriate steps consistent with this policy, including the removal of any reporting or similar relationship between the supervisor and the staff member.
2. The Town of Beloit has several intern and youth programs with local schools, colleges and universities in the area for the purpose of educating future members of the local government and/or public safety professions. No staff member shall have or pursue a romantic or sexual relationship with any intern who may be working with the Town on any one of numerous programs through Town departments regardless of age.
3. Any staff member who becomes aware of a relationship prohibited by this policy should report such relationship to their Department Head or the Town Administrator. The department receiving the report shall inform the Town Administrator, which shall coordinate with the supervisor of the involved staff member(s) to take appropriate action consistent with this policy.
4. Any report of fraternization between a staff member and an intern shall cause the immediate administrative leave of the staff member and intern, notification to the intern's sponsor program and notification of the Rock County Sheriff's Office (if necessary).
5. Any violation of this policy is subject to discipline up to and including termination.



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2.00 STAFF INTEGRITY & PERFORMANCE

- 2.01 **ORGANIZATIONAL ETHICS.** Public service is a privilege with significant intrinsic obligations. As representatives of the community, staff are dedicated to the welfare of the people we serve, our fellow staff members, and the Town of Beloit. We value the inherent worth of public services, the trust of our community, the fair treatment of others and quality of service. Outside of the pay and benefits we receive from the Town, we will not use our official position for private gain. We will not allow private interests to influence our service to the community. We will be trustworthy custodians of public facilities, equipment and resources. We will gain the public's trust and respect in both our personal and professional behavior.

REFERENCE DEPARTMENT POLICY:

Police Department GO# PC0500 "Code of Conduct"
GO# PC0800 "Drug-Free Workplace"
GO# PC0300 "Off-Duty Employment"
GO# AD3400 "Uniform Issue, Wearing & Personal Appearance"

2.02 CODE OF CONDUCT.

1. Staff members shall perform their duties in a professional manner always and:
 - a. Affirm the dignity and worth of the service rendered by the government and maintain a constructive, creative and practical attitude toward local government activities.
 - b. Conduct themselves so as to maintain and enhance public confidence in the Town, its elected officials and staff members.



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- c. Conduct their personal and official affairs in such a manner as to give the clear impression they cannot be improperly influenced in the performance of their duties.
- d. Not use their position to obtain financial gain or anything of substantial value for their private benefit, the benefit of their immediate family, or for an organization with which they have an interest.
- e. Not solicit or accept from any person, either directly or indirectly, anything of value that could reasonably be expected to influence their official actions or judgement.
- f. Not serve any organization or interest that is non-compatible with their position with the Town.
- g. Not use Town equipment or facilities for personal benefit or gain beyond the scope afforded to the general public, except as may be specified in this policy.
- h. Not accept a payment or gift from anyone as a result of their employment with the Town. This shall not preclude the acceptance of minor social courtesies of nominal value.
- i. Not publicly endorse any private sector product or service where the value of such endorsement is a result of their official duties with the Town. A staff member shall not use his/her job or relationship with the Town as part of any endorsement. The Town Administrator may allow the public endorsement of a private sector product by a staff member, where the product is unique and public knowledge of the product will have a definitive public health or safety benefit.
- j. Not discriminate against any person, group or organization because of their race, age, sex, sexual orientation, creed or religion, color, qualified disability, marital status, military or veteran's status, genetic information, national origin, ancestry, or any other characteristics protected by law.

REFERENCE DEPARTMENT POLICY:

~~Police Department GO# PC0500 "Code of Conduct"~~
~~GO# PC0800 "Drug-Free Workplace"~~
~~GO# PC0300 "Off-Duty Employment"~~
~~GO# AD3400 "Uniform Issue, Wearing & Personal Appearance"~~

2.03

STAFF MEMBER RESPONSIBILITIES.

- 1. General. Staff members shall:
 - a. Provide the highest level of service within their means and abilities to all residents, businesses and visitors.
 - b. Be where they are supposed to be, when they are supposed to be there, dressed appropriately and with the proper tools and/or equipment.
 - c. Maintain a high level of skill in, and knowledge of, their core job responsibilities.
 - d. Maintain an appropriate level of physical fitness to perform their duties fully, safely and effectively.
 - e. Adequately maintain and protect public property.
 - f. Be knowledgeable of the common hazards associated with their duties and in the use of related equipment. Follow appropriate safety procedures and use appropriate safety equipment.
 - g. Report safety or security concerns they cannot correct to their supervisor.
 - h. Treat members of the public and their fellow staff member evenhandedly and with respect.
 - i. Speak the truth, as they know it, without omission or embellishment.
 - j. Do not spread rumor, innuendo, or hearsay.
 - k. Direct any questions they receive regarding Town policy or operations to their Department Head.
 - l. Continually search for ways to further their own education and career development.
 - m. Foster a culture of continuous improvement within the Town.



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2. Staff members are expected to be aware and mindful of the Town policies relating to them and the performance of their duties:
 - a. Staff members shall not use alcohol or drugs in any way that may cause a negative impact on workplace safety or the efficient provision of Town services.
 - b. Staff members are expected to be familiar with the Town of Beloit Alcohol and Substance Abuse Policy.
 - c. Staff members shall actively promote a safe work environment for themselves, their fellow staff members and the public.
 - d. Staff members are expected to be familiar with the Town of Beloit Safety Policy.
 - e. Staff members are to actively promote a work environment free from harassment. It is the policy of the Town of Beloit to provide a work environment free from intimidation or coercion in any form, including sexual harassment.
 - f. Staff members are expected to be familiar with the Town's Harassment Policy.
 - g. Town phones, cell phones and other communication devices are provided for conduct of official business.
 - h. Staff members are expected to be familiar with the Town's policies on the use of phones, cell phones, and electronic communications as set forth in the Town's Acceptable Technology Use and Social Media Policies.
 - i. Staff members are to promptly report to their Department Head any known investigation, arrest, detainment or intervention by a law enforcement agency or any pending legal action in which the Staff Member may be a party to. Staff Members recognize that certain interactions with Law Enforcement and/or litigation may be damaging to the Town of Beloit and communication is important within that context.
3. Outside Employment. The work of the Town of Beloit shall take precedence over any other occupational interests of Town staff members. Staff members shall report all outside paid employment and/or self-employment, to their appropriate Department Head. Outside employment is not permitted that:
 - a. Is likely to conflict or interfere with the staff members' s work for the Town of Beloit.
 - b. Is incompatible or creates a conflict of interest with the staff member's duties for the Town.
 - c. May interfere with the emergency or the public safety duties of a staff member.
4. Appearance, Dress and Personal Hygiene. The appearance, dress and personal hygiene of the Town's staff influences the degree of respect, trust and confidence the Town receives from the public and other organizations. All staff members are expected to wear safe and appropriate clothing, as well as present a neat and clean appearance, in line with their duties and contemporary business standards.

REFERENCE DEPARTMENT POLICY:

Police Department — GO# PC0500 — "Code of Conduct"
— GO# PC0800 — "Drug Free Workplace"
— GO# PC0300 — "Off Duty Employment"
— GO# AD3400 — "Uniform Issue, Wearing & Personal Appearance"

2.04

POLITICAL ACTIVITIES. Staff members are encouraged to support and participate in our political system, but must maintain a strict political impartiality in the conduct of their duties and refrain from all political activities that may undermine public confidence in the impartial provision of public services.



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1. Staff members seeking public office must take leave from the date of filing candidacy for any Town of Beloit elected office, and his/her employment with the Town shall be terminated without bias upon election to such office.
2. Staff members shall not become involved in political activities during their hours of employment with the Town, or while representing the Town at any activity or function. Staff members shall not seek political endorsements, financial contributions, or engage in campaign activities on behalf of any candidate during such times.
3. Staff members are encouraged not to sign nominating petitions or other campaign documents regarding any candidate for elected office and shall not do so during their hours of employment with the Town.
4. During their hours of employment with the Town, staff members shall not actively participate in any event that has a primary function, or may be seen by the public as an endorsement for any political party or candidate for political office. Staff members need to be keenly aware of the public's perception of their political activities as they relate to their official duties with the Town, and refrain from any activity that undermines the public's confidence in the fair, equitable and unbiased provision of local government services.
5. Staff members may not use their official title, or position with the Town, to promote any political party or candidate for political office. Staff members may not appear at any political event, political advertisement, or political campaign activity while dressed in Town uniform, except as necessary to conduct the official business of the Town of Beloit.

REFERENCE DEPARTMENT POLICY:

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~~GO# PC0800 — "Drug Free Workplace"~~
~~GO# PC0300 — "Off-Duty Employment"~~
~~GO# AD3400 — "Uniform Issue, Wearing & Personal Appearance"~~

2.05

MOTOR VEHICLE OPERATION.

1. All Town staff members who operate a motor vehicle as part of their duties must possess a current, valid driver's license commensurate with the equipment they are expected to operate.
2. Prior to hiring any person for a staff position that requires the operation of a motor vehicle, or the transfer of a current staff member to such a position, the Police Department will conduct a background check on that person's driving record. No person shall be hired or transferred to a staff position that requires the operation of a motor vehicle when their driving record demonstrates that the operation of such motor vehicle may pose a threat to the Town or may otherwise pose a hardship to Town operations.
3. Towns staff members, except for Firefighters, must possess a Commercial Driver's License (CDL) and successfully complete a controlled substance screening and a knowledge test administered by the State Division of Motor Vehicles (DMV) prior to the operation of vehicles that:
 - a. Weight over 26,000 pounds, determined by the highest of the following weights:
 - i. Manufacturer's gross vehicle weight rating (GVWR)



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- ii. Manufacturer's gross combination weight rating (GCWR)
 - iii. Actual weight
 - iv. Registered weight
 - b. Carry hazardous materials that require placarding under federal law.
 - c. Are designed or used to carry 16 or more persons including the driver (Buses and some school buses.)
4. Any staff member who loses his/her driving privileges, or becomes uninsurable for motor vehicle operation for any reason, shall immediately report the condition to his/her Department Head. When made aware of staff member's loss of driving privileges or inability to obtain or maintain motor vehicle operating insurance, a Department Head shall immediately prohibit the staff member from driving a motor vehicle on Town business, and, if necessary, transfer the staff member to a position that does not require the operation of a motor vehicle. Where the operation of a motor vehicle is a core function of the staff member's job, loss of motor vehicle operating privileges may result in dismissal from Town employment.
- a. Town staff members are hereby advised that the Town considers operating a vehicle while under the influence of alcohol or other controlled substance, while on or off-duty, a severe infraction under this Staff Policy Manual. Any conviction of driving while under the influence may be cause for immediate dismissal from Town employment.
 - b. The Police Department shall conduct annual background checks on Staff Member driving records to ensure the Town's ability to insure staff members and compliance with this policy.
5. Any staff member who, in the sole opinion of his/her Department Head, demonstrates a lack of adequate motor vehicle operating skills and/or careless driving behavior, may be required to attend remedial driver training to continue operating motor vehicles on behalf of the Town. The remedial training will be of the Town's choosing, and at the Town's expense, though the staff member may be required to attend the training during off-duty hours without pay. Failure to successfully complete the drivers training program will result in the staff member being prohibited from operating a motor vehicle while on duty with the Town, and may result in dismissal from Town employment if operating a motor vehicle is a core function of the staff member's position.
6. All motor vehicle accidents involving on-duty staff members and/or Town equipment shall be reported immediately to the Town Administrator, and include:
- a. Specific description of the accident, injuries and damage;
 - b. Date, time and location of accident;
 - c. Names, addresses and phone numbers of individuals involved; and
 - d. Names, addresses and phone numbers of witnesses.
7. Any such accident that involves personal injury of any sort, or property damage exceeding \$1,000, shall be investigated by the Police Department.
8. Within ~~threetwo~~ (32) hours of an on-duty motor vehicle accident meeting a condition found in the table below, the staff member involved, regardless of operator's license type, shall be tested for alcohol and controlled substance use by qualified medical personnel at an Occupational Health Center or medical facility of the Town's choosing. If such testing cannot be performed within the ~~threetwo~~ (32) hour requirement, a written report shall be provided by the staff member's supervisor stating the reasons for their failure to meet this requirement.



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Type of Accident	Was a Citation Issued to Town Staff?	Is Drug and Alcohol Screening Required?
Human Fatality	YES	YES
	NO	YES
Bodily Injury with Immediate Medical Treatment Away from Scene	YES	YES
	NO	NO
Disabling Damage to any Motor Vehicle Requiring Tow Away	YES	YES
	NO	NO

- a. The results of a breath test for the use of alcohol, conducted by Federal, State or local officials having independent authority for the test, shall be considered to meet the requirements of this policy, provided such tests conform to the standards of the Substance Abuse & Mental Health Services Administration (SAMHSA), and that the results of the test are obtained by the Town.
 - b. The results of a urine test for the use of controlled substances, conducted by Federal, State or local officials having independent authority for the test, shall be considered to meet the requirements of this policy, provided such tests conform to the standards of the Substance Abuse & Mental Health Services Administration (SAMHSA), and that the results of the test are obtained by the Town.
 - c. ~~If the two (2) hour requirement for testing is not met, testing will still occur within eight (8) hours of the time of the accident for alcohol use, and 22 hours of the time of the accident for controlled substance use.~~
9. Staff members whose duties require a CDL shall be subject to random alcohol and controlled substance testing throughout their employment with the Town.
 10. Supervisors are required to be observant for the signs of alcohol or use of controlled substances by their staff. If a supervisor believes that a staff member is under the influence of alcohol or controlled substance while at work, the supervisor shall request a police officer or other person trained to recognize the symptoms of such use to observe the staff member and make a judgement as to whether the staff member may be working under the effects of alcohol or a controlled substance. If the trained observer believes that the staff member may be working under the effects of alcohol or a controlled substance, the staff member shall be tested for alcohol and controlled substance use by a medical professional, as soon as practicable. A report of the observation and the medical findings shall be provided to the Town Administrator.
 11. Refusal to participate in, or interfering with required alcohol or controlled substance testing by a staff member is cause for disciplinary action under the Town's Staff Policy Manual. Alcohol or controlled substance testing may include methods such as breathalyzer, urine testing, blood testing, etc.
 12. When involved in, or witnessing an accident involving Town property or equipment, staff members will render assistance as necessary, and be helpful and compassionate to any injured persons. Unless required as part of their official law enforcement duties, Town staff members will not indicate, in any way, that an accident or injury was the fault of the Town or one of its staff members. The authority to assume responsibility for any accident or injury lies solely with the Town Board and the Town's Insurance Carrier.

REFERENCE DEPARTMENT POLICY:

Police Department — GO# PC0100 — "Operation of Motor Vehicles"
— GO# AD3800 — "Department Vehicles"



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2.06 TOBACCO USE.

1. Definitions.
 - a. Tobacco Products. Any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco or dipping tobacco.
 - b. Electronic Delivery Device. Any product containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. This shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.
2. Use of Tobacco Products & Electronic Delivery Devices Prohibited. It shall be unlawful for any person to use tobacco products or any electronic delivery device inside any premises held open to the public or in any public or private workplace within the boundaries of the Town of Beloit. Further, it shall be considered a violation of this policy for any person to use tobacco products or any electronic delivery device inside any premises or vehicle owned by the Town of Beloit.

REFERENCE DEPARTMENT POLICY:

Police Department — GO# PC0500 — “Code of Conduct”
GO# PC0800 — “Drug Free Workplace”

2.07 ALCOHOL & SUBSTANCE ABUSE.

1. Substance Abuse Prohibited. To meet our responsibilities to our staff members and the public, the Town must maintain a healthy, productive and safe workplace free from the effects of alcohol or drug abuse. Misusing or abusing controlled substances on the job is prohibited, as is selling, manufacturing, distributing, possessing, using, or being under the influence of illegal substances on the job.
2. Impairment or Abuse. Any staff member who displays any signs of alcohol impairment or substance abuse, or is in possession of alcohol or illegal drugs, whether on Town premises or on Town business, is subject to disciplinary action including suspension without pay and/or dismissal. Where warranted, such staff members will be encouraged to obtain proper treatment.
3. Prescription Medications. The legal use of prescription medications is permitted on the job only if such does not impair a staff member’s ability to perform the essential functions of the job effectively and in a safe manner, that does not endanger the staff member or others. If staff members are taking a prescribed medication that may affect their work performance, they are required to advise their supervisor.

- 2.08 NO STRIKE. No staff member or applicable union organization shall engage in or in any way encourage or sanction any strike, work stoppage, slowdown, walk-out, picket line, concerted resignations or sick leave or any other action which would interrupt or interfere with work or responsibilities of the Town, and no staff member shall prevent or attempt to prevent access of staff members to offices of the Town at any location or work site of the Town. Any staff member who violates any of the above prohibitions for any reason shall be subject to discipline or dismissal at the sole discretion of the Town and shall forfeit all benefits of any applicable employment agreement.



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2.09

WHISTLEBLOWER PROTECTION POLICY. The Town of Beloit is committed to operating in compliance with all policies of the Town, applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its elected officials, officers, staff members, or volunteers. This policy outlines a procedure for staff members to report actions that a staff member reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to Town of Beloit business and does not relate to private acts of an individual not connected to Town business.

1. If a staff member has a reasonable belief that another staff member has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the staff member is expected to immediately report such information to a supervisor or the Town Administrator. If the staff member does not feel comfortable reporting the information to a supervisor or the Town Administrator, he or she is expected to report the information to the Town Chairperson or any other elected representative.
2. All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, the Town of Beloit will strive to keep the identity of the reporting individual as confidential as possible, while conducting an adequate review and investigation.
3. The Town of Beloit will not retaliate against any staff member in the terms and conditions of employment because that staff member:
 - a. Reports to a supervisor, to the Town Administrator or elected official; or
 - b. Participates in good faith in any resulting investigation or proceeding; or
 - c. Exercises his/her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the staff member's rights.
4. The Town of Beloit may take disciplinary action (up to and including dismissal) against any staff member who, in management's assessment, has engaged in retaliatory conduct in violation of this policy.
5. In addition, The Town of Beloit will not, with the intent to retaliate, take any action harmful to any staff member who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission of fraudulent actions or any of its staff members of a violation of any applicable law or regulation.

3.00 COMPENSATION, INSURANCE & BENEFITS.

3.01

COMPENSATION. Staff members shall be compensated for their work on behalf of the Town according to a schedule established by the Town Board. Any salary or wage so established is total remuneration for the work performed, but shall not be considered as reimbursement for official travel or authorized expenses that may be allowed for the conduct of official business.

1. Staff members to whom the Fair Labor Standards Act (FLSA) applies shall be compensated at one and a half (1 ½) times their normal rate of pay for work performed in excess of forty (40) hours a week (Fifty six (56) hours for applicable Fire Department Staff), if such overtime was approved by their Department Head. Hours paid for paid leave of any kind shall not be considered as hours worked to



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determine overtime. If a staff member works over their scheduled hours during a workday where they have used Paid Time Off, the amount of Paid Time Off shall be adjusted accordingly. Only when Paid Time Off for the workday is equal to zero may the staff members begin to accrue overtime for that day.

2. Salaried staff members shall not receive pay from the Town in excess of their authorized salary, except as may be approved by the Town Administrator. Salaried staff members are expected to work a minimum of forty (40) hours per week, fifty-six (56) for applicable Fire Department Staff, but may be required to work more based on operational need.
3. Any DPW full-time wage rate staff member who has completed his/her work for the day and is recalled to work and completes the work assigned on recall, shall be paid the overtime rate of one and one half (1.5) times his/her straight time rate with a minimum of two (2) hours at such rate. Any staff member called in prior to his/her regularly scheduled starting time shall be permitted to work to the end of his/her normally scheduled shift.
4. Overtime. Unless otherwise specifically stated in this policy manual, full-time wage rate staff members of the Town will accrue overtime if they work more than their scheduled shift per day only after approval from their Department Head or supervisor or as otherwise determined by department policy. Overtime shall be paid at a rate of one and one half (1.5) times the staff ~~members~~member's hourly wage.
5. Direct Deposit is Mandatory. All staff members must participate in direct deposit. All staff members will have the opportunity to have their payroll direct deposited into one (1) or two (2) financial institution accounts. The accounts in question do not have to be located at the same financial institution. The amount to be deposited with the first account will be for a fixed amount while any remaining balance of the payroll will be deposited in the second account.
6. Staff members may establish payroll deduction accounts with a maximum of two (2) accounts. Individual savings and/or checking accounts must be established by the staff members before direct deposits may begin. Authorization forms for direct deductions are available from the ~~Deputy Clerk~~Payroll Department.

3.02

STAFF PRIVILEGES. ~~The Town acknowledges that its staff members contribute many hours of volunteer effort as well as personal resources without reimbursement or other financial recognition.~~ To promote a good working relationship with staff members and to recognize their special efforts on behalf of the community, the following use of public facilities and equipment by staff members is permitted:

- ~~1. All Town staff members may, with approval from the Town Clerk, borrow Town-owned chairs and tables for private use.~~
- ~~2.1~~ All Town staff members may rent Town Park Facilities, free of charge, so long as the facilities are not already rented on the date requested. All deposits required under Town Ordinance shall be enforced.
- ~~3.2~~ Staff members taking advantage of these privileges shall hold the Town harmless from any damages that may result to persons, materials or equipment from the use of Town tools and facilities for private use. Other than those specific privileges listed in this policy, staff members of the Town of Beloit shall not use Town equipment or facilities for personal benefit or gain beyond the scope afforded to the public.



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3.03

STAFF RECOGNITION. The Town strives to continually develop methods to ensure that gratitude is shown to all Staff Members for their service and that special acts or actions made by Staff Members that go above and beyond their regular employment are recognized by the community. The following is a representation of steps taken to this end. Staff Recognition in the Town consists of, but may not be limited to:

1. Staff may enjoy the privileges outlined in Section 3.02 of this Staff Policy Manual.
2. Staff Members shall be recognized by the Town of Beloit for years of service and/or for outstanding work performance. This may be in addition to or concurrent with any formal awards policy which exists in individual department.
 - a. Staff Members will be recognized for their 1st full year of service. Thereafter, recognition for years of service will be made in 5-year increments.
 - b. Whenever possible, the Town shall provide a meaningful gift of gratitude to the Staff Member for their years of service.
3. The Town will provide for an Annual Staff Picnic to be held on the 2nd Saturday in August, annually. This picnic will be inclusive of all Staff Members (Full & Part-Time, Paid on Call, Contracted, etc.), Elected Officials, Volunteers, Retirees and their immediate families and/or their significant others.

REFERENCE DEPARTMENT POLICY:

Police Department — GO# AD4100 — "Awards Policy"

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3.04

GROUP INSURANCE.

1. Health. All regular full-time staff members of the Town may choose to participate in the Town's group health insurance program by paying the Staff Member portion of the insurance premium as established by the Town Board. Eligible staff members may elect not to participate in the group insurance program by providing written notice of such decision to the Town Clerk. In such case, the staff member must provide evidence of insurance through another source.
2. Life. The Town will, at its own expense, purchase term life insurance for each regular full-time staff member of the Town in the amount of 1x the staff member's annual base salary. Such insurance is to begin at the end of thirty (30) days of employment and end upon termination of employment with the Town. Additional life insurance coverage (up to 4x annual base salary) may be available at the staff member's expense.
3. Accidental and Critical Care. Full and Part-Time staff members may elect to purchase accidental and critical care insurance through the Town under the terms and conditions of such policy currently provided by Aflac and Allstate. Additional services and coverages may be available to staff members at their own expense as available. Information is available through the [Payroll Department Deputy Clerk](#).
4. Short-Term Disability. Staff members collecting benefits under such short-term disability insurance will be placed on unpaid leave from the Town during their period of incapacitation, not to exceed 180 days during any twelve (12)-month period. Such insurance will begin at the end of ninety (90) calendar days of employment and ending upon termination of employment with the Town. Information is available through the Town Clerk.



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5. Worker's Compensation. Staff members will receive worker's compensation in accordance with the Worker's Compensation Act of the State of Wisconsin. Worker's Compensation payments reimburse the staff member 66.66% of their base wages. The Town may pay up to 100% of a staff member's base wages (no overtime). Therefore, all payments received by the staff member from worker's compensation coverage must be submitted to the Deputy Clerk prior to deposit.
6. Dental Insurance. Delta Dental provides a Dental Insurance benefit to full-time Staff Members and their immediate families. ~~in the amount of \$2,000 per year per person with a \$2,000 lifetime orthodontic maximum per person.~~ Forms and information are available from the Payroll Department Town Clerk.
7. Vision Insurance/Eyeglass Allowance. ~~Delta Dental provides a Vision Insurance benefit to full-time Staff Members and their immediate families. The Town shall provide a reimbursement to each full-time staff member in the maximum amount of \$100.00 annually for prescription eyeglasses and contact lenses. A staff member shall submit a dated receipt to the Town Clerk to request the reimbursement.~~ Forms and information are available from the Town Clerk Payroll Department.
8. Individual Retirement Health Care Savings Plan (HSA). ~~All regular full-time represented staff members of the Town's Fire Department may participate in the Town's Post-Retirement Health Care Savings Plan in accordance with the terms and conditions of such plan.~~

9-8. Flexible Spending Account. An FSA benefit account is a tax-deferred savings account established to help staff members meet certain medical and dependent-care expenses that are not covered under the Town's insurance plan. Established under Section 125 of the Internal Revenue Code, FSAs allow Staff Members to contribute pre-tax dollars to an account set-up by the Town. They can later withdraw these funds tax-free for to pay for qualified health insurance premiums, out-of-pocket medical costs, day care provider fees, or private pre-school and kindergarten expenses. Staff Members save federal and state income tax as well as the Staff Member portion of Social Security Tax on the amount they authorize the Town to withdraw from their paychecks each year. TASC administers the FSA benefit for the Town of Beloit. Information and forms are available from the Town Clerk Payroll Department.

10-9. COBRA. Eligible staff members may choose to continue health care insurance coverage under the Town's group policy for a period of time after termination of employment with the Town under the terms and conditions of the federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

3.05

WELLNESS & ASSISTANCE.

1. Employee Assistance Program (EAP). All full-time staff members have access to the EAP program provided by the Town through Empathia. This program is provided at no cost to staff members and allows them to be connected with counseling services 24/7. Empathia provides child & elder care consultations, video & audio as well as in-person local counseling, financial counseling & education, tobacco cessation, A Trauma Response Team to assist when needed, interactive training programs and much more. More information for the services provided can be accessed through the Empathia: Life Matters website at www.empathia.com and by phone at 1.800.634.6433. Staff members are encouraged to utilize these services as needed. This service is confidential. As such, any use of any service provided by Empathia to staff members is private and not reported.



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2. **On-Site Fitness Equipment.** The Town of Beloit is committed to the betterment of the health and safety of our staff members and have provided space at the Police and Fire Stations for exercise equipment to be placed for staff use. The Fire Department Equipment is open to all Staff Members of the Town of Beloit with the following conditions:
 - a. All staff members shall have access to exercise equipment at Fire Station #1 located at 2445 S. Afton Road. Prior to use, staff members must complete an orientation with the Fire Department Fitness Coordinator.
 - b. For non-Fire Department staff, facility hours are between 7 a.m. and 9 p.m.
 - c. All equipment shall be cleaned and returned to its proper place after use.
 - d. Appropriate attire must be worn. This includes the following:
 - i. Athletic shoes must be worn at all times.
 - ii. Shirts must be worn at all times. Sleeveless shirts may not be slit down the side.
 - iii. Athletic shorts, sweatpants or other athletic type pants must be worn at all times.
 - e. TV/Music must be appropriate and at a volume not to disturb duty crew.
 - f. Report any equipment or facility problems or repairs to the Fire Department Shift Commander immediately.
3. **Personal Trainer.** The Town of Beloit has made available the services of a personal trainer (Fire Department Fitness Coordinator). Services offered by the personal trainer are:
 - a. Equipment acclimation and training.
 - b. Personal work out planning.
 - c. Injury recovery exercises.
 - d. Nutritional education.
 - e. Recommendations for fitness and health improvement.Sessions are by appointment only and subject to the work schedules of staff members who are certified and hold the title of Fire Department Fitness Coordinator.
4. **Fitness Membership Program.** The Town agrees to \$20 dollars toward the single adult or family membership for each staff member at the Stateline YMCA monthly. The YMCA has agreed to match this subsidy up to 50% (\$10.00). This is intended to make membership accessible to all full-time staff members and family members by significantly decreasing the costs. Proper applications and forms from the Fire Department Fitness Coordinator or directly from the YMCA.
 - a. Staff Members taking advantage of this program are required to make a minimum of 10 visits a month to the YMCA. Failure to do so shall forfeit any subsidy. This is to ensure that the monies set aside for this program are utilized by those who will benefit the most from its implementation.

3.06

RETIREMENT SAVINGS PROGRAM.

1. **State of Wisconsin Employee Trust Fund (ETF or WRS).** Under state law all staff members who, at any time, work, or are intended to work more than 1,200 hours in any twelve (12) month period, are automatically enrolled in the State of Wisconsin Employee Trust Fund (ETF). The Town pays the employer contribution as well as all plan adjustments and the staff member pays any required contribution in accordance with Wisconsin Statutes.
 - a. Staff members may select between fixed rate and variable rate investment plans offered by the fund through registration forms available from the [Deputy Clerk Payroll Department](#).
2. **Deferred Compensation 457(b) Plan.** All regular full and part-time staff members are eligible to save for retirement through one or both of the following deferred compensation programs. Eligible staff



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members may enroll to have a deduction taken from their earnings each pay period, prior to tax calculations, up to the maximum amount authorized by law, for investment with these programs

- a. Wisconsin Deferred Compensation Program (WDC). Additional information on this fund may be obtained from the plan's website www.wdc457.org.
- b. North Shore Bank. Additional information on this fund may be obtained from the Town Clerk Payroll Department, <https://www.northshorebank.com/investments/section-457-investment.aspx>, or by calling 414.964.3390.

3.07

TRAVEL & INCIDENTAL EXPENSES. The Town will reimburse staff members for legitimate business expenses incurred in the performance of their duties based on the following guidelines:

1. Travel outside of the immediate area of the Town must be approved in advance by the staff member's Department Head. All travel requiring travel by air requires the approval of the Town Administrator.
2. Travel shall be made by the most economical means available. Town owned vehicles are to be used when possible, and transportation shared by staff members when feasible. Public Transportation shall be used where possible and it does not result in unreasonable delay or discomfort.
 - a. With Department Head authorization, staff members may be reimbursed for the use of their private vehicle for work related activities at the mileage rate recognized by the Internal Revenue Service (IRS), published annually, for business use of a vehicle. The Town will not reimburse staff members for gas, maintenance, repairs, claims, insurance deductibles, tickets or fines, or other expenses incurred during the use of the vehicle.
3. Lodging choices shall be based on the most economical, business quality, room available with reasonable access for the conduct of official business. The maximum permitted reimbursable cost per day for lodging shall be based on the State of Wisconsin Unified Travel Schedule. Staff members shall, whenever possible without undue hardship, share accommodation.
 - a. Department Heads may authorize staff members to lodge at specific accommodations when required for efficient conduct of business. The Town will reimburse the staff member for the actual cost of the accommodation even though it exceeds the maximum limit set by this policy.
 - b. Staff members will not be reimbursed for charges made to a room for entertainment purposes, room service, use of in-room alcohol or snack bars, laundry and dry cleaning, late fees or penalties, or other expenses not covered by the basic room fee.
 - c. Necessary gratuities to hotel staff members are reimbursable up to \$20.00 for each nights' lodging.
 - d. Portage expenses, i.e. movement of Town owned equipment and supplies for the conduct of business, are not reimbursable unless specifically related to the staff member's official duties.
4. Department Heads may authorize reimbursement for meals when a staff member's duties keep them away from their home and normal work area. The Town will not reimburse staff members for the purchase of alcoholic beverages. Reimbursement shall not exceed \$20.00 per meal including tip and \$40.00 per day per staff member without prior approval. If a meal is provided by the training location or lodging accommodation then the staff member may not be permitted to obtain reimbursement for those meals.
- ~~5. The Maximum allowable tip is 15% of the meal claim per Section 20.916(9)(d)2, Wis. Stats.~~
- ~~6.5.~~ No travel related expenses for spouses shall be paid for by the Town. When a spouse shares lodging with a staff member otherwise eligible for reimbursement, the Town will reimburse the staff member



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at the rate for a single person's lodging only. Staff members are required to provide the Town with evidence from the lodging establishment of the most economical single room rate available during the period of stay.

7.6. To receive reimbursement for incidental expenses, the claim must be of modest cost; directly related and necessary to achieve one or more of the staff member's official duties; approved, in advance, wherever possible by the staff member's Department Head; and represent the most economical alternative available.

8.7. The Town will make direct payment to vendors for all travel related expenses. Where this is not feasible, prior approval of expenditures by the appropriate Department Head is required for a staff member to receive reimbursement from the Town.

9.8. Staff members will provide their Department Head an itemized claim, with receipts, within ten (10) working days of incurring the expense. Department Heads will submit approved claims to the Finance Director/Treasurer for payment. Reimbursements will be made to the staff member by check during the next regular billing cycle.

3.08

EDUCATION, CERTIFICATION & TRAINING. To attract and retain the most qualified individuals to careers in service to the Town, it is the Town's Policy to actively promote and encourage staff members to continue their education and training throughout their careers. The Town wishes to promote and maintain a culture of constant improvement, to that end, it is important to ensure that staff members have the tools, training and education to be innovative and assist the Town in facing the future.

1. **Responsibilities of Department Heads:**

- a. Search for and communicate professional development opportunities to staff members.
- b. Ensure department scheduling is adjusted to accommodate training needs and requests.
- c. Ensure the Department Budget, adopted annually, is sufficient to provide multiple opportunities to staff members for professional development in the coming year.
- d. Ensure that staff members have access to training that will increase the Department's ability to provide service and be more efficient.
- e. Ensure staff members have ample ability to gain and maintain job-related and/or required courses of instruction, certifications and licenses.

2. **Responsibilities of Staff Members:**

- a. Search for and request to attend professional development opportunities in conjunction with your Department Head's efforts.
- b. Notify your Department Head of prospective development opportunities of which you would like to take part and share information with coworkers who may also like to attend.
- c. Notify your Department Head with as much notice as possible prior to the registration date for a proposed course, seminar, conference, etc. to ensure time for the resolution of potential scheduling issues.
- d. Work with your Department Head to determine your preferred career progression and develop a training schedule and timetable to assist in your success.

3. Department Heads, with the assistance of the Town Administrator, will make every effort to ensure that a staff member receives all necessary and requested training. However, there will be instances where the staff member's attendance at a course, conference, seminar, etc. will not be feasible. This should not discourage staff members as it is the intent of this policy to provide opportunities for every



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member of Town Staff. If a request for training is declined or denied, Department Heads will work with the staff member(s) to provide for the same or similar training at a later date. Department Heads may make unilateral decisions on staff development based on operational need.

4. Attendance at professional seminars, conferences and workshops exceeding three (3) days in duration, or requiring overnight lodging, or travel by air, require the approval of the Town Administrator. To help to ensure approval of a training requiring lodging and travel as mentioned above, staff members may be required to propose such training through their Department's Annual Budget.

3.09 TUITION REIMBURSEMENT. The purpose of the Tuition Reimbursement Policy is to assist staff members in participating in training experiences that will enrich their professional development and assist in career growth.

1. Any full-time staff member of the Town of Beloit, whether hourly or salaried, who has been a regular staff member in good standing for a minimum of six (6) months is eligible to apply for tuition reimbursement. Determination of employment status is based on the staff member's full-time status for the majority of the fiscal year. Excluded are part-time, provisional, temporary, paid-on-call or intern staff members.
2. Reimbursement under this policy will be provided as a refund for the cost of tuition, laboratory fees, and other obligatory course fees. Tuition reimbursement does not cover the costs of books or any other course supplies. Tuition reimbursement shall be limited to \$1,500 per staff member per calendar year with a maximum lifetime benefit of \$6,000. Reimbursement for participation in conferences, seminars and workshops or any training requiring travel will not be reimbursable under this program.
3. Courses considered reimbursable under this program are limited to those required by a degree or certificate plan approved by the issuing institution. This program must be job-related with only job-related courses being eligible for reimbursement.
4. Staff Members of the Town wishing to take advantage of this program must have the coursework approved prior to enrollment by the Town Administrator or designee. Applications will not be accepted more than 45 days prior to the start date of the course. Funding for courses will be provided on a "first come first served" basis.
5. Payment is on a reimbursement basis only and only upon presenting proof of successful completion of the course of instruction and proof of payment. An exception occurs when a staff member qualifies for and has been approved for Pre-Paid Tuition Assistance. The Town shall make other exceptions when it is in the interest of good management. In all cases, successful completion of the course with a grade of "B" or better, or in the case of pass/fail grading, "Pass", is a requirement for reimbursement through this program.
6. Repayment is only required if the applicant has received Pre-Paid Tuition Assistance and does not complete, fails the course, fails to reach the minimum passing grade requirements or fails to successfully complete their probationary period with the Town.

7. Staff members must comply with administrative procedures established by the Town Administrator or designee regarding deadlines, forms and approvals. Claims for tuition reimbursement must be filed with the Town Administrator within 90 days of completion of the approved course.
8. General Tuition Reimbursement Policy Components:
 - a. Funds are allocated only if budget is available.
 - b. Program funds are administered on a "First-Come-First-Served" Basis.
 - c. Tuition Reimbursement Forms will not be accepted more than 45 days prior to the start date of course.
 - d. Courses are limited to those that are required by a degree or certificate plan and must be related to a job title. Examples of acceptable degree programs are as follows:
 - i. GED/HSED
 - ii. Mechanical/Technical Certifications may be given consideration.
 - iii. Associates Degree
 - iv. Bachelor's Degree
 - v. Post-Baccalaureate Certification Programs will be given consideration.
 - vi. Master's Degree
 - vii. Graduate Certification Programs will be given consideration.
 - viii. PHD
 - e. School must be accredited and a nationally or regionally recognized and reputable organization.
9. According to current IRS guidelines, up to \$5,250 per calendar year paid to a staff member by an employer for undergraduate and graduate level courses is excludable from gross income. Because the annual maximum amount available to a staff member is less than \$5,250, reimbursement received through the Tuition Reimbursement Program is not subject to taxes or withholding.

3.10

DEPARTMENT OF PUBLIC WORKS CLOTHING ALLOWANCE.

1. Department of Public Works. The Town agrees to provide each full-time staff member a clothing allowance of \$300.00 annually. If the staff member's clothing, equipment or eyeglasses are damaged or destroyed while performing assigned service for the Town, the Town will replace such items with like clothing or equipment or eyeglasses of the same prescription. The Town shall provide all required safety attire and equipment for staff members except for safety shoes if required.

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2. Police Department.

- a. Subject to the general orders of the Police Department, the Town shall provide complete uniforms and equipment, with the exception of duty handgun(s), to all new officers. If established, the Town shall also provide all necessary uniform equipment as determined by the Chief, for officers assigned to special units, which may include, but not limited to the Critical Incident Response Team, Special Events Team, Honor Guard, Evidence Technician and Canine Unit. All items provided by the Town shall remain the property of the Town. Items obtained through officer's uniform and equipment account shall remain the property of the individual officer.
- b. The Town shall provide an annual clothing and equipment allowance of \$600.00 to all full-time officers and \$250.00 to all part-time officers.
- c. Approved uniform items for all officers shall include, but are not limited to, uniform outerwear suitable for all weather conditions (hats, jackets, sweaters, gloves and boots) and general uniform items (shirts, pants, name tags, badges, shoes & belts), and items routinely used in the course of duty, including duty belt, ammunition pouches, and other gear designed to carry equipment on



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~~the duty belt, (handcuffs, baton, flashlights, equipment bag, duty handgun accessories, magazines, speed loader and repair parts).~~

~~d. Any damage to uniforms and/or equipment while in the performance of duty, other than normal wear and tear, shall be repaired or replaced by the Town, at no charge to the officer. Any damage to uniform and/or equipment that is the result of officer negligence shall be the personal responsibility of the officer to replace.~~

~~e. The Town shall provide each officer with a bullet proof vest that meets the current National Institute of Justice (NIJ) standards. The Town shall replace bullet proof vests at no cost to the officer as needed or when suggested by manufacturer warranty. With the exception of normal wear and tear, officers shall maintain vests in good working order to minimize replacement needs.~~

~~3. Fire Department. The Town shall provide each new staff member with an initial clothing issuance as defined by the Department's Standard Operating Guidelines (SOG). Each full time staff member will be allowed up to \$360.00 annually for the replacement of uniforms under a modified quartermaster system. A record of payout under the quartermaster system shall be available to the staff member.~~

4.00 WORK HOURS & LEAVE.

4.01 WORK HOURS. Department Heads shall establish work schedules for their Departments. Pursuant to an exercise of management's rights, the Department Head with approval from the Town Administrator, can change a work schedule based on the department's operational needs.

1. The standard work week for Town staff members shall be:
 - a. Administrative Staff. Five (5), eight (8) hour shifts equaling forty (40) hours per week.
 - b. Community Development Department Staff. Five (5), eight (8) hour shifts equaling forty (40) hours per week.
 - c. Department of Public Works Staff. Four (4), nine (9) hour shifts and one (1), four (4) hour shift totaling forty (40) hours per week.
 - d. For Fire Department. Two and a half (2.5), twenty-four (24) hour days per week equaling fifty-six (56) hours on a rotating schedule of twenty-four (24) hours on-duty and forty-eight (48) hours off.
 - e. Police Department. Five (5), eight and a half (8.5) hour shifts equaling forty-two and a half (42.5) hours on a rotating schedule of five (5) days on-duty and two (2) days off followed by five (5) days on-duty and three (3) days off.
 - f. Department Heads. Five (5), eight (8) hour shifts equaling forty (40) hours per week.

Other work schedules may be approved by Department Heads when they will improve the provision of Town services.

2. Minimum Staffing per Department:
 - a. Town Administration (Town Hall). Minimum of one (1) staff member during normal business hours (8:00 a.m. - 4:30 p.m.) to ensure the office is open and operational.
 - b. Fire Department (Fire Station #1). Minimum of two (2) staff members to ensure continuity of operations. No office staff requirement.
 - c. Police Department (Patrol). Minimum of one (1) staff member on patrol at all times.
 - d. Police Department Administration (Police Department Lobby). Minimum of one (1) staff member during normal business hours (8:00 a.m. - 4:30 p.m.) to ensure the office is open and operational.
 - e. Public Works. Minimum of one (1) staff member during the department's scheduled shift hours (6:00 a.m. - 3:30 p.m. Mon-Thu and 6:00 a.m. - 10:00 a.m. Fri) to ensure continuity of operations. No office staff requirement.
 - f. Sewer Utility. Minimum of one (1) staff member daily to ensure the completion of necessary laboratory testing and equipment checks. No office staff requirement.

Department Heads may, with the approval of the Town Administrator, amend these minimums from time to time due to shortages in department staffing. In departments where minimum qualifications or union contracts require specific skills or staff, those qualifications and/or contracts shall take precedence.

- 3.1. Whenever possible, staff members shall be allowed a fifteen (15)-minute breaks period during each four (4) hours of work. Break periods shall be scheduled at the discretion of Department Heads and/or Supervisors.

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4.2. Staff members shall receive one (1), unpaid meal period per eight (8) hours of work. The meal period shall be not less than one-half (1/2) hour in length.

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5.3. Attendance. It is expected that staff members will report to work on time, use their working hours to the best advantage, and leave only after regular working hours are completed. If a staff member is unable to report to work at their scheduled start time, they are to notify their supervisor or other supervisor as may be designated prior to the start of their shift, or as soon as reasonably possible. Staff members are not to leave work prior to the end of their scheduled shift without first obtaining permission from their supervisor.

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6.4. Flex-time. Salaried staff members who, for whatever operational need, are required to work more than their shift on any given day may, with the approval of their Department Head, adjust their schedule within another workday in the same pay period to offset the overage of hours.

7.5. Nursing Mothers. As part of our family-friendly policies and benefits, the Town of Beloit accommodates mothers who wish to express breast milk during the workday when separated from their newborn children.

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- a. For up to one (1) year after the child's birth, nursing staff members will be provided with reasonable break time to express breast milk during the workday. Nursing mothers who are returning from parental leave should speak with their Department Head regarding their needs. Department Heads will work with staff members to develop a break schedule that is reasonable, accounts for needs that may vary from day to day and creates the least amount of disruption to the Town's operations.
- b. The Town of Beloit will provide a private area, other than a bathroom, for nursing staff members to express breast milk.
- c. Breaks to express milk will be paid. In addition to these breaks to express milk, staff members may use normal break and lunch periods to accommodate additional nursing needs.

4.02

HOLIDAY LEAVE. Town offices and activities shall be closed on the days listed below in observance of holidays, except where necessary to meet work requirements. Regular full-time staff members shall receive one (1) day of regular pay for each observed holiday as if they had worked their scheduled shift that day.

1. **The Town shall observe the following holidays:**

New Year's Eve Day	Labor Day
New Year's Day	Thanksgiving Day
Friday before Easter or Easter	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Fourth of July	Christmas Day

2. The Town shall recognize observed holidays in accordance with the practice of the State of Wisconsin. Typically, when a holiday falls on a Saturday, Friday shall be considered as a holiday; when a holiday falls on a Sunday, Monday shall be considered as a holiday.

3. DPW. Staff members who, by the nature of their duties or departmental need, are required to work on any of the observed holidays shall be compensated at a rate of one and a half (1.5) times their regular pay. Overtime worked on a holiday will be paid at a rate of two (2) times their regular pay. If the staff member working overtime on such holiday works a minimum of 4 hours, they shall be credited with one (1) floating holiday to be used within the calendar year accrued. Floating holidays



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may not be carried over without the permission of the Town Administrator and shall not be paid out in a cash equivalent.

3.4. Fire Department Deputy Chiefs (DCs) who work on a Town of Beloit observed holiday shall be compensated at a rate of one and a half (1.5) times their regular pay. If the DC works a 24-hour shift this results in an additional 12 hours of full pay or 24 hours of half pay. If less than 24 hours is worked the compensated rate is reduced to match hours worked.

4. Department Heads will, insofar as practicable, develop work schedules to allow staff members to observe religious holidays in accordance with the tenets of their faith.

4.03

PAID TIME OFF. Paid Time Off (PTO) is granted to all regular full-time staff members of the Town to maintain their physical and emotional wellbeing. It serves the combined functions of what have traditionally been called vacation and sick leave. Staff members are encouraged to take PTO in the year eligible, but are authorized to carry-over and accumulate PTO within the limits of this personnel policy.

1. All regular full-time staff members, except for staff members subject to a collective bargaining agreement shall be credited PTO bi-weekly based on each full pay period of employment.
2. A Department Head may, as a component of an offer of employment to a new staff member, propose a "bank" of no more than forty (40) hours of PTO to be available to the newly hired staff member upon acceptance. This consideration shall be subject to the approval of the Town Administrator.
3. Each staff member of the Town shall be assigned to a lettered tier to identify their individual benefit level for PTO under a tiered PTO system.
4. There shall be a total of six (6) tiers labeled "A" through "F" as follows:

Tiered PTO System	Hrs. Earned Per Pay Period	Annual Equivalency		Carry Over Amount	
		Days	Hours	Days	Hours
A	6.15	20	160	30	240
B	8.00	26	208	30	240
C	9.23	30	240	35	280
D	10.15	33	264	40	320
E	10.77	35	280	45	360
F	12.00	39	312	50	400

4.5. Staff members with prior professional experience relevant to their position may count those years of experience towards determination of their benefit tier with the agreement of their Department Head and the approval of the Town Administrator.

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5.6. Staff members appointed to a supervisory position where they are responsible for the discipline, productivity, safety, and assessment of one or more subordinate staff members shall be advanced one tier as an incentive under the tiered PTO system.

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6.7. Staff members possessing a four-year academic degree, sufficient certifications and job-related experience or any combination of sufficient academic and work experience in a field relevant to their position shall be advanced one (1) tier as an incentive under the tiered PTO system with the agreement of their Department Head and the approval of the Town Administrator.

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7-8. Staff members possessing an advanced academic degree (Master's Degree or higher) or extensive certifications or job-related experience in a field relevant to their position with the Town or promoted to the position of Department Head, shall be advanced two (2) tiers as an incentive under the tiered PTO system with the approval of and the Town Administrator.

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8-9. PTO benefit tiers shall be assigned according to the chart below as follows:

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Years of Job Experience	Non-Supervisory Position			Supervisory Position		
	No Degree or Certifications	4-Year Degree or Job-Related Certifications	Advanced Degree	No Degree or Certifications	4-Year Degree or Job-Related Certifications	Advanced Degree or Department Head
0-5 Years	A	B	C	B	C	D
6-10 Years	B	C	D	C	D	E
11-15 Years	C	D	E	D	E	F
15+ Years	D	E	F	E	F	F

9-10. No PTO shall be credited to a staff member during periods when the staff member is on lay-off or on any unpaid personal leave of absence as defined in Section 4.05 without pay.

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10-11. Use of PTO by all staff members shall be accounted for in increments of fifteen (15) minutes, one (1) hour.

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11-12. PTO may be taken in increments up to two (2) weeks with the approval of the Department Head. Longer periods of PTO require the approval of the Town Administrator at the recommendation of the Department Head.

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12-13. All periods of PTO must be approved in advance, except in emergencies where the health or safety of a person is at risk. Recognized emergencies include:

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- When a staff member is unable to perform work duties due to illness, disability, the necessity of medical care, childbirth or pregnancy disability, or exposure to contagious disease where such exposure may endanger the health of others with whom the staff member would come in contact in the course of performing work duties. This exclusion does not include cases where the staff member's injury or illness is the result of misconduct or injury from outside employment.
- The unexpected need to care for a sick or injured spouse or dependent child.

13. Where the staff member claims PTO in an emergency, the staff member shall report the situation to his/her supervisor as quickly as possible. The supervisor or other Town official may require written or other proof of such emergency.

14. Falsely using or claiming PTO for an emergency may be cause for disciplinary action, including dismissal from employment.

15. Staff members may donate PTO to fellow coworkers in times of need with the approval of the Town Administrator. Such time may be donated in increments of one (1) hour to be paid at the regular rate of the receiving staff member.

16. The Town Administrator may authorize payment in lieu of PTO, up to the maximum allowed for carryover for staff members leaving Town service in good standing. Payment for PTO shall be at the final, regular rate of pay for the staff member. Payment in lieu of PTO is not subject to WRS contributions pursuant to Section 3.06(1).



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16.17. Fire Department Deputy Chiefs (DCs) shall be provided with furlough days as determined by the Fire Chief.

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4.04 **MILITARY LEAVE.** Every staff member whom U.S.C.A. Title 38, section 2021 applies is entitled to the benefits those sections prescribe, subject to the conditions of the law. Staff Members who, by the nature of their military service, must be absent from work are not required to use paid time off for time spent on military leave. However, the staff member may elect to utilize paid time off during this period where applicable.

4.05 **PARENTAL LEAVE.** The Town will provide up to six (6) weeks of paid parental leave to staff members following the birth of a staff member's child or the placement of a child with a staff member in connection with an adoption. The purpose of paid parental leave is to enable the staff member to care for and bond with a newborn or a newly adopted child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births or adoptions of children occurring on or after January 1, 2018.

1. Eligibility.

a. Eligible staff members must meet the following criteria:

- i. Have been employed with the Town for at least twelve (12) months;
- ii. Have worked at least 2,080 hours during the 12 consecutive months immediately preceding the date the leave would begin;
- iii. Be a full-time, regular staff member;
- iv. In addition, staff members must meet one of the following criteria:
 - A. Have given birth to a child;
 - B. Be a spouse or committed partner of a woman who has given birth to a child;
 - C. Have adopted a child (the child must be age 17 or younger). The adoption of a child by a new spouse is excluded from this policy.

2. Amount, Time Frame and Duration of Paid Parental Leave.

- a. Eligible staff members will receive a maximum of six (6) weeks of paid parental leave per birth or adoption of a child/children. The fact that a multiple birth or adoption occurs (e.g., the birth of twins or adoption of siblings) does not increase the six-week total amount of paid parental leave granted for that event. In addition, in no case will a staff member receive more than six (6) weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- b. Each week of paid parental leave is compensated at 100 percent of the staff member's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates. However, the staff member will not accrue any Paid Time Off or other fringe benefit during this time.
- c. All Town and staff paid payroll deductions will continue during this six (6) weeks.
- d. Approved paid parental leave may be taken at any time during the six-month period immediately following the birth, adoption or placement of a child with the staff member. Paid parental leave may not be used or extended beyond this six-month time frame.
- e. In the event of a female staff member who herself has given birth, the six (6) weeks of paid parental leave will commence after any short-term disability leave/benefit provided to the staff member for their own medical recovery following childbirth.

- f. Staff members must take paid parental leave in one continuous period of leave and must use all paid parental leave during the six-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the six-month time frame.
- g. Upon termination of employment with the Town, he/she will not be paid for any unused paid parental leave for which he/she was eligible.

3. Coordination with Other Policies:

- a. Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the staff member under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- b. After the paid parental leave (and any short-term disability leave for staff member's giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through staff member's accrued PTO. Upon exhaustion of accrued PTO, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- c. The Town will maintain all benefits for staff members during the paid parental leave period just as if they were taking any other PTO with the exception of the continued accrual of such.
- d. If a holiday occurs while the staff member is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- e. A staff member who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period that the staff member is on paid parental leave as if the staff member was on FMLA-qualifying leave.

- 4. **Requests for Paid Parental Leave.** The staff member will provide his/her supervisor and the Town Administrator with notice of the request for leave at least 30 days prior to the proposed date of the leave (or as soon as possible). The staff member must complete the necessary forms and provide all documentation as required by the Town to substantiate the request.

4.065

UNPAID PERSONAL LEAVE OF ABSENCE. In an effort to recognize the need of employees who require time off without pay in addition to other types of leave, the Town of Beloit may consider an unpaid, personal, non-medical leave of absence without pay to address an unexpected life opportunity or emergency. Department Heads may grant staff members in their departments a leave of absence without pay for a period not to exceed two (2) weeks. The Town Administrator may grant any staff member a leave of absence without pay for a period of up to 90 days. In cases where, the staff member is temporarily disabled, or where, in the Town Administrator's judgement, extraordinary circumstances warrant a longer period of leave, the leave may be extended to a period not to exceed six (6) months. Requests for unpaid personal leave may be denied or granted by the Town for any reason or no reason and are within the sole discretion of the Town of Beloit. Employees must use all of their accrued and unused PTO before requesting an unpaid, personal, non-medical leave of absence. No PTO benefits shall accrue, nor shall PTO leave be granted to individuals on unpaid personal leave. If the staff member is eligible for group health insurance benefits, the staff member may elect to retain such coverage during the leave by paying the Town and staff member's portion of the premium.

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4.076 **BEREAVEMENT LEAVE.** A full-time staff member shall receive twenty-four (24) work hours off, without loss of pay, if scheduled to work for a death in the immediate family. Additional time off may be granted by the Town Administrator if necessary.

1. Immediate family is defined as spouse, son, daughter, step-son, step-daughter, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandmother, grandfather, grandchild, step-parents and step-siblings.
2. A full-time staff member shall receive one (1) twenty-four (24) hour period off, without loss of pay, if scheduled to work for the death of an aunt, uncle, nephew or niece. Additional time off may be granted by the Town Administrator if necessary.
3. In the event of a death other than those set forth above, leave may be granted at the discretion of the Department Head and such leave shall be charged against the staff member's PTO balance.

4.087 **JURY DUTY.** Staff members will be excused from work, with pay, when called to serve on a jury, except that the staff member's pay will be reduced by the amount of any payment made to the staff member by the court for the jury duty. No overtime or holiday pay shall be made for the time spent on jury duty. The staff member's pay shall not be reduced for expense reimbursements, such as mileage, received for the duty. For a staff member to be paid by the Town for time spent on jury duty, the staff member must provide the Deputy Clerk with their payroll claim, a copy of the check, and voucher received from the court for such duty.

4.098 **COURT TIME.** Town Staff members who are required to attend court proceedings shall be subject to the following policy:

1. The subject matter of the legal action must be related to the work which the staff member performs on behalf of the Town.
 - a. Staff members required to attend court proceedings during their regularly scheduled workday shall be paid at their applicable rate of pay.
 - b. Staff members required to attend court proceedings during their off-duty hours shall be paid at their applicable overtime rate or may, at their discretion, use flex-time if applicable.
 - c. Any staff member reporting to court under subpoena shall be paid a minimum of three (3) hours of overtime if required to appear during off-duty hours.
 - d. Staff members shall be paid a minimum of one (1) hour of overtime in the event of subpoena cancellations with less than 24 hours' notice.
2. Any staff member who is subpoenaed as a witness, or voluntary serves as a witness in a case, to which the Town is a party, shall receive pay for such services in accordance with the provisions of this policy, provided the staff member relinquishes any payment(s) received as "services to appear for subpoena(s)" to the Town. A staff member must endorse/sign any check(s) received, attach a copy of any subpoena(s) and submit to the Deputy Clerk prior to the next payroll date.

~~**4.10** **BLOOD DONATIONS.** Every full-time staff member of the Town may be granted two (2) hours of additional leave in any eight (8) week period for donating blood to the American Red Cross, a local hospital or a non-profit blood bank.~~

~~**4.11** **VOLUNTEER TIME.** Each full-time staff member is eligible to receive eight (8) hours of PTO each year in exchange for donating eight (8) hours of time to a local non-profit agency whose mission includes~~



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~~components which serve residents or businesses in the Town of Beloit. This time and the organization served must be approved by a Department Head prior to the issuance of any PTO. The request form located in Appendix F of this policy manual must be completed and submitted 30 days prior to the date requested for volunteer activities. For questions regarding this program, see the Town Administrator.~~

4.09112

VOTING TIME. Each staff member is entitled to not more than three (3) hours of voting time if he/she is unable to do so prior to or after work. This time will be unpaid and at the discretion of the staff member's immediate supervisor. Staff members may utilize paid time off for the duration of their time voting.

5.00 CORRECTIVE/DISCIPLINARY POLICIES & PROCEDURES

5.01

It is the policy of the Town to treat all staff members fairly and impartially when faced with the necessity of corrective/disciplinary action. Management and Command Staff are encouraged to use training and performance improvement plans when it is determined that performance and/or other infractions may be improved utilizing these methods. Town staff members shall be subject to corrective/disciplinary action for misconduct, malfeasance or failing to fulfill their duties and responsibilities, including observance of work rules and policies.

Corrective/disciplinary actions may result when staff members do not conform with generally accepted standards of good behavior, when staff member violates a policy or rule, when a staff member's performance is unacceptable, or when the staff member's conduct is detrimental to the interests of the Town. Corrective/disciplinary action may call for measures including verbal warnings, written warnings, suspension (with or without pay), demotion, dismissal or any combination of these steps in conjunction with performance improvement measures depending on the problem and the number of occurrences. There may be circumstances when one or more steps is bypassed. Certain types of staff member issues



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are serious enough to justify either suspension or dismissal without going through progressive discipline steps. The Town reserves the right, in its sole discretion, to impose corrective/disciplinary action as may be appropriate to the circumstances involved in the infraction(s).

1. Except in cases of severe infractions, corrective/disciplinary actions shall be taken in incremental steps with the intention of solving issues with job performance in the future. Repeated instances of poor job performance or misconduct will be subject to progressively more severe actions, which may include oral or written warnings, counseling, training, demotion, suspension without pay, or dismissal. Progressive discipline does not mean that the initial disciplinary response to unsatisfactory job performance or misconduct will always be the same. Serious job performance problems or misconduct such as dishonesty, violence or theft, may result in more severe disciplinary sanctions, up to and including dismissal, even on the first occurrence. In determining the appropriate corrective/disciplinary action for each infraction, supervisors shall consider extenuating and mitigating factors, as well as conditions that may amplify or increase the appropriate level of discipline.
 - a. Any supervisor may issue an oral reprimand.
 - b. Written reprimands should be in the form of or in conjunction with a "Performance Improvement Plan" and may be created by any supervisory staff member. A written reprimand shall state that the staff member is being warned for misconduct, describe the misconduct, describe past actions, if any, taken to correct the problem; include timetables and goals for improvement as well as any training opportunities which may be utilized, and outline future penalties should the problem continue.
 - i. The subject staff member shall be given a copy of the reprimand/performance improvement plan and sign the original acknowledging that he/she has received and agreeing to the items contained in the performance improvement plan.
 - ii. The signature of the staff member does not signify that the staff member agrees with the reprimand, but only that he/she has reviewed the reprimand/performance improvement plan and agrees to the items outlined in the performance improvement plan. If the Staff Member refuses to sign the reprimand/performance improvement plan, the refusal shall be noted, including the date, time and location at which the Staff Member had the opportunity to review the document.
 - ~~iii. Failure to agree to the terms of the performance improvement plan, regardless of whether the staff member agrees with the reprimand, shall automatically trigger a review of the document and issues surrounding the reprimand/performance improvement plan by the Town Administrator. Written reprimands shall be retained in the staff member's personnel file, for two (2) years following the date of the most recent reprimand or disciplinary action.~~
 - ~~iv. If, after two (2) years, the staff member has not been the subject of an additional reprimand/performance improvement plan or corrective/disciplinary action, the reprimand shall be removed and destroyed. Reprimands may be removed and destroyed from a personnel file earlier following successful completion of the conditions of the performance improvement plan as determined by the Department Head.~~
 - c. Department Heads may suspend any staff member under their supervision, without pay, for up to three (3) consecutive work days. The Town Administrator may suspend any staff member with or without pay for a period up to two (2) weeks. Staff members who are suspended without pay will not accrue any benefit for their time on suspension. The staff member shall be notified in writing of the reason for the suspension and duration. If the staff member is suspended pending an investigation of an allegation, and subsequently the allegation is not substantiated, the staff



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member shall be immediately reinstated and receive all pay and fringe benefits for the period of suspension.

- d. The Town Administrator may dismiss a staff member from employment with the Town. The staff member will be provided an opportunity for a hearing before the Town Administrator prior to considering such a dismissal. If the staff member is a veteran entitled to a hearing under state law, then the hearing will be conducted in accordance with the rules of such law. If, in the judgement of the Town Administrator, the staff member's action is so grievous that continued employment with the Town is detrimental to the good order and conduct of the Town, or poses a threat of bodily harm to any individual, or poses a risk to public property, the Town Administrator may summarily dismiss the staff member from employment without a hearing.
- e. In lieu of, or in addition to, any of the above corrective/disciplinary actions, the Town Administrator may demote any staff member, transfer them to another position, withhold a pay increase, or decrease a staff member's pay.
- f. Any staff member who has been subjected to corrective/disciplinary action by the Town Administrator may appeal such action to the Town Board under the following conditions:
 - i. The corrective/disciplinary action determined by the Town Administrator shall take effect as ordered without consideration for the appeal period, or any appeal that is made.
 - ii. The appeal must be made in writing to the Town Clerk within ten (10) working days of the date upon which the action took effect.
 - iii. The Town Clerk will schedule a hearing before the Town Board within fourteen (14) days of receiving the petition for the hearing.
 - iv. Written notice of the date, time and location of the hearing shall be provided to the appellant at his/her address as listed in his/her official personnel file, or such other address as he/she may request in their petition for a hearing.
 - v. The hearing shall be public and both the appellant and the Town may compel the attendance of witnesses by subpoena which shall be issued by the Town Board Chairperson.
 - vi. The appellant may be represented by an attorney at the appellant's own expense.
 - vii. The Town Administrator may present the case for the corrective/disciplinary action, or appoint another individual as a representative.
 - viii. A written decision shall be made by the Town Board within five (5) business days following the close of the hearing, as it may be adjourned from time to time.
 - ix. The Town Board may sustain or overturn the corrective/disciplinary action, or substitute such other corrective/disciplinary action including increasing the level of corrective/disciplinary action as it deems appropriate.
 - x. If the Town Administrator's decision is overturned by the Town Board, the maximum financial compensation to be made by the Town, if any, shall be to pay the appellant for any wages or accrual of benefit lost resulting from the disciplinary action.

REFERENCE DEPARTMENT POLICY:

Police Department — GO# AD1600 "Internal Affairs"

GO# AD3000 "Disciplinary Procedures"



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6.00 GRIEVANCE POLICY & PROCEDURES

6.01 GRIEVANCE POLICY.

1. This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure to address issues concerning interpretation and/or application of a working agreement, workplace safety, discipline and dismissal. A staff member may be accompanied by a union representative through any portion of this procedure if applicable.
2. Contents. Any grievance filed under this policy must contain the following information:
 - a. The name and position title of the staff member filing grievance;
 - b. A statement of the issue(s) involved;
 - c. A statement of relief or outcome sought;



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- d. A detailed explanation of the facts supporting the grievance;
 - e. The date(s) of the event(s) giving rise to the grievance;
 - f. The identity of the policy, procedure or rule that is being challenged;
 - g. The steps the staff member has taken to review the matter, either orally or in writing, with the staff member's supervisor (please remit copies of documentation for review with grievance); and
 - h. The staff member's signature and date of filing.
3. **Process.** Staff members should first discuss complaints or questions with their immediate supervisor. Every reasonable effort will be made by supervisors and staff members to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.
- a. **Step 1-Written Grievance Filed with the Department Head.** The staff member must file a written grievance with the Department Head within ten (10) calendar days of the events giving rise to the grievance. The Department Head or his/her designee will investigate the facts giving rise to the grievance and inform the staff member of his/her decision within ten (10) calendar days of receipt of the grievance. In the event the grievance involved the Department Head, the staff member may initially file the grievance with the Town Administrator, who shall conduct the Step 1 investigation.
 - b. **Step 2-Review by Town Administrator.** If the grievance is not settled at Step 1, the staff member may appeal the grievance to the Town Administrator within ten (10) calendar days of the receipt of the decision from the Department Head at Step 1. The Town Administrator or his/her designee will review the matter and inform the staff member of his/her decision within ten (10) calendar days of receipt of the grievance.
 - c. **Step 3-** Section i below represents the final step in the Grievance Process for non-represented staff. Section ii below represents the final step in the Grievance Process for represented staff:
 - i. **Review by the Governing Body.** If the grievance is not resolved after Step 3, the staff member or the Town Administrator shall request within ten (10) calendar days, a review by the Town Board. The appeal shall be filed with the Town Clerk. The Town Board shall not take testimony or evidence; it may only determine whether the Town Administrator reached an arbitrary or incorrect result based on a review of the record. The matter will be scheduled for the Town Board's next regular meeting. The Town Board will inform the staff member of its finding and decision in writing within ten (10) business days of the Town Board Meeting. The Town Board shall decide the matter by majority vote and this decision shall be final and binding.
 - ii. **Arbitration between Town and Represented Staff/Union.** If both the Town and staff member/association, after having exhausted the grievance process herein, cannot settle a grievance, the association and/or Town may submit the disputed issue(s) to an arbitrator by filing a request within fifteen (15) calendar days after the Town Administrator or his/her representative answer in Step 2. A copy of said request shall be forwarded to the Town Administrator. In the event the parties are unable to agree upon an impartial arbitrator within ten (10) calendar days after referral of such matter to arbitration, the parties shall request provision of a panel of five (5) arbitrators, by the Wisconsin Employment Relations Commission, with the parties to alternately eliminate names until an arbitrator has been selected. The flip of a coin shall decide which party is to eliminate the first name.

The arbitrator shall submit in writing his/her decision within thirty (30) calendar days following the close of the hearing, or submission of the briefs by the parties, whichever is later, unless the parties agree to an extension. The decision shall be based solely upon his/her interpretation of the meaning of the application of the express terms of the



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agreement in question. The decision of the arbitrator shall be final and binding on both the Town and the represented staff. No award of any arbitrator shall be retroactive for a period of greater than thirty (30) calendar days prior to the presentation of the grievance in Step 1.

The fees and expenses for the arbitrators' services and proceedings shall be borne equally by the Town and the association provided that each party shall be responsible for compensating its own representatives and witnesses. If both parties request that a stenographic record of the hearing be made and the transcripts provided, the parties shall equally share the entire cost of such service and the cost of the provision of a transcript to each party and the arbitrator.

4. A staff member may not file a grievance outside of the time limits set forth in this policy. If the staff member fails to meet the deadlines set forth in this policy, the grievance shall be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. A staff member will not be compensated for time spent in processing his/her grievance through the various steps of this grievance procedure unless such time falls during their regularly scheduled workday.

6.02

OPEN DOOR POLICY. The Town of Beloit is committed to creating the best work environment - a place where everyone's voice is heard, where issues are promptly raised and resolved, and where communication flows across all levels of the government. Openness is essential to quickly resolve resident concerns, to recognize business issues as they arise, and to address the changing needs of our diverse community.

1. The essence of the Town's open-door policy is open communication in an environment of trust and mutual respect that creates a solid foundation for collaborative growth, high performance and success across the community. This provides for a work environment where:
 - a. Open, honest communication between staff members and Department Heads/Supervisors is a day-to-day practice;
 - b. Staff members may seek counsel, provide or solicit feedback, or raise concerns within the department;
 - c. Department Heads and Supervisors hold the responsibility for creating a work environment where staff members' input is welcome, advice is freely given, and issues surface early and candidly shared without the fear of retaliation when the input is shared in good faith.

7.00

SAFETY POLICIES

7.01

SCOPE & RESPONSIBILITIES. The Town of Beloit is committed to developing and maintaining a workplace that is safe from potential injury to staff members and the public. Injury or property damage from a foreseeable and preventable hazard is unacceptable. It is the purpose of this policy to reduce work place accidents and injuries to the greatest extent practicable through the identification and correction of unsafe work conditions, the development and enforcement of safe work practices and through staff member training.

1. **Definitions.** The following terms shall have the definition as stated herein:



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- a. **Authorized Staff Member.** A staff member designated, trained and permitted by their Department Head to lock-out or tag-out machines or equipment to service or maintain them.
 - b. **Affected Staff Member.** A staff member whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lock-out/tag-out or whose job requires him/her to work in an area in which such servicing or maintenance is being performed. An affected worker cannot perform work under a lock-out/tag-out permit.
 - c. **Confined Space.** An enclosed area within which a person may suffer from dangerous air contamination, oxygen deficiency or oxygen enrichment, or space that has limited access to make removal of a suddenly disabled person difficult; or a space that may trap or engulf persons.
 - d. **Dangerous Air Contamination.** An atmosphere presenting a threat of death, acute injury, illness, or disablement due to the presence of flammable, explosive, toxic, or otherwise injurious or incapacitating substances.
 - e. **Department Head.** The Town Administrator, Finance Director/Treasurer, Town Clerk, Chief of Police, Fire Chief and Director of Public Works.
 - f. **Staff Member.** A person hired by the Town to perform work on a regular, part-time, or temporary basis.
 - g. **Job Hazard.** Any physical condition that poses a threat to the health or safety of a staff member or member of the public.
 - h. **Harmful Physical Agent.** Something physical, biological or chemical that is capable of being a significant risk to human health or safety, including but not limited to, ionizing and nonionizing radiation, noise and heat.
 - i. **Hazardous Substance.** A chemical or substance, or a mixture of chemicals and substances, which may be dangerous to human health through toxic reaction, explosion, flammability or other cause.
 - j. **Infectious Agent.** A communicable bacterium, rickettsia parasites, virus or fungus that may cause substantial acute or chronic illness or permanent disability as a foreseeable and direct result of routine exposure.
 - k. **Oxygen Deficient Atmosphere.** An atmosphere that has an oxygen content below 19.5% by volume.
 - l. **Oxygen Enriched Atmosphere.** An atmosphere that has an oxygen content above 23% by volume.
 - m. **Recordable Occupational Injury or Illness.** Any injury or illness reportable under Chapter 29 Code of Federal Regulations Part 1904 (29 CFR Part 104). Generally, these are each fatality and any job-related injury or illness that results in days away from work, restricted work activity, medical treatment beyond first-aid, loss of consciousness or is a significant injury or illness diagnosed by a physician or other licensed health care professional.
 - n. **Parenteral.** Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions.
 - o. **Potentially Infectious Material.** Body fluids, including semen, vaginal excretions, cerebrospinal fluid, saliva in dental procedures, any bodily fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate body fluids. The term shall also apply to any unfixed tissue or organ from a human, living or dead, and other cell containing material or solution potentially infected with HIV or HBV virus.
 - p. **Recordable Workplace Accident or Injury.** An accident or injury that occurs to a staff member during the performance of his/her performance of official duties with the Town, while on Town controlled property, and as defined as recordable in 29 CFR 1904, OSHA Recordkeeping Standard as published by the U.S. Department of Labor.
2. **Responsibilities.**
- a. **The Fire Chief shall be the Safety Officer for the Town and shall:**



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- i. Supervise the implementation of this policy;
 - ii. Review and administer changes or updates to this policy in cooperation with the Town Administrator;
 - iii. Provide an annual safety report to the Town Board;
 - iv. Call and Chair meetings of the Town's Workplace Safety Committee, which shall be comprised of Town Department Heads;
 - v. Correct unsafe working conditions within the scope, authority and resources of the position.
- b. Department Heads are the Safety Officers for their Departments and shall:
- i. Supervise implementation of this policy within their Department and maintain awareness of working conditions within their Department;
 - ii. Develop and implement appropriate workplace safety procedures;
 - iii. Appoint a representative from their Department to serve on the Town Safety Committee;
 - iv. Report all accidents and injuries that occur within their Department in accordance with this policy;
 - v. Correct unsafe working conditions within the scope, authority and resources of the position;
 - vi. Conduct an annual hazard analysis of their area of responsibility, and recommend improvements that are beyond their ability to correct to the Town Administrator and Safety Officer;
 - vii. Review, update and coordinate staff member safety training requirements;
 - viii. Plan and supervise the collection, storage, use and disposal of any hazardous substance, infectious material, or harmful physical agent used, maintained or generated by the Department;
 - ix. Maintain and provide in an accessible location Material Safety Data Sheets and harmful physical agent information as required by this policy;
 - x. Schedule and monitor vaccinations required by this policy.
- c. Supervisors promote and enforce a safe working environment and shall:
- i. Understand and promote this policy;
 - ii. Maintain an awareness of working conditions on job sites and in their areas of responsibility, they will change activities, equipment and techniques as required to protect the health and safety of staff members and the public;
 - iii. Train subordinates on how to safely perform their duties and how to use Material Safety Data Sheets;
 - iv. Stop unsafe activities;
 - v. Report all accidents and injuries to their Department Head.
- d. Staff members make a safe and healthy work environment and shall:
- i. Perform all their duties in a safe and healthful manner;
 - ii. Warn their supervisors of unhealthy or unsafe conditions and make recommendations on how to improve workplace safety;
 - iii. Look out for the health and safety of their coworkers and the public;
 - iv. Be knowledgeable of the information contained in Material Safety Data Sheets, or their equivalent, and for all harmful physical agents, hazardous materials and infectious agents they routinely come into contact with at work;
 - v. Use appropriate safety equipment and procedures.

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- ~~1. The Town of Beloit Workplace Safety Committee (WSC) is tasked to review Town facilities, operations, and procedures on a regular basis to determine ways to improve workplace safety.~~
- ~~2. The WSC shall be comprised of one representative from each Town Department, and shall be chaired by the Fire Chief. The WSC shall meet quarterly, or more often as called by the chairperson.~~
- ~~3. As a minimum, the WSC shall:~~
 - ~~a. Review each workplace injury and illness that resulted in a death or lost time due to injury to determine methods of avoiding recurrence of such an incident;~~
 - ~~b. Review staff member recommendations on methods to improve workplace safety;~~
 - ~~c. Recommend staff member training that will result in improved workplace safety;~~
 - ~~d. Recommend physical improvements to Town facilities and operations that will result in improved workplace safety;~~
 - ~~e. Recommend revisions and updates to the Town Safety Policy.~~

7.03

HAZARDOUS MATERIALS USE & HANDLING.

1. Prior to or concurrent with the purchase of any hazardous substances by the Town, Department Heads purchasing such a substance shall obtain the manufacturers ~~Material Safety Data Sheets (MSDS) these have be replaced with Safety Data Sheets (SDS)~~ for the material and provide a copy of the MSDS to their Department Head. The original MSDS shall be placed in a binder at, or near, the location where the material is stored to be available to staff members for review and reference.
2. Prior to any staff member routinely working with a hazardous substance or a harmful physical agent, he or she shall receive training on such substance or agent, including:
 - a. The name of the substance, including any generic or chemical name, trade name, and commonly used name;
 - b. The level, if any and if known, at which exposure to the substance has been restricted by recognized professional opinion;
 - c. The primary routes of entry and known acute and chronic effects of exposure at hazardous levels;
 - d. The know symptoms of the effects;
 - e. Any potential for flammability, explosion, or reactivity of the substance;
 - f. Appropriate medical treatment;
 - g. The known proper conditions for safe use and exposure to the substance;
 - h. Response procedures for accidents and the clean-up of leaks and spills;
 - i. The name, phone number and address of the manufacturer of the substance.
3. Staff members routinely exposed to an infectious agent shall receive adequate training to recognize the agent, the health hazards associated with the agent, appropriate care and handling of the agent, clean-up procedures and the name and telephone number of a contact from whom to receive expert advice on the care and handling of the agent.
4. Staff members shall sign a form indicating the training completed under this policy, including the name or names of the substances and agents trained on and the date(s) of training. Such statement shall be maintained in the staff member's personnel file for a period of five (5) years following the training.
5. A written copy of the training information for harmful physical agents and infectious agents shall be posted and readily accessible in the area(s) in which the agents are stored and routinely used.



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6. Hazardous materials and infectious agents shall be stored in such a manner as to avoid unintentional human contact, as well as the potential for environmental damage.
7. Containers used to store hazardous materials, including dilution, shall be labeled by the dilution preparer as to their contents, and include the safety warning contained on the original packaging.
- 7.8. Personal protective equipment, or PPE, is designed to provide protection from serious injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical, or other hazards. Careful selection and use of adequate PPE should be used to protect individuals in the handling or use of hazardous materials.

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REFERENCE DEPARTMENT POLICY:

Fire Department — SOG# 617
Police Department — GO# OP1600 "Handling of Evidence & Hazardous Materials"
GO# OP3100 "Hazardous Materials"

7.04

RESPIRATORY PROTECTION

1. The Town shall provide respirators to staff members when required as part of their duties. The use of respirators is required of staff members at all times when they are performing work in an oxygen deficient atmosphere, or an atmosphere containing gaseous or particulate contaminants dangerous to human health.
2. Staff members will only use respirators, and respirator components, that are approved by the National Institute for Occupational Safety (NIOS) for the specific use intended and hazard identified. The respirator used must be properly fitted to the individual annually and worn according to the manufacturer's instructions.
3. Prior to being assigned work that requires a respirator, staff members will undergo an examination by a licensed healthcare provider, including pulmonary testing if required, to determine the staff member's ability to perform his/her duties while wearing a respirator. No staff member shall be assigned work that requires the use of respirator equipment unless a current physician's statement certifying the staff member's fitness to use such equipment is filed in the staff member's personnel file.
4. Staff members whose work requires the use of a respirator shall undergo regular reexamination of their ability to perform their duties while wearing a respirator by a licensed healthcare provider, in accordance with the schedule below, or as recommended by the medical evaluator:

Under 35 years of age:	Once every 5 years
35-45 years of age:	Once every 3 years
45-50 years of age:	Once every 2 years
Over 50 years of age:	Once each year
5. Prior to being assigned work which requires the use of a respirator, staff members shall be trained in the proper use and limitations of respirators, as well as the proper wear, fit and operation of the specific respirator to be used.



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6. Respirators will be cleaned and inspected after each use to maintain operability and to ensure that there are no loose, damaged or missing parts.
7. Respirators will be disinfected on a regular basis, and between uses by separate individuals.
8. Respirators used in emergency situations shall be inspected and tested at least monthly, all other respirators at least annually. This testing shall be recorded in a log maintained by the [fire](#) department ~~in control of that equipment.~~
9. Defective respirators shall be repaired and inspected by qualified individuals prior to being put back into service, or removed from service.

~~REFERENCE DEPARTMENT POLICY:~~
~~Fire Department — SOG# 305~~

7.05

HEARING PROTECTION.

1. The Town shall provide hearing protection devices to staff members when required as a part of their duties. Hearing protection shall be used by staff members whenever they are subject to noise of 85 dBA or greater on a regular basis, or whenever a foreseeable noise event may be of 90 dBA or higher.
2. All public safety and public works staff members shall, prior to beginning work with the Town, be given a hearing test by qualified medical personnel to establish a baseline of their hearing ability.
3. All staff members who work in a noise environment with a Time Weighted Average (TWA) of 85 dBA or higher shall receive an annual hearing test at the Town's expense.
4. Department Heads shall provide all staff members exposed to noise at or above an 8 hour TWA of 85 dBA training annually on the proper wear and use of hearing protection devices, as well as education on the hazards associated with exposure to high levels of sound.
5. Department Heads will identify routine workplace noise hazards through product safety information provided with equipment, or by use of a sound level meter.
6. The hearing protection provided by the Town shall be either ear plug or earmuff type, or combination thereof, of sufficient capability to reduce the noise level below 85 dBA. Hearing protectors are assigned a noise reduction rating (NRR), which is displayed on its individual box or package.

~~REFERENCE DEPARTMENT POLICY:~~
~~Fire Department — SOG# 304~~

7.06

EYE PROTECTION.

1. The Town shall provide eye protection devices to staff members when required as a part of their duties. Staff members are required to wear appropriate eye protection whenever there is a possibility of a preventable eye injury. The appropriate level of eye protection is based on the hazard anticipated and the following guidance:
 - a. ~~A certified Personal Protective Equipment (PPE) assessment must be on file for each job task in accordance with OSHA regulations.~~



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- b.a. Safety glasses or goggles with side shields are required for protection against particulates from machine operations, such as sawing, drilling, grinding, planing, chiseling, mowing, soldering, and similar machine operations.
 - e.b. Safety goggles, or a full-face shield, are required when there is a probability that particulates will be propelled upward from below eye level.
 - d.c. Safety goggles, or a full-face shield, are also required for solids, or when working around pressurized liquids or gaseous systems which may suddenly release materials in such a way as to pose a threat to the eyes.
 - e.d. Appropriate specialty eyewear will be worn when performing special risk tasks such as shooting, welding, brazing or work with ultra-violet radiation.
2. Upon application to, and approval by the Department Head, the Town of Beloit will pay the difference in cost for upgrading one pair of standard eyeglasses every two (2) years to safety glass for those staff members who require prescription eye glasses, and whose duties require the routine wear of safety glasses.

REFERENCE DEPARTMENT POLICY:
Fire Department — SOG# 303

7.07

BLOODBORNE PATHOGEN CONTROL.

1. Due to the nature of their duties, many staff members become exposed to human blood and bodily fluid that may contain pathogenic microorganisms that transmit disease such as Hepatitis B (HBV), Hepatitis C (HCV), and Human Immunodeficiency Virus (HIV). Since it is difficult to impossible to differentiate between body fluid types, all body fluids are to be considered as potentially infectious materials.
2. The Town shall provide protective equipment to Town staff members where there is a likelihood that they will become exposed to human bodily fluids. Department Heads will determine the equipment necessary to meet the foreseeable needs of their Department. The equipment will be made of materials that do not allow blood or other bodily fluids pass through them to reach the staff member's clothing, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions. Staff members will wear the protective equipment provided by the Town in all cases where the likelihood of them coming into contact with infectious agents.
3. Supervisors shall inspect and requires staff members to wear the appropriate protective equipment whenever there is the likelihood that they may come in contact with human bodily fluids. If a staff member's protective materials should become damaged, ripped, torn or in another way lose their ability to protect the wearer from infection, the staff member must be removed from the site of the potential infection until the protective equipment is repaired or replaced.
4. Staff members shall wear gloves at all times they may have contact with blood, potentially infectious materials, or in the handling of contaminated items or surfaces. Disposable gloves shall not be washed or decontaminated for reuse, but shall be disposed of properly following use. Utility gloves may be decontaminated for reuse if the integrity of the glove is not compromised.
5. Clothing and equipment that comes into contact with blood or other potentially infectious material shall be thoroughly cleaned and disinfected as soon after contamination as feasible, and prior to reuse. Contaminated clothing and equipment, when stored, is to be separated from non-



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contaminated materials, sealed in containers or waterproof bags and clearly marked with red or orange BIOHAZARD warning labels.

6. Normal disinfecting using soap and bleach are adequate to remove the danger of infection from soiled equipment and clothing when performed thoroughly, but precaution must be taken in handling wet materials prior to disinfecting as any infecting agent present may be transmitted through the moisture. Contaminated materials shall not be taken home, nor shall they be mixed with uncontaminated materials. If a commercial cleaner is used to launder clothing or equipment contaminated with blood or other potentially infectious material, the laundry service shall be notified of the contamination, and the clothing to be laundered will be transported in a sealed waterproof bag marked with a red or orange BIOHAZARD warning label.
7. When working with contaminated clothing and equipment, staff members shall wear protective gloves and other protection as necessary to avoid spreading the contamination.
8. All bins, pails, cans and other receptacles that may be contaminated during their use shall be disinfected on a regular basis, and immediately following any visible contamination.
9. The splashing and slopping of contaminated cleaning water or solution shall be avoided to stop the spread of blood and other infectious materials present in the liquid.
10. Broken glassware potentially contaminated with an infectious agent will be picked up using a brush and a dustpan, tongs or similar means. It shall not be picked up directly with the hands to avoid cuts and infection.
- ~~11. Labels displaying the BIOHAZARD symbol shall be affixed to all containers containing contaminated material. The label shall include a list of the materials in the container. Refrigerators, lockers, and other storage areas containing contaminated, or potentially contaminated material, shall also be labeled with the BIOHAZARD symbol.~~
- ~~12.11.~~ Effective personal hygiene procedures will be used whenever staff members are working with, or near, infectious agents.
 - a. Staff members will wash their hands with waterless gel alcohol or soap and water as soon as feasible after they remove gloves or other personal protective equipment.
 - b. Staff members will wash their hands as soon as possible with soap and water, following contact with body parts or other potentially infectious materials. Mucous membranes that come in contact with potentially infectious materials shall be thoroughly flushed with water.
 - c. Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited in areas with blood or other potentially infectious material, or while wearing clothing or equipment that may have become contaminated.
- ~~13.12.~~ Effective housekeeping measures shall be taken to limit the potential for infection wherever blood or other potentially infectious material are present.
 - a. Work areas, vehicles and equipment shall be kept neat, clean and well organized to aid in the detection, containment and cleaning of blood and other potential contaminants.
 - b. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on counters or bench tops where blood and other potentially infectious materials are present or used.



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- c. Work areas and cleaning materials that may have been contaminated are to be thoroughly cleaned with a disinfecting solution containing one cup of 10% chlorine solution for every gallon of water, or by an equally effective method approved by the Department Head.

14-13. Waste that may be contaminated with blood or other potentially infectious material shall be disposed of in accordance with law and so as to avoid any person's unintentional contact with the material.

- a. Disposable medical supplies that have been in contact with human blood or other potentially infectious materials shall be placed in an orange or red sealed puncture resistant container with leak-proof sides and bottom, clearly marked with BIOHAZARD warning label. Medical waste shall only be disposed of through approved waste management facilities or contractors.
- b. Equipment or materials that may have been contaminated by human blood or other potentially infectious materials shall be examined prior to disposal and decontaminated as necessary. If decontamination of the equipment or material cannot be assured, it shall be disposed of as infectious waste through a licensed waste hauler or contractor. All such equipment and material shall be marked with a readily observable BIOHAZARD label.

15-14. Medical techniques used by staff members shall limit the potential of infection by bloodborne pathogens to the greatest extent practicable.

- a. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets from these substances.
- b. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
- c. Specimens of blood or other potentially infectious materials shall be placed in a container that prevents leakage during collection, handling, processing, storage, transporting and shipping.

16-15. The Town shall make Hepatitis "B" vaccine and vaccination series available to all emergency response personnel and other staff members who may be expected to come into contact with human blood or other potentially infectious materials as a part of their duties. The vaccinations will be provided by a licensed healthcare professional at the Town's expense. The person providing the vaccination shall provide a certificate of vaccination for each staff member vaccinated, which shall become a permanent part of the staff member's personnel file.

- a. A pre-screening program for Hepatitis "B" is not required prior to receiving the vaccination.
- b. Staff member may decline taking the Hepatitis "B" vaccination by completing and signing the form attached to this policy. The form will become part of the staff member's personnel record. If, at a later date, the staff member requests the vaccination, it shall be provided in a timely manner at the Town's expense.
- c. Six (6) to eight (8) weeks following the initial vaccination of a staff member for Hepatitis "B", the staff member will receive a post-series blood titer.

17-16. Whenever a staff member is potentially exposed to a bloodborne pathogen through human blood or other infectious material coming into contact with their eyes, mouth, or other mucous membrane, non-intact skin, or through parenteral contact through their official duties the following actions shall be taken.

- a. The staff member shall be afforded the opportunity of a confidential medical evaluation by Beloit Occupational Health at the Town's expense. The physician evaluating the staff member shall be provided the following information:
 - i. A copy of this policy;
 - ii. A copy of OSHA Regulation 1910.1030;



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- iii. A description of the staff member's duties as they relate to the exposure incident;
 - iv. A written description of the routes of exposure and the circumstances under which the exposure occurred;
 - v. Results of the source individual's blood testing, if available;
 - vi. All medical records relevant to the appropriate treatment of the staff member, including vaccination records.
- b. A sample of the source individual's blood shall be obtained and tested to determine HBV, HCV and/or HIV infectivity. The source individual shall sign a consent form for the blood sample and testing. If the source individual refuses to provide a blood sample, or will not consent to testing, the Town Medical Advisor will decide if, under the circumstances of exposure, a sample can be legally obtained and tested without the source individual's consent.
- c. A post exposure evaluation and follow-up report shall be prepared by the staff member's Department Head or designated representative and submitted to the Town Administrator with an explanation of how the exposure occurred and recommendations on how to avoid a similar occurrence. The report shall include a statement whether Hepatitis "B" vaccination is recommended for the staff member, confirmation that the staff member has been notified by a physician of the results of any evaluation undertaken, and confirmation that the staff member has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials that may require further treatment.

~~18.17.~~ Staff members subject to contact with human blood and other potentially infectious materials shall receive, as a minimum, the following training upon beginning work with the Town, and annually thereafter:

- a. Routes of infections by bloodborne pathogens
- b. Symptoms of infection by bloodborne pathogens
- c. The Town's exposure control plan
- d. Ways to limit and prevent exposure to bloodborne pathogens
- e. Selection and use of personal protective equipment
- f. Decontamination
- g. Storage of contaminated material and labeling
- h. Exposure procedures

~~19.18.~~ All required training shall be documented in the staff member's personnel file ~~and maintained for a period of five (5) years.~~

REFERENCE DEPARTMENT POLICY:

Fire Department — SOG# No Number See "Infectious Control Plan"

Police Department — GO# OP5800 "Blood Borne Pathogens Exposures Plan"

7.08 CONFINED SPACE ENTRY.

~~1. No staff member shall enter or work in a confined space as herein defined without first having obtained a written permit to do so from his/her Department Head and having a safety attendant present at all times. There are two (2) categories of confined space permits:~~

- ~~a. Non-Permit Confined Space. No permits are required for entering low hazard confined space areas that have an atmosphere within safe and breathable limits and where the only source of contamination expected or likely to affect the atmosphere is the staff member's presence or activities. Adequate precaution to protect the staff member's safety must be taken in accordance with this policy when working in Non-Permit Confined Spaces.~~



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- are blocked off as a unit, each space shall be tested. A written record of each test shall be attached to the entry permit);
- f. Existing ventilation will be augmented with air blowers as feasible where dangerous air contamination, oxygen deficiency, or oxygen enrichment is identified;
 - g. No ignition source shall be introduced in or near the confined space until it is positively determined that no flammable or explosive substances are present;
 - h. Adequate oxygen and ventilation will be provided to oxygen-consuming equipment;
 - i. Care will be taken to ensure that the oxygen level does not exceed 23 percent in the confined space, or hot work will be discontinued until the space has been vented below the standard; and
 - j. Smoking is prohibited within the combined space and within twenty (20) feet of all openings.
6. Staff members entering a Permit Required Confined Space will follow the same procedures as for Non-Permit Confined Spaces, plus the following additional procedures:
- a. Read and confirm space entry permit;
 - b. Tanks, vessels and other confined spaces with side and top openings will be entered from the side opening when practical;
 - c. Respiratory equipment will be worn by personnel entering the confined space, and on standby;
 - d. A safety harness will be worn by all persons entering the confined space where feasible. (The harness shall be secured to a line of at least 2,000 pounds' test strength, the free end of which is secured outside of the confined space. The safety line is not to be tied off to a motor vehicle or other moveable piece of equipment);
 - e. If entering through the top opening, the safety harness shall be of the type that suspends a person in the upright position. (An approved hoisting device or other effective means shall be provided for lifting workers out of the confined space);
 - f. Lighting and electrical equipment used in confined spaces must be approved for such use;
 - g. Work involving the use of flame, arc, spark or other sources of ignition is prohibited within a confined space that contains, or is likely to develop contamination by flammable or explosive substances; and
 - h. At least one person trained in first aid and CPR shall be immediately available whenever respiratory protective equipment is being used.
7. Other sections of this policy notwithstanding, the Fire Chief or the Fire Department Officer in charge at the scene of an emergency, may direct or authorize trained emergency rescue personnel to enter a confined space to protect human life and property under the policies and procedures of the Fire Department.

REFERENCE DEPARTMENT POLICY:
 Fire Department — SOG# 804

7.09

EQUIPMENT SAFETY (LOCK-OUT/TAG-OUT).

1. Prior to any staff member working on equipment where the unexpected start or operation of the equipment may cause injury, an authorized staff member shall turn off the equipment, disconnect or block it, and notify all affected staff members of the procedures taken.
2. Each staff member working on the equipment shall affix a lock at switches, disconnect points or blocking points to avoid inadvertent reconnection of the equipment. Where lock-out is not possible, tags will be used to identify disconnect points and warn people that equipment has been disconnected as a safety precaution.



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3. Staff members will not assume that because a lock or tag has been affixed to the disconnect point that equipment is safe to work on or around. Adequate safety precautions and testing will be used to confirm equipment safety prior to beginning work on the equipment.
4. The following lock-out/tag-out procedures will be used:
 - a. Identify all parts or systems that need to be shut down, determine the switches, equipment and people involved, and carefully plan how restarting will take place;
 - b. Inform all people that need to know that a lock-out/tag-out procedure is taking place, including supervisors, co-workers and anyone who may come into contact with the lock-out/tag-out procedure;
 - c. Identify all power sources that impact work safety, including electrical, hydraulic, spring energy, gravity and pneumatic systems;
 - d. Neutralize power sources by disconnecting electricity, blocking moveable parts, releasing or blocking spring energy, bleed hydraulic lines, lower parts to rest position, and take other necessary precautions;
 - e. Lock out all power sources where possible. (Each person will use a personal lock, and multiple locks will be used where more than one person is working on the equipment.);
 - f. Tag machine controls, pressure lines, starter switches, and suspended parts;
 - g. Completely test the system to its safety prior to beginning work on the equipment;
 - h. If control of the equipment is transferred prior to restarting the equipment, tags and locks shall be changed to reflect control by the person currently working on the equipment; and
 - i. When restarting the equipment, each person shall remove only those locks and tags that they applied. A final safety check will be performed by the person restarting the equipment after all tags have been removed. The equipment shall not be reenergized until all locks and/or tags have been removed by the staff member that emplaced them.
5. Lock-out/Tag-out procedures are not required under the following conditions:
 - a. For normal repetitive operations and routine minor adjustments where adequate safety procedures and equipment are in place to avoid injury;
 - b. When working on cord and plug connected equipment that is unplugged, and the staff member working on the equipment has complete control over the plug; and
 - c. Where continuity of service is essential, shutdown impractical, and documented procedures are followed to provide effective, proven protection for staff members and the public.
6. Department Heads will ensure that staff members whose duties include the operation or repair of equipment are trained to understand the purpose and function of the LOTO program and its procedures. These staff members shall also be trained so that they understand the purpose, contents and requirements of 29 CFR 1910.147, "The Control of Hazardous Energy(Lockout/Tagout)."
 - a. Authorized staff members shall receive training in the recognition of sources of hazardous energy, the types and magnitudes of hazardous energy and the means and methods of isolation and control.
 - b. Affected staff members shall be instructed in the purpose and use of the Town's LOTO program.
 - c. Other staff members shall be instructed about the LOTO program and about the prohibition against attempting to restart equipment, machines or systems that have been locked and tagged out of service.
 - d. Retraining is required whenever there is a change in job assignment, machines, equipment or process that present a new hazard or a change in the energy control procedures.



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7. Department Heads will provide written certification of LOTO training meeting the requirements of this section to the Town Clerk as a permanent part of the staff member's personnel record.

REFERENCE DEPARTMENT POLICY:
Fire Department — SOG# 308

7.10

REPORTING & RECORD KEEPING.

1. Staff members who suffer an injury while at work shall report that injury as soon as reasonably possible to their immediate supervisor or Department Head. In the event of serious or life-threatening injury, the staff member shall not hesitate to call 911 or go to the closest emergency room to seek treatment.
2. Department Heads will ensure that recordable occupational injuries and illnesses, as herein defined, are reported to the Town Clerk within one (1) business day following any injury or illness, except that fatalities and incidents requiring the "in-patient" hospitalization of three (3) or more people are to be reported within eight (8) hours of occurrence. All reports are to be made on OSHA Form 301.
3. Upon notification of a recordable occupational injury or illness the Town Clerk shall process the report following the procedure in 29 CFR, part 1904. Actions to be taken include, but are not limited to:
 - a. Log the report on OSHA Form 300.
 - b. Place the completed OSHA Form 301, or comparable accident report, in the subject staff member's personnel file.
 - c. File a workman's compensation and/or insurance report as necessary.
 - d. If the staff member's accident, injury or illness deems compensation from the Worker's Comp Agency, the staff member will be compensated (partial wages) from the Workmen's Comp Agency (W/C). The staff member MUST provide a copy of each W/C check received promptly to the Deputy Clerk. The Town of Beloit will supplement the difference between regular base wages less the partial wages received from W/C to ensure the combination equals the staff member's regular base pay.
4. For incidents resulting in a fatality, or the in-patient hospitalization of three (3) or more people, the Town Clerk shall notify OSHA of the incident within eight (8) hours of the occurrence by calling the Madison Area OSHA Office at 1-608-441-5388. If no response, the Town Clerk will report the incident to the National Reporting Center at 1-800-321-6742.
5. The Town Clerk shall post the completed OSHA Form 300A each year, during the period from by February 1st of the year following the year covered by the form and keep it posted until April 30th of that year, through April 30th, the completed OSHA Form 300A for the previous year. The posting will be made on a bulletin board in the Town Hall available for view by all Town staff members. A copy of each years completed OSHA Form 300 shall be kept on file by the Town Clerk for a period of five (5) years.

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7.11

VIOLENCE IN THE WORKPLACE.

1. The Town of Beloit is committed to providing a safe workplace. The Town does not tolerate behavior, whether direct or through the use of Town facilities, property or resources that:
 - a. Is violent;
 - b. Threatens to harm;



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- c. Harasses or intimidates others;
 - d. Interferes with an individual's legal rights of movement or expression;
 - e. Disrupts the workplace, or the Town's ability to provide services to the public.
2. Violent or threatening behavior can include: physical acts, oral or written statements, e-mail messages, telephone calls, text messages, gestures and expressions.
3. Violence in the workplace includes relationship violence and stalking that intrudes into the workplace, endangering some individual and/or others in the workplace. Relationship violence can be physically, sexually, and/or emotionally abusive behavior that a current or former intimate partner uses to establish and maintain coercive control. Stalking is any unwanted contact which causes a person to feel threatened, harassed or intimidated. Stalking can include showing up at the workplace, sending unwanted gifts, phone calls and texts or monitoring someone's communications or location.
4. Individuals who engage in violent behavior may be removed from the Town property, and may be subject to dismissal or other disciplinary action, arrest, and/or criminal prosecution.
5. This policy applies to all Town of Beloit work locations including offices, classrooms, work sites, vehicles, and field locations. In addition to this policy, some departments may have additional legislative or regulatory requirements with which they must comply.
- ~~6. **What to Report.** Behaviors of concern can be precursors to greater levels of violence. It is imperative that the Town learn about early behaviors of concern so that plans can be put in place to prevent greater violence from occurring in the workplace. The following behaviors of concern could indicate the potential for an individual to engage in violent behavior or could be indicators for suicide risk.~~
- ~~a. Use of violence, threats to harm and harassment toward others.~~
 - ~~b. Reacting angrily or emotionally in a way that seems disproportionate to the situation.~~
 - ~~c. Making direct or veiled threats about harming or killing one's self or others.~~
 - ~~d. Engaging in intimidating, belligerent, insubordinate, defiant, or challenging behavior.~~
 - ~~e. Being confrontational, angry, or behaving in an unpredictable, restless, or agitated manner.~~
 - ~~f. Blaming others for anything that goes wrong, with no sense of personal responsibility.~~
 - ~~g. Displaying a recent, marked job or academic performance decline and/or attendance problem.~~
 - ~~h. Displaying marked changes in personality, mood, or behavior.~~
 - ~~i. Withdrawing from friends and acquaintances.~~
 - ~~j. Crying excessively for what appears to be little or no reason.~~
 - ~~k. Crossing behavioral boundaries at work (e.g., excessive phone calls, personal emails, and/or visits).~~
 - ~~l. Engaging in substance abuse.~~
 - ~~m. Perceiving disgrace or loss of options due to failure.~~

~~7.6. **Reporting Requirements.** The Town has established procedures that staff members must follow to report behaviors of concern, harassing, threatening and violent behavior. If you are a supervisor or Department Head, you are required to report situations that Town staff members have reported to you.~~

~~8.7. **Need Immediate Assistance?**~~

- ~~a. Call 911~~
- ~~b. Call the Town of Beloit Police Department once you are safe.~~
- ~~c. When appropriate alert your supervisor or Department Head to the situation.~~



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9.8. Reporting to Town of Beloit Police Department. If you feel concerned about someone's behavior, potential violence, or need to report a situation that has already occurred, call the Town of Beloit Police Department and they will provide support, discuss your options, offer safety measures, and connect you with resources. If there is any question or potential conflict, staff members will not hesitate to contact the Rock County Sheriff's Office.

10.9. Protection Orders, Relationship Violence, Stalking, and Harassment. There are a variety of types of protection orders that a person can obtain. Victims of relationship violence and stalking must decide what action is appropriate for them to take. If you are experiencing relationship violence or stalking, consider talking to the Town of Beloit Police Department or the Rock County Sheriff's Office.

11.10. Notification of protection orders. If a staff member has obtained a protection order that includes a Town of Beloit location(s) please notify the Town of Beloit Police Department and/or the Town Administrator.

7.12

WEAPONS IN THE WORKPLACE. The Town of Beloit has a zero-tolerance policy for firearms and dangerous weapons in the workplace. Accordingly, the Town prohibits Staff Members from carrying or possessing a firearm or dangerous weapon while acting in the course and scope of their employment for and on behalf of the Town of Beloit. This policy applies to all general Town Staff Members, including students/interns, volunteers or contractors working in the course and scope of their employment with the Town of Beloit with the only exception being sworn Police Department Personnel.

1. Definitions.

- a. **Staff Member.** Any person, excluding law enforcement personnel, who performs services for the Town of Beloit, either compensated or uncompensated.
- b. **Firearm or Dangerous Weapon.** Includes, but is not limited to, the following:
 - i. A firearm, whether loaded or unloaded, from which a shot may be discharged including but not limited to handguns, pistols, revolvers, shotguns, rifles, and bb guns;
 - ii. A gun that can discharge a shot or a projectile by means of an explosive or gas, or compressed air;
 - iii. A device designed to be used as a weapon, from which can be expelled a projectile by the force of any explosion or force of combustion;
 - iv. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
 - v. Any destructive device;
 - vi. Any device designed as a weapon and capable of producing great bodily harm, including but not limited to, stun guns, stun batons;
 - vii. An electric weapon such as a taser gun;
 - viii. Any combustible or flammable liquid, or other substance, device, or instrumentality that, in a manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm; and,
 - ix. Any knife that is carried *with intention or calculation to produce death or great bodily harm. Switchblades are specifically prohibited. (A Leatherman or other small pocket knife is permissible, as long as the blade is three (3) inches or less in length. Knives intended to be used as eating utensils, and stored or maintained in office kitchens or lunchrooms do not represent a violation of this policy.)*



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2. **Prohibitions.** Regardless of whether a Town Staff Member possesses a concealed weapons license or is allowed by law to possess a weapon, all Staff Members are prohibited from possessing, transferring, carrying, selling and storing firearms or dangerous weapons while working on Town property or while acting within the course/scope of their employment when not on Town of Beloit property. This prohibition applies anywhere Town business is conducted as summarized below:
 - a. Working on property owned, leased or controlled by the Town;
 - b. Performing work for the Town at any location including private residences and commercial establishments and other customer or client locations;
 - c. Driving or riding as a passenger in a Town vehicle;
 - d. Attending trade shows, conferences, or training on behalf of the Town;
 - e. Attending Town of Beloit directed or sponsored activities or events (intended for Town Staff Members only and not the general public) independent of venue;
 - f. Working off-site on behalf of the Town (excluding the Staff Member's residence);
 - g. Performing emergency or on-call work for the Town;
 - h. Attending training or conferences on behalf of the Town.

Town Staff Members may possess, carry and store a firearm or dangerous weapon in their own motor vehicles if they have obtained the appropriate license as required by applicable state and federal laws. Staff Members who use a personal vehicle in the course and scope of their employment are required to keep the permitted firearm or dangerous weapon stored out of sight and in a secure location.

Violation of this Policy is considered a serious offense that endangers the safety of Staff Members and others. Therefore, any offense may result in severe disciplinary action up to and including discharge from Town employment. When appropriate, a referral to law enforcement may be made which may result in criminal charges.

3. **Safety First.** In applying this policy, no Staff Member shall take any action that will risk his or her own safety or the safety of other individuals. No attempt should ever be made by a Staff Member to restrain or forcibly evict an armed person from Town premises. Staff Members in facilities without a designated Police force may inform individuals carrying weapons of the law and ask for their compliance. This should be done in an informative, calm and non-confrontational manner. An individual's continued non-compliance after being properly informed of the law should result in notification to the Police Department. Staff Members in facilities with a designated Police force should make all attempts to defer intervention in concealed or open carry situations to those groups by contacting designated personnel.

A Staff Member who feels an immediate risk to his or her own safety or the safety or security of others, should avoid any interaction with the individual. Steps should be taken to secure their area and immediately contact the Police Department by calling 911.

4. **Report of Violations.**
 - a. **Staff Members Violations.** Staff Members are required to report violations of this Policy without regard to the relationship between the individual who initiates the prohibited behavior and the individual reporting it.
 - i. A Staff Member who believes that another Staff Member may be in violation of this policy should report the alleged violation to the Staff Member's supervisor, the or Department Head.
 - ii. The Town will promptly investigate allegations of violations of this policy. Supervisors and Department Heads are responsible for establishing and modifying procedures as



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necessary to carry out and comply with this Policy in accordance with applicable laws and Town ordinances. Departments are responsible for implementing protocols for handling a prohibited weapon upon discovery.

- iii. The Town reserves the right to authorize searches for prohibited weapons on its property when a violation is reported or when probable cause or reasonable suspicion is present consistent with law. Staff Members should be aware that there is no reasonable expectation of privacy with respect to weapons in the workplace. The Town's right to conduct searches includes, but is not limited to, such areas and items as lockers, desks, workstations, purses, briefcases, bags, and toolboxes, and lunch bags. Searches of the Staff Member's work area and belongings, as described above, may be conducted by the Staff Member's supervisor, Department Head or any law enforcement officer. Searches of all types, including surrounding Town property, personal property and the Staff Member may be conducted by law enforcement in accordance with law should reasonable suspicion be present. Any weapon found in violation of this Policy may be confiscated. Refusal to permit a search may result in discipline up to an including discharge.

- b. Visitor Violations. Visitors to posted no-carry Town facilities are not allowed to carry a weapon on the premises. If a visitor does bring a weapon into a Town facility a determination will need to be made as to the level of risk the visitor carries. Any visitor carrying a weapon into a posted no-carry Town facility is creating an elevated risk to security and safety that warrants a response leading to compliance with the law. If the visitor poses an immediate risk to security or safety the Police Department should be notified immediately by calling 911. The visitor should be considered an immediate risk to safety and security if he/she is acting in an aggressive, belligerent, confrontational, suspicious or in an otherwise questionable manner while carrying a weapon.

5. Anti-Retaliation Provision. No Staff Member or Town official may retaliate against a Staff Member who has reported a possible violation of this policy
6. Roles & Responsibilities. Staff Members are responsible for understanding and complying with the Policy Prohibiting Firearms and Dangerous Weapons in the Workplace. Whenever there is a question as to whether an instrument, article or substance is considered a weapon in violation of this policy, it is the Staff Member's responsibility to seek clarification. Staff Members seeking clarification should direct their questions to their Department Head prior to bringing the item(s) to Town work sites and events, as well as Town-owned or leased facilities or vehicles.

7.13

WORKPLACE BULLYING. The Town of Beloit does not condone bullying in the workplace. Bullying often comes in subtle ways and affects the overall workplace climate so should be addressed immediately when detected.

1. Definition. Workplace bullying can be defined as the repeated less favorable treatment of a person by another or others in the workplace, which may be considered unreasonable and inappropriate workplace practice. It includes behavior that intimidates, offends, degrades or humiliates a worker; ~~possibly in front of co-workers, clients, or customers.~~
 - a. Bullies can be supervisors, subordinates, co-workers, and colleagues;
 - b. Bullies often operate within the established rules and policies of their organization;
 - c. While actions are not necessarily illegal and may not even be against the policies, the damage that such actions cause—both to the targeted Staff Member and to workplace morale is significant.

- ~~2. Workplace bullying includes negative acts directed toward Staff Members. Examples could include:~~

- a. ~~Intimidating or undermining Staff Members by demeaning their work standards, not giving them credit, setting them up for failure and constantly reminding them of old mistakes.~~
- b. ~~Threatening Staff Members' personal self-esteem and work status.~~
- c. ~~Isolating Staff Members from opportunities, information, and interaction with others.~~
- d. ~~Giving impossible deadlines, creating undue pressure and stress, and overworking Staff Members.~~
- e. ~~Giving constant and unfair criticism.~~
- f. ~~Blaming without factual justification.~~
- g. ~~Making unreasonable demands.~~
- h. ~~Giving hostile glares and other intimidating gestures.~~
- i. ~~Yelling, screaming, and swearing.~~
- j. ~~Purposely excluding or isolating a coworker.~~
- k. ~~Sending aggressive emails or notes.~~
- l. ~~Monopolizing supplies and other resources.~~
- m. ~~Engaging in excessive social bantering, teasing, and humiliation.~~
- n. ~~Deliberately insulting others and taking part in behind the back put downs.~~
- o. ~~Monitoring another excessively.~~
- p. ~~Stealing credit for other Staff Members' work.~~

3. Staff Members Responsibilities. Every Town Employee is responsible for assisting in the prevention of bullying/harassment through the following acts:

- a. Refraining from participation in, or encouragement of, actions that could be perceived as harassment.
- b. Reporting acts of harassment to a supervisor; and
- c. Encouraging any employee who confides that he or she is being harassed or discriminated against to report these acts to a supervisor.

4. Reporting Procedure. Any employee who believes (s)he has been the subject of harassment should promptly take the following steps:

- a. If comfortable doing so, politely but firmly state to the person who is doing the harassing how you feel about their actions and request that the person search such behavior immediately.
- b. If the harassment continues or if the employee believes some employment consequences may result from his/her request that the action stop, report the matter as soon as possible to a supervisor. State the specific details of the harassing behavior, preferably in writing. If the matter involves a supervisor the complaint can be taken instead to the Department Head. If the matter involves the Department Head the complaint can be taken instead to the Town Administrator. If the matter involves the Town Administrator that matter can be taken instead to the Town Board Chairperson.

5. Investigation of Complaints of Harassment. It is the policy of the Town to listen to all reasonable complaints, promptly investigate, and take action to end the behavior when appropriate and ensure it does not happen again.

- 3. If you believe you are being bullied, possible action steps include:
 - a. Bringing the situation to the attention of a supervisor, Department Head, or Town Administrator.
 - b. Keeping notes detailing the nature of the bullying (e.g., dates, times, places, what was said or done and who was present).
 - c. Obtaining copies of harassing / bullying paper trails; hold onto copies of documents that contradict the bully's accusations against you (e.g., time sheets, audit reports, etc.).
 - d. Expecting the bully to deny and perhaps misconstrue your accusations; have a witness with you during any meetings with the bully; report the behavior to an appropriate person.

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e. If you witness someone being bullied, show support for the individual being bullied and if comfortable, confront the bully in a constructive manner about his/her behavior and its effect on the workplace. Let a supervisor or Department Head know if the situation persists.

4. Supervisor Responsibilities:

a. Ways to minimize and discourage bullying:

- i. Educate your Staff on respectful workplace behaviors and what acts could constitute bullying.
- ii. Encourage reporting.
- iii. Encourage the Town's open door policy.
- iv. Develop your sensitivity and skills in dealing with and responding to conflict.
- v. Structure your work environment to incorporate a sense of autonomy, individual challenge, and clarity of expectations. Include your staff in decision-making processes.
- vi. Have a demonstrated commitment about what is and is not acceptable behavior.

b. When bullying is witnessed or reported:

- i. Take the complaint or situation seriously and investigate it promptly.
- ii. Address the bullying behavior by stating specific examples of actions that are being perceived as bullying and the impact on others.
- iii. Assess the extent and pervasiveness of the bullying.
- iv. Consult with your Department Head or Town Administrator on appropriate next steps.

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8.00 FINANCIAL POLICIES

8.01 FRAUD REPORTING & INVESTIGATION.

1. Introduction. This policy shall identify responsibilities, and establish procedures for the identification, reporting and investigation of possible cases of fraud involving the Town of Beloit's operations, resources and/or finances.
 - a. Fraud is any action of misconduct or dishonesty that has, or may if left uncorrected, result in financial or material loss to the Town. In addition to the loss of resources, fraud often results in:
 - i. Damage to the reputation of our Town and our staff members;
 - ii. Negative publicity;
 - iii. The cost of investigation;
 - iv. Loss of staff members;



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- v. Loss of public confidence;
 - vi. Damage relationships with our contractors and suppliers;
 - vii. Litigation; and
 - viii. Damage staff member morale.
- b. It is the policy of the Town of Beloit to establish and maintain an environment of equality and integrity with all which the Town has business or fiduciary relationship. To maintain such an environment requires the active participation of every staff member every day.
- c. The Town of Beloit is committed to the deterrence, detection and correction of misconduct and dishonesty. The discovery, reporting and documentation of such acts provides a sound foundation for the protection of innocent parties, the taking of disciplinary action against offenders up to and including dismissal where appropriate, the referral to law enforcement agencies when warranted by the facts, and the recovery of assets.
2. Definitions. For the purposes of this policy, the term "Fraud" means:
- a. Forgery or alteration of any document or account;
 - b. Forgery or alteration of a check, bank draft, or any other financial document;
 - c. Misappropriation of funds, securities, supplies or other assets;
 - d. Impropriety in the handling or reporting of money or financial transactions;
 - e. Profiteering resulting from insider knowledge of Town activities;
 - f. Disclosing confidential and/or proprietary information to outside parties;
 - g. Accepting or seeking anything of material value from consultants, contractors, vendors or persons providing services or materials to the Town;
 - h. Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment;
 - i. Any claim for reimbursement of expenses that are not made for the exclusive benefit of the Town;
 - j. Any computer related activity involving the alteration, destruction, forgery or manipulation of data for fraudulent purposes; or
 - k. Any similar or related irregularity.

The Town of Beloit specifically prohibits these activities and actions

3. Policy & Responsibilities.
- a. Reporting.
 - i. It is the responsibility of every staff member, supervisor, manager and administrator to immediately report suspected misconduct or dishonesty to his/her supervisor or Department Head. Supervisors, when made aware of such potential acts by subordinates, must immediately report such acts to their Department Head. Any reprisal against any staff member or other reporting individual because that individual, in good faith, reported a violation is strictly prohibited and will be dealt with very decisively through disciplinary action up to and including dismissal or demotion.
 - ii. Due to the important yet sensitive nature of the suspected violations, effective professional follow-up is critical. Supervisors and Department Heads shall not, under any circumstances, conduct investigations on their own without first having obtained an expressed directive and approval from the Town Administrator to do so. All relevant matters, including suspected but unproved matters, should be referred immediately to those with follow-up responsibility.
 - b. Additional Responsibilities of Supervisors.
 - i. All staff members have a responsibility to report suspected violations. However, staff members with supervisory and review responsibilities at any level have additional



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deterrence and detection duties. Specifically, personnel with supervisory or review authority have three (3) additional responsibilities:

- A. First, you must become aware of what can go wrong in your area of authority.
 - B. Second, you must put into place and maintain effective monitoring, review and control procedures which will detect acts of wrongdoing.
 - C. Third, you must put into place and maintain effective monitoring, review and control procedures which will detect acts of wrongdoing promptly should prevention efforts fail.
- ii. Authority to carry out these additional responsibilities may be delegated; however, accountability for their effectiveness will remain with Department Heads.

4. Standards for Investigation.

- a. All alleged or suspected acts of fraud shall be reported promptly to the Town Administrator, who has the primary responsibility for investigating all allegations of fraud affecting the Town or any of its departments. The Administrator shall assign responsibility for all, or part of, any investigation to the Police Department or other person or agency as may be warranted.
- b. No person shall communicate with the suspected individual or organizations about the matter under investigation, except as approved by the Town Administrator.
- c. All investigations of fraud shall be carried out in an impartial and confidential manner, without regard to the suspected individual's position or relationship with the municipality.
- d. Properly designated members of the investigative team will have free and unrestricted access to all municipal records and the authority to examine, copy and/or remove all or any portion of contents of files, desks, cabinets, and other storage facilities (whether in electronic or other form) without the prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope investigative or related follow-up procedures.
- e. Staff members shall provide the investigator all factual and relevant details relating to the alleged act of fraud, to the best of his/her knowledge, without partiality or prejudice to any person.
- f. All records related to the reported incident will be retained and secured by their primary custodian.
- g. Neither the existence nor the results of investigations or other follow-up activity will be disclosed or discussed with anyone other than those persons who have a legitimate need to know to perform their duties and responsibilities effectively.
- h. All inquiries regarding the alleged fraud, and/or its investigation shall be referred to the Town Administrator, including, but not limited to, those from an attorney, the press, a law enforcement agency, and the person or persons under investigation.
- i. If the target of any investigation should be the Police Chief, Fire Chief, or either of these departments' personnel as a matter of corruption, fraud or gross misconduct, the Town Administrator shall not hesitate to involve outside law enforcement, such as the Rock County Sheriff's Department, or other investigatory agencies when found to be the appropriate course of action.
- j. If the Town Administrator is accused of fraud or gross misconduct, it will be the duty of the Town Board of Supervisors, with the assistance of the Town Attorney and any other qualified Department Head, to investigate and determine wrongdoing. The Town Board shall not hesitate to involve outside law enforcement, such as the Rock County Sheriff's Department, or other investigatory agencies when found appropriate and/or by recommendation of the Town Attorney.

5. Questions & Clarifications. All questions or other clarifications of this policy and its related responsibilities should be addressed to the Town Administrator, who shall be responsible for the administration, revision, interpretation and applicability of this policy.

8.02

CREDIT CARD USE

1. Purpose. The purpose of this policy is to establish procedures under which the departments of the Town of Beloit will control use of credit, debit, and purchasing cards assigned to and utilized by Town staff members. These procedures are intended to accomplish the following:
 - a. Ensure that procurement with credit, debit, and purchasing cards is accomplished in accordance with this policy and any other policies and procedures established by the Town of Beloit.
 - b. Enhance productivity, significantly reduce paperwork, improve controls, and reduce the overall cost associated with small purchases.
 - c. Ensure appropriate internal controls are established within each department procuring with credit, debit, and purchasing cards so that they are used only for authorized purposes.
 - d. Ensure that the Town bears no legal liability from the inappropriate use of credit, debit, and purchasing cards.
 - e. Ensure prompt payment to vendors and enhance the Town's relationships with suppliers.
2. Authority. This policy is established pursuant to section 60.37, Wis. Stats. and common law interpreting said statute:
 - a. Town Administrator \$3,000
 - b. Department Heads \$1,500
 - c. Town Administration \$800
 - d. Town Staff \$500
3. Scope.
 - a. Except as otherwise specifically provided, this policy applies to all staff members, elected officials, members of Town boards, commissions and committees, volunteer personnel, and election judges of the Town who are designated as signatories on any credit, debit, or purchasing card account provided to them by the Town of Beloit.
 - b. "Credit card" as used in the text of this policy includes all cards authorized by the Town of Beloit and used for the purchase of goods or services whether it is a credit, debit, or purchasing card.
 - c. Cardholder Responsibilities.
 - i. Ensure that the issued credit card is used in compliance with the Town of Beloit's policies as defined in the Town of Beloit Staff Policy Manual.
 - ii. Only those individuals authorized by the Town Administrator or his/her designee, may use a municipal credit card.
 - iii. A staff member using a Town credit card shall immediately submit receipts or documentation detailing the date and cost of the goods or services purchase and brief explanation of the purpose or official business conducted to the appropriate Department Head for approval and account codes.
 - iv. Department Heads shall submit staff members' credit card original purchase receipts/documentation within seven (7) days of the purchase date to the Finance Director/Treasurer as a redundancy as long as this includes all items from section iii.
 - v. Any late fees or penalty charges incurred as a result of late payment due to lack of documentation requested from staff members will be charged to the department budget of the department responsible for the delay.
 - d. Credit Card Security.
 - i. Credit cards shall be kept in a secure location on Town property at all times except when making an approved purchase, booking travel and accommodations, or when travelling on official business.



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- ii. Town credit card account numbers shall be guarded carefully. The account numbers should not be written down, posted, or copied for use.
 - iii. Municipal credit card users must notify vendors or merchants that the credit card transaction should be tax-exempt from Wisconsin sales taxes and will notify the Town Treasurer or Town Clerk if a Wisconsin Sales Tax and Exemption Certificate is needed.
 - iv. The credit card may not be used for cash advances, personal use, or any other type of purchase not permitted under the Town's purchasing policy.
 - v. No person shall be allowed to have assigned possession of a municipal credit card unless said person is an active staff member of the Town. Staff members must immediately surrender the municipal credit card upon dismissal.
- e. Internal Control Procedures.
- i. The Town Administrator, or his/her designee, shall be responsible for the issuance and retrieval of assigned municipal credit cards to personnel and generally overseeing compliance of this policy.
 - ii. The Town Finance Director/Treasurer shall be responsible for:
 - A. Assisting and maintaining record of issuance and retrieval of municipal credit cards. In the event of the Town Treasurer's absence, the Town Clerk shall assist in the issuance of the municipal credit card.
 - B. Accounting and payment of expenses. All documentation must accompany invoices before payment is made.
 - C. Ensuring accuracy of the statement and that activity and account information is noted on the credit card statement for each line of entry.
 - D. The balance including interest due on an extension of credit under the credit card arrangement shall be paid for within thirty (30) days of the initial statement date.
 - E. Any discrepancies in credit card billings and purchases shall be brought to the attention of the Town Administrator for resolution.
 - F. In the case of a discrepancy in credit card purchases involving the Town Administrator, the Finance Director/Treasurer will notify the Town Chairperson for resolution.
 - iii. Any staff member found guilty of illegal or unauthorized use of a municipal credit card may be subject to penalties allowed by law and/or disciplinary action(s) under the Town's Staff Policy Manual up to and including dismissal.
 - iv. Any staff member issued a credit card must sign the Town of Beloit Credit Card Use Agreement. A copy of the signed Agreement will be maintained in the staff member's personnel file.
4. Exemptions to Policy. The Town Board may make such exemptions to this policy as it deems prudent for the efficient and effective management and administration of the Town's personnel.
5. Distribution and Acknowledgement of Receipt of Credit Card Policy. A copy of this Policy shall be provided to, and retained by, the Town Clerk and the Town Finance Director/Treasurer.

8.03

PUBLIC SURPLUS PROPERTY.

1. Purpose. The purpose of this policy is to establish guidelines for public surplus property. Surplus Property is defined as property owned by the Town that has become obsolete, been replaced, or has generally outlived its useful service to the Town of Beloit. The objective of this policy is to maximize the value received upon disposal of surplus property of the Town.



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2. Surplus Property with an estimated value of more than \$500.
 - a. Public sale (external auction, set price or negotiated price), the Town Administrator may approve the disposal of surplus public property with an estimated value more than \$500 through external public auction, public posting at a set price, or through negotiated sale. The Town Board will be notified of the sale of any surplus public property with a value more than \$2,500.
 - b. Trade-in, for certain types of surplus public property, it may be customary for a vendor to offer a trade-in discount or credit for the surplus property when purchasing new or replacement equipment. Trade-ins are allowable when the purchase price of the new equipment is at the lowest competitive purchase price, and the value of the discount or credit for the surplus property meets or exceeds the estimated fair market value.
 - c. This protocol may be utilized if:
 - i. the discount from trade-ins is stated clearly within the purchase agreement; and
 - ii. the trade-in and subsequent purchase have been provided for within the budget.
3. Surplus Property with an estimated value of more than \$250. Department Heads may make recommendations to the Town Administrator concerning property which should be dismantled or scrapped for salvage value if such value exists. The decision should be made having considered the possibility of obtaining a fair market value by other means.
4. Surplus Property with an estimated value of less than \$250. Certain surplus public property may have no readily convertible value and may be discarded under the following conditions:
 - a. If the property is valued under \$250, it may be disposed of summarily if it is not possible or practical to bring them to public sale, trade-in, or dismantle/scraps. This distinction will be made by the Department Head or designee.
5. This policy does not apply to firearms and ammunition which are handled under Section 968.20, Wis. Stats., or to any other surplus property specifically excluded pursuant to applicable federal or state law. No surplus public property shall be sold or given to any Staff Member, Staff Member's family member, or Staff Member's designee without the expressed consent of the Town Administrator.

8.04

CAPITAL ASSET CAPITALIZATION.

1. Purpose. The purpose of this policy is to establish a consistent method for recording in the financial records of the Town of Beloit, the capitalization and depreciation of capital assets, consistent with current reporting requirements (GASB 34).
2. Asset Valuation.
 - a. Long-term assets shall be recorded at historic cost or, if the cost is not readily determined, at estimated historic cost. Cost shall include applicable ancillary costs. All costs shall be documented, including methods & sources used to establish any estimated costs.
 - i. Purchased Assets. The recording of purchased assets shall be made on the basis of actual costs. Including all ancillary costs, based on vendor invoice or other supporting documentation.
 - ii. Self-Constructed Assets. All direct costs (including labor) associated with the construction project shall be included in establishing a self-constructed asset valuation. If a department is unable to specifically identify all direct costs, an estimate of direct costs is acceptable, but must be supported by a reasonable methodology.
 - iii. Donated Assets. Capital assets acquired by gift, donation or payment of a nominal sum not reflective of the asset's fair market value at the time of acquisition.



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- iv. **Dedicated Assets.** Required installation by developer of public improvements, including but not limited to sanitary service mains, manholes, laterals, water mains, hydrants, valves, storm & sanitary sewers, streets, curb & gutter, street lights, street signs, sidewalks will be dedicated to the Town upon completion. Recording of infrastructure assets will be made based on actual costs, including all ancillary costs, based on vendor invoice or other supporting documentation provided by the developer.
 - v. **Shared Purchases.** The recording of assets shared with other municipalities or entities shall be made based on the Town's share of actual costs, including all ancillary costs, based on vendor invoice or other supporting documentation.
 - vi. **Salvage Value.** The recording of purchased assets which are expected to be sold at retirement should be recorded with the historical estimated value if more than \$5,000. If sale value is less than \$5,000, normal depreciation for the useful life will be used.
3. **Ancillary Costs.** Ancillary costs are to be included in the capitalization cost of a fixed asset. However, minor costs, not measurable at the time a fixed asset is recorded in the Town's fixed asset inventory system, may be expensed.
4. **Ancillary Costs Include:**
- a. **Buildings & Improvements.** Professional fees of architects, attorneys, appraisers, financial advisors, engineers, etc.; damage claims; costs of fixtures permanently attached to a building or structure; insurance premiums, and related costs incurred during construction; and other expenditures necessary to place a building or structure into its intended state of operation.
 - b. **Equipment.** Transportation charges, installation costs, and any other normal and necessary expenditure required to place the asset into its intended state of operation.
 - c. **Land.** Legal and title fees, surveying fees, appraisal and negotiation fees, damage payments, site preparation costs, fees associated with annexation of lands and costs related to the demolition of unwanted structures.
5. **Asset Classification.**
- a. **Capital Assets Include-** Items with useful lives greater than 2 years, land, land improvements, buildings, building improvements, construction work in progress, machinery & equipment, vehicles, infrastructure, easements, and works of art and historical treasures. A capital asset is to be reported and, with certain exceptions, depreciated in government-wide statements, assets that are not capitalized are expended in the year of acquisition.
 - b. **Infrastructure Assets-** Long-lived assets that normally can be preserved for a significantly greater number of years than most capital assets and that are normally stationary in nature. Examples include roads, bridges, tunnels, drainage systems, water systems & dams. Infrastructure assets do not include buildings, drives, parking lots, or any other examples above that are incidental to property or property access.
6. **Long-Term Assets Should be categorized into the following:**

Furniture & Equipment	Office furniture, office, data processing & special department equipment
Vehicles, Operating Equipment	Vehicles, operating and mechanical equipment
Land	Land, Land Improvements
Buildings	Buildings, Building Improvements
Infrastructure	Streets, bridges, water & sewer systems, drainage systems, sidewalk, curb & gutter, etc.



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7. **Capitalization.** All long-term assets meeting the following capitalization thresholds shall be reported in the Town's financial report as an asset. Long-term asset depreciation will be based on the straight-line basis.

Category	Threshold
Furniture & Equipment	\$5000
Vehicles & Operating Equipment	\$5,000
Land (capitalization only, no depreciation)	\$1
Land Improvements	\$5,000
Buildings	\$1
Building Improvements	\$5,000
Infrastructure	\$5,000
Construction in-progress (capitalization only, move to appropriate category when finished and put into service)	

To determine whether non-infrastructure items purchased in "bulk" should be capitalized or expensed, a cost per unit should be established at the time of purchase and the time of purchase and the threshold rules applied. If it is likely that the units will be replaced in "bulk" at a future date rather than on an as-needed basis, then the threshold rules should be applied to total cost for all units. (Expense examples include: chairs, books, lights, signs) (Capitalization cost examples include: wall-dividers).

8. **Depreciation/Amortization for Long-Term Assets.** All long-term assets (except for land, certain land improvements, and construction in-progress) identified in the capitalization policy, will be depreciated/amortized beginning in the month of purchase. Once the asset has been fully depreciated, the asset will be kept on the books until disposed of. When the asset is disposed of prior to the end of its useful life, the remaining "book" value will be written-off as depreciation unless it will materially affect the Town's financial statement.
9. **Capitalization/Expense Regarding Repairs/Maintenance.** Regarding the capitalization or expense of repairs/maintenance, the following should be considered:

Issue	Depreciation Method
Maintenance Cost (a)	Expense
Preservation Cost (b)	Capitalize
Additions	Capitalize
Improvements	Capitalize
Ancillary Costs (freight, etc.)	Capitalize

(a) These costs do not increase the useful lives of the infrastructure asset

(b) These costs do extend the lives of the assets

10. **Retention.** For each asset recorded, documentation such as invoices, contracts, deeds, purchase orders, appraisals and/or methods used to estimate actual costs shall be maintained by the Town Finance Director/Treasurer. This documentation should be kept in a permanent file and maintained for one year after year-end of the year the asset was disposed in.

11. **Asset Useful Life.** To determine the useful life of an asset for depreciation purposes, the Town shall use the guidelines presented in the May 2002 Issue of the GAAFR Review. In addition to the above,



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the Town shall consider an assets present condition and how long it is expected to meet its service demands.

12. Physical Inventory. A physical inventory of all long-term assets should be taken annually by Department Heads or their assigned staff and reconciled to the records maintained by the Town Finance Director/Treasurer. Long-term assets \$500 or greater should be included in the annual physical inventory conducted.

13. This policy is to be reviewed annually and updated as necessary.

8.05

CASH & INVESTMENTS.

1. Purpose & Overview.

- a. The purpose of these investment guidelines is to formalize the framework of the Town's daily banking and investment activities. The guidelines are intended to be broad enough to allow the investment officials to function appropriately within the parameters of their responsibility and authority, yet specific enough to adequately safeguard the Town's accounts. The primary objectives of this policy, in order of priority, are safety, liquidity and yield.
- b. This policy shall apply to all cash investments of the Town, including all funds. Unless prohibited by law or contract, the Town may pool cash from several funds to maximize returns. Funds subject to additional federal, state and/or contractual laws and regulations will be invested according to those laws and regulations. Investment income will be allocated to the various funds based on their respective participation. Investment returns will generally accrue to the General Fund, except when legal and/or program requirements dictate otherwise.
- c. For the purposes of financial statements, all cash and investments with an original maturity of three (3) months or less will be considered cash and cash equivalents. Investments will be reported at fair values, based on quoted market values.

2. Authority, Prudence and Ethics.

- a. Authority to manage the Town's investment program is derived from Wisconsin State Statutes and Town ordinance. The Finance Director/Treasurer and Administrator are the Town's Investment officials. The investment officials will establish internal control procedures over cash and investment accounts. All purchases and sales of investments will be authorized by the Finance Director/Treasurer and reviewed by the Administrator.
- b. The standard of prudence to be used by the Town investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officials acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.
- c. The "prudent person" standard states that, "Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as probable income to be derived."
- d. Staff Members involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

3. Safety. Safety and preservation of principal in the overall portfolio is the foremost investment objective. To ensure the safety of the Town's deposits and investments, Town Policy includes sections on what investments are suitable, on how balances are protected and provides guidelines for institutions to be used.
4. Credit Risk & Authorized Investments. Credit risk is the risk that the Town would lose money due to the default of a bond or securities issuer. The Town reduces its exposure to the risk by restricting allowed investments. The Town's investments are restricted in accordance with Section 66.0603, Wis. Stats. The Town chooses to further limit its cash and investments to the following:
 - a. Checking & Savings Accounts;
 - b. Local Government Investment Pools either state administered or developed through joint powers statutes and other intergovernmental agreement legislation, such as the Local Government Investment Pool and the Wisconsin Investment Series Cooperative;
 - c. Certificates of Deposit (Fully FDIC insured for principle) and certificates of deposit purchased through the Certificate of Deposit Account Registry Services(CDARS);
 - ~~d. Money Market Mutual Funds regulated by the Securities and Exchange Commission and who portfolios consist of only dollar-denominated securities;~~
 - e-d. Bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government;
 - f-e. Bonds of any County, City, Drainage District, Technical College, Village, Town or School District of the State of Wisconsin;
 - ~~g-f. Commercial paper if rated in the highest tier (e.g. A-1, P-1, AAA) by a nationally recognized rating agency; and~~
 - ~~h. Overnight repurchase agreements with a public depository as defined in Section 34.01(5), Wis. Stats., provided that the agreement is secured by bonds or securities issued or guaranteed as to principal and interest by the federal government and held by a third-party custodian. The Town shall be informed of the specific collateral and investments in the repurchase agreements and the agreement shall be collateralized at 100% of the value of the Town's investment.~~
- ~~5. Prohibited Investments. Town funds will not be invested in derivative type investments such as collateralized mortgage obligations, strips, floaters, etc. Certain types of such investments may qualify under Wisconsin State Statute, but are not deemed appropriate for use by the Town.~~
 - ~~a. The Town will engage in diversification of investments (type, length of maturity, and institution) to the extent practicable considering yield, collateralization, investment costs and available bidders.~~
- ~~6-5. Concentration of Credit Risk. Concentration of credit risk is the risk that losses become substantial due to the magnitude of the Town's investment in a single issuer. The Town shall reduce this risk by limiting investments in a single issuer by 15% of its total cash and investment balances except for securities issued by the United States federal government.~~
- ~~7-6. Custodial Credit Risk. Custodial credit risk is the risk of default by the holding institution, i.e. the bank holding cash or investments. The Town shall reduce this risk by ensuring substantially all funds are either insured, collateralized or registered to the Town. The terms "substantially all funds" recognizes that there are times when minimal amounts may not be protected in this manner, such as with cash on hand or in cases where the market value exceeds the face value of an investment. The risk is also reduced through the Town's selection of authorized financial institutions.~~
 - a. Town deposits will be protected through insurance:



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- i. The Federal Deposit Insurance Corporation (FDIC) currently protects deposits up to \$250,000 for checking and \$250,000 for savings accounts;
- ii. The Wisconsin State Deposit Guarantee Fund protects public deposits up to \$400,000 after FDIC coverage, for any one public depositor in any individual public depository.
- b. Town deposits in excess of insured levels will be protected through collateral:
 - i. With a market valued of at least 100% of the uninsured balances;
 - ii. Consisting of bonds or securities issued by the federal government, its agencies or instrumentalities; and
 - iii. Held by an independent third-party custodian with whom the Town has a current custodial arrangement.
- c. Collateral agreements are to prohibit the release of pledged assets without the Town's authorization, however substitution of like collateral (value and type) is acceptable.
- d. The market value increases on FDIC insured certificates of deposit are exempt from this requirement.
- e. Proof of Town ownership of securities will be protected by:
 - i. Securities will be registered through the Direct Registration System in the Town's Name.
 - ii. Securities Investor Protection Corporation (SIPC) protects investors by obtaining the securities registered in the Town's name in the event of failed brokerage firm. After securities, have been obtained by the SIPC, other balances are covered through SIPC protection up to \$500,000 maximum per customer, including \$250,000 in cash balances.
 - iii. Trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

8-7. Authorized Financial Institutions. The Finance Director/Treasurer shall select and maintain a list of financial institutions to be utilized by the Town. The list of qualified institutions shall be presented to the Town Board for approval on a periodic basis. As required under Wisconsin State Statutes, the Town will approve institutions as public depositories separately through a Town Board Resolution.

- a. For a financial institution to be considered for use by the Town, they must meet the following criteria:
 - i. Provide proof of state registration;
 - ii. Complete a signed certificate of having read, understood and agree to comply with the Town of Beloit Investment Policy;
 - iii. Provide evidence of participation in FDIC and/or SIPC programs, such as FDIC Certificate Number and specific name of registration;
 - iv. Meet the FDIC's minimum threshold to be considered a well-capitalized bank:
 - A. Total risk-based capital ratio of 10% or higher;
 - B. Has a tier 1 risk-based capital ratio of 6% or greater; and
 - C. Has a leverage ratio of 5% or higher.
 - v. Broker/dealers will provide their most recent Broker check report from the Financial Industry Regulatory Authority, Inc. (FINRA) along with all Central Registration Depository (CRD) numbers; and
 - vi. Safekeeping institutions will also provide copy of their report on internal controls as applicable to custody procedures.
- b. The Town investment policy requires items 3-6 be reviewed by the Finance Director/Treasurer annually for financial institutions doing more than \$500,000 in investment purchases, deposits or safekeeping balances. Items 3-6 will be reviewed by the Finance Director/Treasurer at a minimum of every three (3) years for all other authorized institution.



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- c. The Town may enter a contract with one or more investment advisors only upon approval by the Town Administrator and/or the Town Board. If used, the selection of an investment advisor will be based on the utilization of request for proposal, interviews and reference reviews.

9.8 Liquidity. The investment officials shall ensure that the Town has sufficient funding in usable form to be able to meet its ongoing business obligations. This is accomplished by structuring the portfolio so that the securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio shall consist largely of securities with active secondary or resale markets (dynamic liquidity).

10.9 Interest Rate Risk. This is the risk that changes in the market interest rates will negatively affect the fair value of an investment. Generally, the fair value of longer maturity investments is more sensitive to changes in the market interest rate. The Town shall mitigate this risk by:

- a. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity;
- b. Limiting the maturities of all investments when purchased to less than five (5) years; and
- c. Laddering investments to meet cash flow needs.

11.10 Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, considering the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to safety and liquidity. The core of the Town's investment strategy is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- a. A security with declining credit may be sold early to minimize loss of principle;
- b. A security sale would improve the quality, yield or target duration in the portfolio; or
- c. Liquidity needs of the portfolio require that the security be sold.

12.11 Policy Considerations. The Finance Director/Treasurer shall provide a cash and investment report to the Town Administrator at least quarterly. The report shall summarize investments held and transactions made. It shall also discuss the current portfolio in terms of maturity, rates of return, market values and other features.

- a. All bank and investment accounts will be reconciled monthly. All investments will be marked to market monthly and unrealized gains and/or losses will be included with the investment income and return calculation.
- b. Any investments currently held that do not meet the guidelines of this policy when it is adopted shall be reinvested only as provided for in this policy.
- c. This investment policy will be reviewed every three (3) years by the Town Administrator or sooner at the discretion of the Town Board.

REFERENCE DEPARTMENT POLICY:

Police Department — GO# SS0100 "Control of Police Department Owned Property"
GO# SS0300 "Fiscal Management"
GO# SS0200 "Department Purchasing Procedures"
GO# OP0600 "Procedures of Taking Bond"

8.06 SPECIAL ASSESSMENTS.



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1. Purpose. The purpose of this policy is to guide the initiation, deliberation, construction and administration of Special Assessment Projects in the Town of Beloit. It is the intent of the Town of Beloit to be aggressive in the maintenance of public facilities and services to protect the public's health and safety, sustain and strengthen property values, provide adequate services to all of its property owners, residents and businesses, and to protect citizen investment in their property. This policy shall be uniformly administered to establish consistency in the treatment of property owners in and between projects as well as over time.
2. Authority. This policy is established under the authority granted the Town of Beloit by Section 66.07, Wis. Stats., the Town of Beloit Code of Ordinance, and other legislative act and common law.
3. Scope. This policy pertains to all public improvement projects that are to be funded, at least in part, by Special Assessments levied against property in the Town of Beloit. These projects may include the construction and maintenance of public streets, street lighting, sidewalks, public water supply facilities, sanitary sewers, stormwater management systems, and other improvements as authorized by law.
4. Interpretation. The Town Board reserves the right to interpret this policy in the best interests of the community and reject a petition for public improvement by way of any sound reason, including, but not limited to, budgetary constraints. Furthermore, the Board may impose such terms and conditions upon any improvement project as may be in the public's best interest and that is not prohibited by law.
5. Definitions.
 - a. Benefit. A measurable assistance, gain or improvement received by a property as a result of a public construction or maintenance project.
 - b. Improvement Standard. An established criterion used by the Town of Beloit to guide the design and construction of public facilities, such as a best management practice, design template, written specifications or similar example.
 - c. Net Annual Financing Cost. The interest rate being charged to the Town, plus the annualized costs associated with acquiring and administering the projects finances.
 - d. Public Improvement. Any facility, structure, service or edifice provided, constructed, or maintained under the authority of the Town Board for use by the community, its residents, businesses and property owners.
 - e. Special Assessment. A dollar amount placed as a lien against a property as payment, in part or in full, for public improvements made benefiting the property.
 - f. Exempt Property. Property on which a municipality may not by law levy a lien in order to collect a special assessment.
 - g. Low Income. Defined as in Title 42, Chapter 69, Sec. 5302(20) of the U.S. Code and determined by the U.S. Department of Housing and Urban Development for Rock County. Generally, low income families are those with an annual income less than 50% of the community median.
 - h. Moderate Income. Defined as in Title 42, Chapter 69, Sec. 5302(20) of the U.S. Code and determined by the U.S. Department of Housing and Urban Development for Rock County. Generally, moderate income families are those with an annual income between 50% and 80% of the community median.
6. Process and Procedure. The process of initiating and ordering a public improvement project to be funded through special assessments follows six (6) methodical steps in order to meet the requirements of state law and to ensure each project receives fair and equal consideration by the Town Board.
 - a. Requesting Consideration of a Public Improvement Project. Public Improvement projects may be initiated by either a simple motion by the Town Board or by petition of one or more property owners to be benefited by the proposed improvement. Petitions for public improvements must be presented to the Town Board during the Citizen Comment portion of a Town Board meeting after having been discussed

with the Director of Public Works. There is no minimum number of signatures required to submit a petition.

- b. **Preliminary Review.** The Town Board shall consider the merits of the requested project(s). Given the costs associated with the preparation of the Feasibility Report and Preliminary Assessment Role, the Town Board will only move a project forward if there is a high likelihood of it being completed. If, in the Board's judgement, the proposed project is within the scope of the Town's authority and is creditable, the Board may adopt a resolution prepared in conformance with Sec. 66.0703(4), Wis. Stats. , declaring its intention to exercise its authority for a stated municipal purpose and ordering the appropriate official to prepare a Feasibility Report and Preliminary Assessment Role for the proposed project.
- c. **Feasibility Report.** The Town Engineer or other designated official(s) shall, upon order of the Town Board, prepare a Feasibility Report, cost estimate and Preliminary Special Assessment Role in accordance with Section 66.0703, Wis. Stats., exercising all appropriate care and alacrity, and file the reports with the Town Clerk.
- d. **Public Hearing.** Upon receipt of the Feasibility Report and Preliminary Special Assessment Role the Town Clerk shall schedule a public hearing before the Town Board on the proposed project, providing notice to the public of such hearing in accordance with Section 66.0701(7), Wis. Stats. Public hearings on proposed Special Assessment Projects shall generally be conducted as follows:
 - i. The Town Chairperson shall convene the hearing and describe the process to be followed to conduct the hearing;
 - ii. The Town Clerk shall exhibit proof that the required notification requirements for the hearing have been met;
 - iii. The Town Engineer or other designated official(s) shall present the proposed project to the Board, describing the project's goals, the area to be served, what properties are to be benefited, the general layout of the improvement, possible time schedules, conditions that may affect the project, the estimated project cost, the area proposed for assessment and the initial estimate of the assessments that may be levied. The Engineer shall advise the Town Board on the feasibility of the project;
 - iv. Time shall be provided for the public to speak to ask the Town Engineer questions regarding the proposed project and its feasibility;
 - v. The Town Clerk or other designated official(s) shall present the proposed assessment role to the Town Board;
 - vi. Time shall be provided for the public to question the Town Clerk or other designated official(s) regarding the initial assessment role;
 - vii. The Chairperson shall open the floor to comments from the public regarding the proposed project and assessment role. Individuals wishing to be heard on the subjects shall be given a reasonable period in which to address the Board;
 - viii. The Chairperson shall close the public hearing.
- e. **Board Deliberation.** Following the public hearing, the Board will consider the necessity, feasibility and practicality of the proposed public improvement project with the intent of first, either declining or ordering the project; the second, if necessary, approving the special assessment role. The Town Board may direct the Town Engineer or other appropriate official(s) to amend or modify the public improvement plans and/or assessment role as they deem appropriate and in accordance with this policy and law.
 - i. The Town Board may recess deliberation on any improvement project from time to time as it deems prudent to gather information and provide due diligence in its decision making.
- f. **Ordering a Public Improvement and Levying a Special Assessment.** The Town Board may order a public improvement by adopting a resolution specifying the work to be performed, the area and properties to be benefited, the funding source(s) for the project, and the approximate time frame for the project. A copy of the resolution shall be officially published and noticed.



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- i. The Board may levy a special assessment as a lien against benefited property by adopting a resolution in compliance with Section 66.0715, Wis. Stats.
 - ii. In such cases where, after a Special Assessment has been levied for a public improvement project, the Board determines that is is necessary to increase the amount levied against any or all of the properties involved, the Board shall first conduct a public hearing in accordance with Section 8.06(6)(d) of this policy, and provide public notice of the hearing and reassessment under the same terms and conditions as the original assessment. Reductions in Special Assessments may be made by the Board at any regular meeting by resolution, and without the need for a public hearing or public notification.
7. **Determining Project Necessity.** As a guide to determine the necessity of a public improvement project, the Board will consider the criteria listed below. Generally, meeting one or more of the criteria listed is sufficient to consider a project necessary:
 - a. The project is needed to provide for the full and unhindered use of a property in accordance with the Town's Master Plan and Zoning Ordinance;
 - b. The project is unavoidable due to general development pattern of the area;
 - c. The project is crucial to implementation or completion of a public service system or critical environmental resource;
 - d. The project is required by regulation or other obligation;
 - e. The project is required to avoid or limit predictable and substantial damage to private or public property from acts of nature.
8. **Determining Project Feasibility.** As a guide to determine the feasibility of a public improvement project, the Board will consider the criteria listed below. Generally, all of the criteria must be satisfied for the project to be considered feasible.
 - a. The project can be successfully designed and constructed utilizing generally accepted engineering practices;
 - b. Existing public facilities have adequate capacity to serve the systems expansion or improvement;
 - c. There is at least one contractor available with the skills, experience, equipment and access to materials required to successfully construct the project as designed;
 - d. There is no regulatory hindrance to construction of the project;
 - e. The expected project costs are not excessive when compared to similar projects constructed within the region.
9. **Determining Project Practicality.** As a guide to determine the practicality of a public improvement project, the Board will consider the criteria listed below. Generally, all of the criteria listed must be satisfied for a project to be considered practical.
 - a. The total amount of assessments levied on all residential properties to be benefited, to include those from the proposed project and all existing previous assessments shall not exceed ten percent (10%) of the combined assessed value of all the properties to be benefited;
 - b. The project does not require a financial contribution from the Town, or if it does, the financial contribution is within the amounts budgeted for such purposes by the Town;
 - c. The Town has the ability both by law and by generally accepted financial practices, to finance the project, if so required.
10. **Principles to be Used in Determining whether or not to Order a Public Improvement Project.** In considering whether or not to approve a public improvement project, the Board will give weight to the following:



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- a. The Town of Beloit recognizes its obligation to provide each and every property in the community with adequate public services to protect the health and safety, sustain and improve property values and promote a high quality of life in accordance with the development standards of its zoning districts;
- b. The Town recognizes that property development and land use decisions create the need for public services; the cost of these services should be borne by those making, or benefiting from these decisions;
- c. We are a community with both an urban and rural character. The types of service required by these diverse types of development are not the same, and it is the Town's intent to only allow urban forms and densities of development when and where adequate public services are available to support them;
- d. It is important for the community to develop and maintain public systems that are cost effective, reliable and sustainable over time.

11. General Town Policies Relating to Special Assessments.

- a. Wherever a public improvement project can be shown to provide a measurable benefit to any private property, and the Town is authorized by law to do so, a Special Assessment shall be levied on the benefiting property to pay for the improvement.
- b. The amount of the Special Assessment levied on each property shall reflect, to the level of accuracy reasonably possible, either the fair-share cost of the constructed improvements or the value of the benefit(s) received by the property from the improvements.
- c. The total assessment levied for each public improvement project shall include the costs associated with the design, construction, financing and administration of the project.
- d. Assessment costs may be equitably allocated to properties utilizing any methodology allowed by law, based on the specifics of the situation. Generally, assessments will be made as follows:
 - i. Improvements to street right-of-way, sewer and water service, and other linear improvements shall be assessed on a front-foot basis.
 - ii. Drainage improvements shall be assessed based on the area contributing to the stormwater flow.
 - iii. Assessment for the extension of services to undeveloped property for the purpose of development shall be determined on a case by case basis.
- e. The Town will pay the fair-share assessment levied on Town-owned property, and property that is exempt from assessment by law.
- f. In the case of corner lots being assessed for public sanitary sewer and public water improvements using the front-foot method, only one side of intersecting streets shall be assessed for the improvement. The side assessed shall be either the long side, or, if the improvements are made under separate projects, that side which first receives the improvement.
- g. In no case shall the total assessment levied as part of an improvement project exceed the cost of the improvement and related expenses.
- h. The Town Finance Director/Treasurer shall determine the interest rate to be applied to special assessments by adding $\frac{1}{2}$ of 1% to the net actual annual cost of financing the special assessment over the life of the assessment. In such cases where the Town is financing the special assessment from Town funds and without the use of private financing, the Town Finance Director/Treasurer shall determine the interest rate by adding 1% to the U.S. Federal Reserve rate charged to member banks.
- i. In such case where the Town is providing financing by special assessment for land development and redevelopment projects, the interest rate to be applied on the special assessment shall be established by the Town Board on a project by project basis.
- j. The term of the assessment shall not exceed the estimated useful life of the improvement, and shall be based on considerations of public preference, the dollar amount of the assessments being made, interest rates, impact on the Town's finances and overall debt level. In most cases, the assessment shall not exceed 15 years in duration.



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12. **Deferring Assessments.** The Town of Beloit will defer the payment of special assessments for owner occupied homes in situations where the owners have incomes below the federal standards for low and moderate incomes in the Beloit area.

- a. Applicants for deferment of assessments must own and reside in the property subject to the assessment and demonstrate to the Town Finance Director/Treasurer qualification for the deferment by presenting a copy of their most recent federal tax return prior to the levying of the assessment, and annually thereafter. A property owner must qualify for this deferment at the time the Board levies the initial assessment, and annually thereafter, in order to be eligible for the deferment.
 - i. Where a property owned by two (2) or more persons, each owner must meet the eligibility requirements for the program. Property owned by any corporation, partnership, or trust is ineligible for assessment deferment.
- b. Qualified low-income persons shall have their assessment deferred for a period of seven (7) years from the date first payment is due.
- c. Qualified moderate-income persons shall have their assessment deferred for a period of five (5) years from the date the first installment payment is due.
- d. No interest shall accrue on assessments levied against a property during the period of deferment. Interest shall accrue on the unpaid balance of an assessment from the date upon which the property owner(s) cease being eligible for the deferment.
- e. Deferment shall cease upon the expiration of the deferment period, at the time a property owner no longer meets the income criteria for the program, or upon the date which the ownership of the property is transferred to any other person(s), partnership, corporation, trust or any other entity by means whatsoever, whichever comes first.
 - i. Deferment shall expire if a property owner fails to provide the Town a copy of a federal tax return by May 1st of each year demonstrating program eligibility.
- f. All deferred assessments shall be placed on stand-by special assessment and a Lis Pendens filed in the Rock County Register of Deeds setting forth the amount of the lien against the property by reason of stand-by charge and the conditions of payment.

13. **Financing of Improvements.**

- a. The Town shall utilize the financing source for each public improvement project that provides for the lowest net annualized financing cost.
- b. The amount financed shall include sufficient funds to reimburse the Town for all out-of-pocket and administrative expenses incurred in the design, administration, financing and construction of the project.
- c. The Town may finance any improvement project utilizing its public funds.

14. **Reoccurring Improvements.** The Town of Beloit shall not levy a Special Assessment against any property for a public improvement that has been previously made and assessed against the property until the period shown below has elapsed:

Bituminous Street, Sidewalk	Ten (10) Years
Concrete Street, Sidewalk, Curb and Gutter	Fifteen (15) Years
Municipal Water Main	Thirty (30) Years
Municipal Sanitary Sewer Main	Thirty (30) Years
Drainage Improvement (except Curb and Gutter)	Five (5) Years

- a. As an exemption to this policy, the Town may special assess the entire cost of street repair and replacement made necessary by any other public improvement, such as sanitary sewer and public water supply, made after the street has been constructed, regardless of the time that has passed since the street was last constructed or repaired.

8.07 **SMART PLANNING POLICY (Road & Utility Improvements)**



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1. Purpose- The purpose of this policy is to ensure that the Town is directing its resources wisely and guaranteeing a comprehensive look at budgeting through the inclusion of all considerations when planning and executing capital improvements related to Roads, Sewer Utility, Water Utility, Stormwater Utility, Parks and Recreation as well as Bicycle and Pedestrian Facilities.
2. The Director of Public Works and the Town Engineer shall update the Town's Capital Improvement Plans relating to all road and public utility work annually.
3. The Town Engineer shall provide accurate estimates of all costs pertaining to improvements to the best of their professional ability.
4. The Director of Public Works shall coordinate the feasibility of projects on an annual basis with the Town Finance Director/Treasurer and the Town Administrator.
5. All Town Staff and Contracted Staff shall explore all known funding sources to include shared revenue, grants, financing instruments/programs, etc. to ensure the most economic implementation of financing for all projects.
6. All public improvement projects for Roads, Sewer, Water, Stormwater and Parks shall be planned in conjunction with and in consideration of each other. Examples include:
 - a. When a road reconstruction project is proposed, the following considerations shall be taken into account through the planning process:
 - i. Does municipal sewer in that area also need to be installed/maintained;
 - ii. Does municipal water in the area also need to be installed/maintained;
 - iii. Does municipal stormwater in the area also need to be installed/maintained;
 - iv. What coordination is required with outside utility companies (i.e. Alliant, Charter, etc.);
 - v. Are there areas of the project that abut park lands and if so what are the impacts for the park(s) and/or the project;
 - vi. Are there areas of the project which need to consider future or existing development infrastructure needs; and
 - vii. Are there areas of the project which should be serviced or have service increased for pedestrian and bicycle facilities?



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9.00 TECHNOLOGY & COMMUNICATION POLICIES

9.01 TECHNOLOGY USE.

1. Purpose. It is the purpose of this policy to establish guidelines for the use of computers, phones, cell phones, facsimile machines, radios and other data communication (hereinafter referred to as "technology resources") and processing devices owned, leased, or otherwise under the control of the Town of Beloit.
2. Policy Scope.
 - a. This policy applies to all staff members of the Town and other authorized users of communications and data processing equipment under the control of the Town of Beloit.
 - b. Department Heads may supplement, but not amend, this policy to meet the operational requirements of their Department.
3. General Statements of Policy.
 - a. The Town of Beloit provides technology resources to its staff members (and other authorized users) for administrative and educational purposes. The Town's goal in providing these resources is to improve customer service by enhancing data management and processing, facilitate resource sharing, promote innovation, and ease communication between our staff members, service providers and the public we serve.
 - b. The use of the Town's technology resources is a privilege granted to staff members primarily for the enhancement of job related functions. Staff members may also have limited access to these resources for their personal use, given they comply with the provisions of this policy. Violations of this policy may result in the revocation of this privilege. Depending on the severity of the infraction, staff members may also face disciplinary action up to, and including dismissal, civil litigation and/or criminal prosecution for misuse of these resources.
 - c. Staff members are to remember that all use of electronic communications, electronic communication devices and browsing histories from all electronic devices may be subject to open records laws and subject to public review.
4. Prohibited Activities. In general, users are expected to use Town technology resources for official Town business in a responsible, polite and professional manner. Users are not allowed to:
 - a. Knowingly send, receive or display sexually oriented images, messages, conversations or cartoons;
 - b. Knowingly send, receive or display communications that ridicule, disparage or criticize a person, a group of people, or an organization based upon race, age, sex, sexual orientation, creed or religion, color, qualified disability, marital status, military or veteran's status, genetic information, national origin, ancestry, or any other characteristics protected by law;
 - c. Knowingly send, receive or display communications that demean, threaten, insult, harass or defame others;
 - d. Knowingly send, receive or display communications that ridicule, disparage or berate the Town, Board Members, or staff members, or diminish staff member productivity or professionalism.



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(Nothing contained in this paragraph shall be construed to interfere with the conduct of official Town business.);

- e. Violate any local, state or federal statute or regulation including, but not limited to, copyright laws;
 - f. Solicit, endorse, or proselytize others for commercial ventures, outside organizations, or religious, social or political causes;
 - g. Disrupt, disable, damage or interfere with services, equipment or other users;
 - h. Access, assist or allow others access to equipment, files, passwords, user codes or information, without authorization;
 - i. Attempt to obtain unauthorized access to any Town computers or networks;
 - j. Use Town printers and printing supplies for personal use;
 - k. Forward chain letters by any means utilizing Town equipment or supplies;
 - l. Download any information onto any technology device coming from an unknown or untrusted point of origin;
 - m. Open and/or reply to any electronic communication from an unknown or questionable source.
5. System Monitoring.
- a. The use of any Town technology resources for any reason, by any person, grants the right to the Town to monitor, intercept, record, store, and use, as the Town deems appropriate, such communications or data.
 - b. The Town reserves the right to review, audit, intercept, access and disclose all communication and data transmitted or stored on Town of Beloit computers, Internet access sites, e-mail systems, and other communication systems, with or without notice to staff members, during or after work hours. The use of a password by a staff member does not restrict the Town's right to access electronic communications.
 - c. While the Town does not regularly monitor electronic communications, Staff members using these resources should not have any expectation of privacy in their use of Town communications systems. Staff members must ensure that at all times their communications are appropriate, lawful, and in compliance with this policy.

9.02

SOCIAL MEDIA.

1. The Town of Beloit encourages its departments to communicate, collaborate, and exchange information in support of the Town's mission, using social media technologies. Interactive social media web applications such as Facebook, Twitter, and LinkedIn offer enormous opportunities to Town residents to interact directly with their government. Using these tools, constituents may request services, report problems in their neighborhoods, or express opinions to elected officials and policymakers. Moreover, by opening more direct channels of communication with residents, the Town will enhance its ability to respond more quickly to their needs.
2. These opportunities, however, do not come without risk and potential costs. To ensure proper and appropriate use of these resources, the Town has established the following Social Media Policy. The policy prescribes the actions that staff members and representatives of the Town must follow when posting in an "official" capacity using social media. It also strives to maintain compliance with state and local laws regarding public records, open meetings, record retention, and elections.
3. General.
 - a. For purposes of this policy, "social media sites" are defined as interactive online pages that allow for and encourage multiple postings or interactions and whose information is constantly altered



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by its readers and producers. Examples of these sites include blogs, wikis, RSS feeds, and web sites such as Facebook, Twitter, YouTube, LinkedIn, Flickr, Instagram, and others. Any information or materials posted to such sites by staff members representing the Town using tools provided either by the Town or the web site is considered "social media content." "Town-related content" will be determined based on the substance of the information or materials posted rather than the identity of the poster, the equipment used, or the site on which it is posted. For purposes of this policy "Town-supported" or "Town-sponsored" social media web sites are defined as sites created and/or maintained by designated Town staff members and used for the posting Town-related social media content.

- b. All official Town presence on social media sites is an extension of the Town's existing information systems and networks. To ensure that the Town's website (www.townofbeloit.org) remains the primary and predominant internet presence for the Town and the central repository for the Town's web-based information, wherever possible, content posted to Town social media sites must also be made available on the Town's website. Social media content should contain links directing users back to the Town's official website for in-depth information, forms, documents or online services necessary to conduct business with the Town.

4. Authorization & Access.

- a. Town departments that choose to participate in social media must designate an individual or individuals who will act as spokespersons for the Town and the department on various social media websites. To ensure consistency of message, departments should limit the number of staff personnel authorized to post to social media sites. Staff members must have prior authorization to act as a spokesperson for the Town before posting official comments regarding Town-related business on social media sites. Town departments must also ensure that all contractors, vendors, or agents of the Town who may represent the Town in postings to social media sites will comply with all policies, rules, and requirements regarding such actions.
- b. Departments should routinely review access privileges for specific staff members to determine if continued access to social media sites remains warranted. Decisions on allowing continued access should be based on the needs of the department and the staff member's job responsibilities. The Town reserves the right to deny access to post information on Town-sponsored social media sites to any staff member or representative of the Town who violates this Social Media Policy. Any reference in this document to "staff member" shall be considered to include any contractor, vendor, or agent working for or representing the Town but not in Town employ.
- c. Notwithstanding other provisions of this policy, the policy does not intend in any way to limit or restrict the ability of staff members to speak as private citizens on matters relating to Town business. Staff members may post comments, questions, or opinions on social media sites, including Town-sponsored sites, so long as they make clear that they are acting as private citizens and that their statements in no way represent the official position of the Town.

5. Official and Acceptable Use.

- a. Once granted access by the department, staff members may post to social media sites in an official capacity only information that pertains to Town business or operations. Staff members, in their role as designated representatives of the Town, must never post personal information to a Town-sponsored social media site. Instead, Town representatives who wish to post personal information on social media sites must maintain separate personal pages on sites such as Facebook or Twitter. Personal messages and the like received on an "official" page must be referred to the owner's personal page. Messages relating to Town business sent to a personal page must be forwarded to an official Town page.



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- b. The same principles and policies that govern interactions with the public generally apply also to social media. Staff members representing the Town on social media sites must always conduct themselves in accordance with all state and local laws and all existing Town policies. The Town requires all staff members who participate in social media on behalf of their departments to adhere to and follow all existing work rules and the Town's Code of Ethics.
 - c. Staff members posting official information to social media sites generally may do so only for the department they represent. They may post information or links to information already published on existing Town web pages or social media sites but may not post any new or original materials relating to the activities or operations of other Town departments, governments, organizations, or individuals without prior approval from the group or person discussed. Town representatives should refer any questions, comments, or discussion outside of their department's responsibility or their personal expertise to an appropriate responder within their own or another Town department.
 - d. Staff members representing the Town on social media sites must act responsibly in the posting of material and in their online demeanor. Staff members must respond honestly to appropriate queries and should not become hostile or argumentative. They should always exercise good judgment regarding the content and potential need for confidentiality (omitting addresses, phone numbers, and other personal data) of posted information.
 - e. Staff members representing the Town must refrain from using social media tools to express personal opinions or concerns. They may never use their access as Town representatives to social media sites for personal gain or to promote endeavors of relatives, friends, or associates. Staff members may not post information on Town-sponsored social media sites that is protected under copyright, trade secret, or is proprietary in nature without the express written permission from the lawful holder of the information, prior to posting on a Town-sponsored site.
 - f. Departments must ensure that their staff constantly monitor material posted to social media sites to:
 - i. Respond promptly to questions or replies.
 - ii. Replace stale, outdated, and/or incorrect information.
 - iii. Remove inappropriate content (as defined below.)
6. User Responsibilities.
- a. The Town of Beloit participates in and provides information through social media sites as a public service. The Town anticipates that users will use such sites as a means of conveying useful information to and engaging in productive discourse with elected officials, Town staff members and other representatives.
 - b. The Town expects that all participants on Town-sponsored social media sites, including Town staff members, other representatives and users will display respect and civility when posting comments or information. The Town reserves the right to remove comments and/or materials solely at its discretion if the Town deems that comments and/or materials:
 - i. Are profane, obscene, violent, or pornographic in language or content;
 - ii. Promote, foster, or perpetuate discrimination based on gender, race, creed, color, national origin or ancestry, age, disability, lawful source of income, marital status, sexual orientation, gender identity, past or present membership in military service, or familial status;
 - iii. Unlawfully defame or attack an individual or group;
 - iv. Make direct or indirect threats against any person or organization;
 - v. Support or oppose a political campaign or a ballot measure;
 - vi. Advertise or solicit business for a personal or private business or endeavor;
 - vii. Promote or endorse a specific financial or commercial entity;



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- viii. Defraud or defame any financial, commercial, or non-governmental agency;
- ix. Violate any federal, state, or local law or encourage any illegal activity;
- x. Violate any existing copyrights, trade secrets, or legal ownerships;
- xi. Compromise the safety and/or security of the public or public systems; or
- xii. Are unrelated to the original topic.

7. Legal Requirements.

- a. Public records laws of the State of Wisconsin and local ordinances may require retention of any information, materials, and/or discussion on social media sites that involve Town of Beloit staff members and relate to official Town business. Individual Town departments will be responsible for ensuring proper retention of content posted by their staff to social media sites.
- b. For purposes of complying fully with existing laws, retention of social media content as public records would likely include any comments, queries, information, or materials submitted by end users, including under certain circumstances, personal information submitted voluntarily such as the user's name and/or address. Departments will retain these records in an accessible and usable format that preserves the integrity of the original records for the period designated by appropriate records retention schedules.
- c. Communication among members of governmental bodies using social media may constitute a "meeting" under the Wisconsin Open Meetings Law. For this reason, members of these bodies are strongly discouraged from interactions with other members on social media sites.
- d. The rapidly-changing nature of social media sites, both in terms of the technology they use and unpredictable swings in their popularity, would almost instantly render useless any proposals for implementing specific technology for backup and retention of social media content. To assist departments in adjusting to rapid changes in social media sites and Public Records Law, the Town Administrator will provide directives to departments regarding the most cost-effective options for retaining and storing specific types of social media content.
- e. Various social media sites adhere to their own policies regarding the privacy of site users. The Town makes no claim to protect or preserve the privacy of users who interact with staff members or representatives of the Town via these sites beyond those protections which the site owner provides. Further, the Town retains the right to review all information or materials written or contributed by staff members on Town social media sites, therefore designated Town representatives should have no expectation of privacy when posting to Town social media sites.
- f. Unless prohibited or otherwise provided for by the terms of service enforced by social media sites used by the Town, postings made by other users may also be considered Town property.
- g. Violation of this policy by a staff member may result in discipline up to and including dismissal. Users should be aware that the information made available by the Town on social media sites may not be timely, accurate or complete. Any communication from or to the Town through these sites will not be considered legal or official notice for any purpose. The Town reserves the right to revise or modify this policy at any time, without prior notice.

8. Personal Communications.

- a. While every individual has a right to speak out on the issues facing the community, state, and nation, staff members must take great care to make it clear that their personal opinions are their own and do not represent the official policy position of the Town. It is important for staff members to remember that their personal communications may reflect on the Town, especially if they are commenting on Town business, supervisors, or policies. The following guidelines apply to personal communications including various forms of social media, letters to the editor of newspapers, personal endorsements, email, Town correspondence, newsletters, and cable television.



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- i. All staff members are expected to actively protect any information considered private or protected under Data Privacy and HIPPA Compliance laws. (Questions should be directed to the Town Clerk.)
- ii. Staff members MUST NOT post information, images, or icons obtained in their official capacity with the Town on their personal social media pages and/or accounts without prior approval from the appropriate Department Head. For example, staff members shall not post photos, icons, or information from an incident/call on his/her personal social media sites.
- iii. If you wish to write an opinion based upon your work experience, you shall not refer to the Town if you are not discussing Town business. For example, write, "As a police officer..." rather than, "As a Town of Beloit Police Officer..." or "As a public employee..." rather than "As a Town of Beloit Staff Member...."
- iv. Staff members shall not comment on social media or publish something related to Town business without identifying themselves and using a disclaimer such as, "I am a staff member of the Town of Beloit. However, these are my own opinions and do not represent those of the Town of Beloit."
- v. The Town expects its staff members to be truthful, courteous and respectful toward supervisors, coworkers, citizens, customers and other persons associated with the Town. Do not engage in name-calling or personal attacks.
- vi. Refrain from making comments about the workplace, policies, or supervisors, or discussing internal employment issues on social media. Assume anything written about a coworker or supervisor will be read by that coworker, your supervisor, and many others.
- vii. Remember that what you write or post is public, and will be so for a long time. It also may be spread to large audiences without your knowledge or permission. Refrain from sending or posting information – including images or icons – that you would not want your supervisor or other staff members to read, or that you would be embarrassed to see in the newspaper or viewed by your parents, spouse, or loved ones.
- viii. Town resources, working time, or official Town positions must not be used for personal profit or business interests, or to participate in personal political activity. For example, a staff member must not use any Town logo (including public safety badges or logos), email, or working time to promote his/her side business or for personal gain.
- ix. Elected officials should not use social media as a mechanism for conducting official Town business other than to informally communicate with the public.
- x. Elected officials should reveal that they are elected officials for the Town if/when making a post and be honest, straightforward, and respectful.
- xi. Elected officials should be sure that efforts to be honest don't result in sharing non-public information related to coworkers, personnel data, medical information, claims or lawsuits, or other non-public or confidential information.
- xii. Elected officials shall ensure that their use of social media does not conflict with the State of Wisconsin Open Meeting Laws.
- xiii. To help prevent errors, elected officials should not post official information (eg, incorrect information about a new Town ordinance) about the Town as it could create liability issues.
- xiv. If an elected official or staff member makes a mistake, it should be corrected as soon as the official is made aware of the error. Corrections should be upfront and as timely as possible. If you modify an earlier post, make it clear the posting has been corrected. Consider designating corrections with "Fixed link" or "Fact correction" prior to the correction.



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9.03

MEDIA RELATIONS.

1. Purpose.
 - a. To ensure all communication with the media is consistent, well-informed, timely and appropriate.
 - b. To clearly indicate the Town of Beloit's authorized spokesperson(s).
 - c. To maintain positive relations with the media by providing them with accurate, timely information.
 - d. To improve communication with internal and external customers and enhance the Town's public image.
 - e. To establish protocols and consistent methods for managing communication to the media to ensure relevant and approved comments.
 - f. To limit the possibility of miscommunication and to maximize the effectiveness of staff by ensuring comments to the media are made only through authorized people.
 - g. To establish guidelines for effectively communicating and publicizing news about the Town of Beloit with the media.

2. Philosophy. The Town Board recognizes that a well-run, competent, ethical and reputable organization is the best way to promote a favorable image and that any public relations program is only as good as the organization behind it.

The Town of Beloit will take advantage of interest from the media to further its reputation and inform the public about Town activities. The Town of Beloit will also distribute information to the media to communicate information about Board activities and decisions. In dealing with the media, Supervisors and Town Staff must be careful to communicate accurate information.

The Town of Beloit welcomes enquiries from the media. All media representatives are to be treated in the same manner as any other customer of the Town. That is, we will attend to media requests with promptness and courtesy, honesty and respect. The Town of Beloit believes that a good relationship based on trust, familiarity and confidence is important between the Town and the media. Accordingly, the Town will endeavor to:

- a. Be a reliable source of information;
 - b. Promote a professional and consistent image;
 - c. Provide prompt responses to requests wherever possible;
 - d. Be as co-operative as possible;
 - e. Be available, even outside normal working hours;
 - f. Check second hand sources of "facts" or opinions for accuracy before repeating; and
 - g. Provide up to date information.
3. Dealing with Media Inquiries. The Town Administrator is the Town's official spokespersons on all matters. The Town Administrator may nominate other staff to act as spokespeople for the Town. Town Staff Members are not to speak to the media unless formally designated to do so. Town Staff Members are to direct all media enquiries to their Department Head or Town Administrator. The Department Head, Town Administrator, or designee will then liaise with relevant staff to prepare a response to the inquiry. More complex issues may require research and discussion with other Town Staff Members before being reported back to the media. Information given to the media of a controversial, legal or ethical nature requires the approval of the Town Administrator and/or the Town Attorney. Journalists may on occasions contact a designated Department Head or authorized Department Public Information Officer (PIO) directly. No staff member, other than those authorized above are to handle any inquiry from the media.



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4. Authorized Public Information Officer(s).

- a. The Town Administrator is the designated Public Information Officer (PIO) for the Town of Beloit.
- b. The Police and Fire Chiefs may designate and authorize a trained Staff Member under their authority to act as the PIO for their respective departments in reference to operational matters.
- c. The Director of Public Works is hereby designated as the PIO for his department's operations including the designation of Snow Emergencies within the Town.
- d. When a State of Emergency is called in the Town, the designated Town Emergency Management Director shall be the PIO for the Town in regards to that event.
- e. The Town Clerk (or designee) is authorized to act as the Town's PIO relating to governmental meetings and gatherings involving Board, Committee or Commission Members.

No other staff member is authorized to handle an inquiry from the media on the Town's behalf unless requested by one of the above to provide simple, factual information.

5. Promoting Town Activities. The Town Administrator (or designee) is responsible for issuing media releases regarding Town activities, decisions and plans. All staff are required to pass on important information to the Town Administrator which could be used as the basis for a press release. The Town Administrator in consultation with other staff members will decide if the event warrants a media release and/or photo. Information that Town Staff Members wish to communicate to the media is to be sent to their Department Head and/or the Town Administrator for editing, photographic support and policy proofing before issuing. Some releases may be reviewed by the Town Attorney to ensure compliance with legal considerations.

Where a media release is prepared by another organization which relates to a Town project or in which the Town is involved, the Staff Member involved is to ensure that a copy of the draft release is provided to the Town Administrator to enable input by the Town of Beloit.

6. Designing Advertisements and Brochures. Town Staff are encouraged to pass on planned media advertisements and brochures to the Town Administrator to check accuracy, quality and style. The Town of Beloit has a brand which enables publications or advertisements constructed in this style to be easily identified and associated with the Town of Beloit. This branding will enable a consistent image for the Town and communicate most effectively with the community.
7. Role of Board Supervisors. It is commonplace for Board Supervisors to be asked by the media to comment on Town policy or decisions. Only the Town Administrator is permitted to speak on behalf of the Board based on direction given through policy or open meeting action. Individual Board Supervisors remain free to make personal comments to the media, but not to speak on the Town's behalf. Defamation law covers Board Supervisors as it does everyone else. It could be considered defamatory to harm another person's reputation verbally or through the written word.

8. Crisis Communication. The Town recognizes that ill-considered and uninformed comments can cause dire consequences and legal implications in the event of an emergency, disaster, crisis, or sensitive issue. Accordingly, only the Town Administrator or Emergency Management Director are authorized to speak to the media on these occasions.

REFERENCE DEPARTMENT POLICY:

Police Department — GO# CR0105 — "News Media"



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Appendix A REQUEST FOR TUITION REIMBURSEMENT FORM A

1. Complete Section I. Tuition reimbursement requests must be in accordance with the guidelines set forth in Section 3.09 of this Policy Manual.
2. Send the completed and signed form to the Town Administrator for review. A copy of the application, with approval or denial, will be returned to you to be retained until the end of the semester for final grades to be submitted if approved.
3. To receive reimbursement for tuition, complete Section II of this form and submit it to the Town Administrator after the completion of the course. Include a copy of your grades and receipt(s).

Section I: Initial Request

Staff Member Name (Last, First MI)		Position Title		Supervisor Name	
Phone		Email		Department/Division	
Term: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer		<input type="checkbox"/> Quarter <input type="checkbox"/> Semester <input type="checkbox"/> Year		Term Dates:	
Institution/School:					
Course #	Course Title	Units/Credits	Days (e.g., M-W-F)	Times (e.g., 2-4)	Tuition Cost
<input type="checkbox"/> I am receiving other financial aid. <input type="checkbox"/> I am not receiving other financial aid. (If yes, provide documentation of amount)					
Check the appropriate box: <input type="checkbox"/> College Degree or Specialty Certificate <input type="checkbox"/> Coursework Only					
Explain how the course is career-related (write on back if more room is needed):					
The following information is to be completed by the Staff Member and Supervisor.					
1. Is the education required in order for the staff member to meet the minimum educational requirements of his/her present position? <input type="checkbox"/> Yes <input type="checkbox"/> No					
2. Does the education maintain or improve skills needed in the current job? <input type="checkbox"/> Yes <input type="checkbox"/> No					
NOTE: Tuition Reimbursement will not exceed \$1500 per Staff Member per year.					

I understand that I am solely responsible for payment of taxes as a result of any reimbursement for education that may be found to be taxable (only if over \$5250 total per year <http://www.irs.gov/publications/p970/ch11.html>). I will submit grades and receipts within 45 days of the end of the term to the Human Resources Office.

Section II: After Successful Completion:

I hereby request reimbursement for the previously approved classes. Attached are the relevant grades and itemized receipt(s).

If your enrollment in a class listed on the Tuition Reimbursement Request form changes after original submission of the request, please submit an explanation for not enrolling (e.g., class full, class not offered this quarter/semester) and provide the relevant information for any substituted class.



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Course-Final-Grade(s): Course: _____ Grade: _____
Course: _____ Grade: _____
Course: _____ Grade: _____

If you did not receive a satisfactory grade for any course, or if a course is not completed, the request for reimbursement will be nullified and cancelled.

Staff Member Signature: _____ Date: _____

Department Head Signature _____ Date: _____

Appendix BA CREDIT CARD POLICY RECEIPT FORM

I, _____, do hereby acknowledge that I have read and am familiar with the Town of Beloit Credit Card Policy. I also acknowledge and agree that I will follow this policy and all procedures herein whenever issued or trusted with the use of the Town credit card. If I fail to adhere to this policy and the procedures contained in it, I accept that I may be disciplined and/or lose the privilege to use the Town's Credit Card in the future. I also agree that I shall provide a receipt for every transaction made with the Town's Credit Card for the purposes of reconciliation and shall furnish such receipt to my Department Head or Finance Director/Treasurer as soon as practical after making a purchase.

Staff Member Signature _____

Date _____



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Appendix C8 STAFF POLICY MANUAL RECEIPT FORM

The Town of Beloit Staff Policy Manual contains valuable information pertaining to my employment at The Town of Beloit. I understand that I should consult my Department Head or Supervisor if I have any questions about the information contained in this Manual. Since the information, policies, and benefits described in the Policy Manual are subject to change, I acknowledge that revisions to the Policy Manual may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

A copy of this Policy and Procedures Manual has been given to me to retain for future reference where I have obtained an electronic copy of the Policy and Procedure Manual. I agree to familiarize myself with its contents and comply with the information provided. Furthermore, I acknowledge that this Policy and Procedure Manual is neither a contract of employment nor a legal document. I understand this Manual is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits, and expectations of Town of Beloit. I have received the Staff Policy Manual and I understand that it is my responsibility to read and comply with the policies contained in this Manual and any revisions made to it.

Staff Member's Name (printed): _____

Signature: _____ Date: _____



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Appendix DC LEAVE OF ABSENCE FORM

PLEASE COMPLETE AND RETURN THIS FORM TO THE TOWN ADMINISTRATOR 30 DAYS IN ADVANCE OF LEAVE IF POSSIBLE

EMPLOYEE INFORMATION

Staff Member Name (First, Last, Middle Initial)

Home Address

City

State

Zip

Job Title/ Department

Telephone Number

☐ HOME ☐ CELL

ABSENCE INFORMATION

☐ This is a new request.

☐ This is an update to an existing request.

Requested Start Date:

Anticipated Return Date:

For Intermittent Absences, describe your intermittent or reduced work schedule (e.g., "up to 2-3 sick days a month per doctor"). This must be medically necessary and documented in a current medical certification form from your health care provider.

REASON(S) FOR LEAVE

Please indicate the applicable reason(s) for your leave below. If this leave is covered under FMLA, please complete the appropriate FMLA forms.

☐ Staff Member's Own Serious Health Condition (**not work related**) *

☐ Care for Ill Parent, Spouse, Child or Domestic Partner*

* **For leaves due to your own or a Family Member's Serious Health Condition, a Medical Certification form is required.**

☐ A completed Medical Certification form is attached.

☐ I will submit a Medical Certification form within 15 days.

☐ Workplace Injury/Worker's Compensation (Please fill out and submit appropriate Worker's Comp forms)

☐ Parental Leave

☐ Baby Bonding (Care for Newborn/Placed Child) °

* **Provide the Date of Birth or Placement of Child (if applicable):** _____

☐ Military Leave: Active Duty, Military Caregiver or FML

☐ Other Medical Leave

☐ Personal Leave (Non-Medical Reason)

☐ Union Business Leave

LEAVE OF ABSENCE CATEGORIES



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A leave of absence may consist of leave without pay and/or paid leave (vacation (PTO), sick leave (ESL), and compensatory time off). Paid leave may be used in accordance with applicable policy/contracts. I request to use the following leave categories

Type	Number of Hours	Dates: From	Through
Vacation (PTO)	_____	_____	_____
Sick Leave (ESL)	_____	_____	_____
Leave w/o Pay	_____	_____	_____

☐ I have verified that I have sufficient accrued leave to take the above requested paid leave.

Staff Member Signature: _____

Date: _____

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Appendix E PARENTAL LEAVE REQUEST FORM

PLEASE COMPLETE AND RETURN THIS FORM TO THE TOWN ADMINISTRATOR 30 DAYS IN ADVANCE OF LEAVE IF POSSIBLE

First Name: _____	Last Name: _____
Email: _____	Telephone: _____
Job Title: _____	
Department: _____	
Immediate Supervisor: _____	

BACKGROUND INFORMATION

First day of service with the Town of Beloit: _____

Date of birth/placement of the child/children: _____

This is the first request for paid parental leave ☐

If this is your first request, please attach a copy of the birth or placement certificate

I have previously taken paid parental leave ☐

Dates of Previous Leave:

From: _____ To: _____

From: _____ To: _____

LEAVE REQUESTED

I request the following paid parental leave (please note you must give at least 30 days' notice):

From: _____ To: _____

DECLARATION

You must be able to tick all four boxes below to be eligible to receive parental leave.

I declare that:

- I have met the employment requirements to qualify for this benefit ☐
- I have parental responsibility for the child/children ☐
- I'm requesting paid parental leave to look after the child's/children's welfare and bond with my child ☐



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I have not taken paid parental leave in the last 12 calendar months ☐

SIGNED: _____ DATE: _____

Please contact the Town Administrator for any queries regarding your parental leave benefits. Further details on ordinary parental leave can be found in Section 4.05 of this Staff Policy Manual.

DEPARTMENT HEAD

I agree with and recommend the above request for paid parental leave ☐

I request a postponement of the request until the following dates: From: _____ To: _____

Department Head SIGNED: _____ DATE: _____

Town Administrator SIGNED: _____ DATE: _____

Appendix E VOLUNTEER TIME REQUEST FORM

PLEASE COMPLETE AND RETURN THIS FORM TO YOUR DEPARTMENT HEAD

First Name: _____	Last Name: _____
Email: _____	Telephone: _____
Job Title: _____	
Department: _____	
Immediate Supervisor: _____	

Section 4.11 of this Staff Policy Manual states:

"Each full-time staff member is eligible to receive eight (8) hours of PTO each year in exchange for donating eight (8) hours of time to a local non-profit agency whose mission includes components which serve residents or businesses in the Town of Beloit. This time and the organization served must be approved by a Department Head prior to the issuance of any PTO."

1. What is the mission of this organization (Attach information if applicable)? _____

2. What is it that you will be doing? _____

3. Who or what is being served by your time volunteering? _____

4. When do you plan to volunteer? _____

5. What prompted you to volunteer for this organization? _____

ORGANIZATION CONTACT INFORMATION

Name of Organization: _____ Contact Person: _____



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Telephone: _____ E-mail: _____ Website: _____

Address: _____

Date of Volunteer Work: _____

DEPARTMENT HEAD

I agree with and recommend the above request for Volunteer Time ☐

Department Head SIGNED: _____ DATE: _____

Town Administrator SIGNED: _____ DATE: _____

Appendix GD MEDICAL CERTIFICATION FORM

I certify the following information: (Please fill-in all applicable information.)

1. Staff Member's Name: _____
2. Patient's Name (If other than Staff Member): _____
3. Diagnosis: _____
4. Date Condition Commenced: _____
5. Probable Duration of Condition: _____
6. Date the Staff Member Can Return to Duty (If known): _____
7. Regimen of treatment to be prescribed. Include schedule of visits or treatment if it is medically necessary for the Staff member to be off-work on an intermittent basis or to work less than the Staff Member's normally scheduled hours per day or week: _____

IF THIS CERTIFICATION RELATES TO CARE FOR THE STAFF MEMBER'S SERIOUSLY-ILL FAMILY MEMBER, SKIP ITEMS 8-10 AND PROCEED TO ITEMS 11-17. IF IT RELATES TO THE STAFF MEMBER, COMPLETE ITEMS 8-10 AND 15-17.

- ☐ YES ☐ NO 8. Is inpatient hospitalization of the Staff Member required?
- ☐ YES ☐ NO 9. Is the Staff Member able to perform work of any kind? (If no, skip item 10)
- ☐ YES ☐ NO 10. Is the Staff Member able to perform functions of the Staff Member's position?

FOR CERTIFICATION RELATING TO CARE FOR THE STAFF MEMBER'S SERIOUSLY-ILL FAMILY MEMBER, COMPLETE ITEMS 11-17 BELOW AS APPLICABLE.



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- ☐ YES ☐ NO 11. Is inpatient hospitalization of the Family Member (patient) required?
- ☐ YES ☐ NO 12. Does (or will) the patient require assistance for basic medical, hygiene, nutritional, Safety or transportation needs?
- ☐ YES ☐ NO 13. After review of the Staff Member's signed statement (See item 15), is the Staff Member's presence necessary?

14. Estimate the period of time care would be required or the Staff Member's presence would be beneficial: _____

15. Healthcare Provider (Signature): _____ Date: _____

16. Healthcare Provider (Typed): _____

17. Type of Practice: _____

Appendix G MEDICAL CERTIFICATION FORM.....Continued

18. When family medical leave is needed to care for a seriously-ill family member, state the care you will provide and an estimate of the time period during which care will be provided, including a schedule if leave is to be taken intermittently or on a reduced-schedule basis: _____

STAFF MEMBER SIGNATURE: _____ DATE: _____



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Appendix **HE** FAMILY & MEDICAL LEAVE (FMLA) REQUEST FORM

Personal information you provide may be used for secondary purposes. (See Section 15.04(1)(m), Wis. Stats. For details.)

Staff Member Name:		Job Title/Department:	
Reason & Amount of Leave Requested <i>(select one)</i>			
<input type="checkbox"/> Birth, adoption or as a pre-condition to adopt my child Date of Child's Birth or Placement: _____ Hours of Leave Requested: _____			
<input type="checkbox"/> Serious illness of my child, spouse or parent Relationship: _____ Hours of Leave Requested: _____			
<input type="checkbox"/> For my own serious illness Hours of Leave Requested: _____			
Administration			
Date Leave is to Begin:		Date Staff Member Will Return to Work:	
Type of Leave Requested: <input type="checkbox"/> Unpaid _____ hours <input type="checkbox"/> Sick _____ hours <input type="checkbox"/> Vacation _____ hours <input type="checkbox"/> PTO _____ hours <input type="checkbox"/> Compensatory Time _____ hours			
Notes To Employees			
1. You are required to provide your Department Head advanced notice of your intent to take Family Medical Leave in a reasonable and practicable manner. 2. If you are requesting Family Medical Leave because of planned medical treatment or the supervision of a child, spouse or parent, you shall make reasonable effort to schedule such activity so that it does not unduly disrupt Department operations. 3. If you are requesting Family Medical Leave as a result of serious illness of yourself, your child, spouse or parent, you must provide the Town certification from your health care provider stating that you, your spouse, child or parent has a serious health condition, the date the condition commenced and its			



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probable duration, and, within the knowledge of the healthcare provider, the medical facts regarding the serious health condition. 4. You must notify your Department Head in advance if you are unable to return to work on the date scheduled. 5. If your leave schedule is not yet known or other arrangements are necessary, attach an explanation to this request. 6. If you are requesting intermittent leave, please attach a schedule.	
Staff Member's Signature:	Date Signed:
Department Head's Signature:	Date Signed:
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Days State Leave _____ Days Federal Leave _____
Comments:	

Any questions regarding this form or the Town's FMLA Policy (Section 1.08 of this manual) should be forwarded to the Town Administrator.

Original to Staff Member's File; Copies to Staff Member and Department Head