

**Personnel Policies and Standards  
For Employees of the Town of Lynne  
Tripoli, WI 54564  
Oneida County Wisconsin**

**Table of Contents**

<b>Section 1</b>	<b>Personnel Affected &amp; Definitions.....</b>	<b>page 2</b>
<b>Section 2</b>	<b>Equal Employment Opportunities.....</b>	<b>page 3</b>
<b>Section 3</b>	<b>False Statement in Application.....</b>	<b>page 3</b>
<b>Section 4</b>	<b>Public Relations.....</b>	<b>page 3</b>
<b>Section 5</b>	<b>Employee Records.....</b>	<b>page 3</b>
	A: Personnel Files	
	B: Employee Access to Their Own Records	
	C: Access to Records by an Employee’s Representative	
	D: Exceptions to an Employee’s Right to Inspect Records	
	E: Corrections to Personnel Files/Records	
	F: Original Records	
<b>Section 6</b>	<b>Employee Benefits Policies.....</b>	<b>page 4</b>
	A: Work Week, Hours of Work and Overtime	
	B: Health Insurance	
	C: Retirement	
	D: Vacation	
	E: Holidays	
	F: Sick Time	
	G: Bereavement Allowance	
	H: Wages and Annual Review	
	I: Resignations	
	J: Part Time Employee’s Benefits	
	K: Probationary Period	
<b>Section 7</b>	<b>Duties and Responsibilities Standards .....</b>	<b>page 7</b>
	A: Safety	
	B: Road Supervisor; Authority	
	C: Roads	
	D: Vehicle and Equipment	
	E: Traffic Signs and Markings	
	F: Snow Plowing	
	G: General Rules and Policies	
<b>Section 8</b>	<b>Controlled Substances and Alcohol Testing.....</b>	<b>page 10</b>
<b>Section 9</b>	<b>Unlawful Harassment Policies .....</b>	<b>page 11</b>
<b>Section 10</b>	<b>Disciplinary System .....</b>	<b>page 12</b>

**Section 1: Personnel Effect and Definitions**

The following personnel policies and standards define and standardize the rules, benefits, regulations and standards for employees of the Town of Lynne. Hereinafter, the word ‘Town’ will mean the Town of Lynne, Oneida County Wisconsin. The word ‘Board’ shall refer to the Town of Lynne Board of Supervisors. These standards and policies are for all employees of the Town, including full time, part time, temporary and limited term employees, unless otherwise stated. Some regulations are for road maintenance workers only. Some benefits are for full time employees only.

Nothing in this policy is intended to create a legally binding contract or to change the at-will nature of employment with the Town of Lynne, as the Town reserves its management rights to exclusively manage its operations in the best interest of the taxpayers of the Town of Lynne. Employment with the Town of Lynne is voluntarily entered into and employees are free to resign at any time with or without cause. Similarly, the Town may terminate the employment relationship at will at any time for any reason or no reason, provided there is no violation of applicable federal, state or local law.

**Definition:** Full Time Employee:

Full time employees are those who work all year long at 40 hours per week. Part time workers are defined as those who work less than 40 hours a week. Temporary employees are defined as employees for a limited time or purpose. Limited term employees are hired for limited periods of time and are not annually full time.

**Definition:** Limited Term Employee:

Starting in the year 2012, a second employee may be hired as a limited term employee. That position is intended by the Board to be NO MORE THAN 32 hours per week during the full weeks starting the month of May through the month of November. That employee will also be subject to being on-call for snow plowing or other duties December through April. Although the hours above are intended to be offered, they are not guaranteed and are subject to reductions as the Board sees fit.

**Definition:** Part Time Employee

Part time employees are those who work at the request of the full time road maintenance worker with the approval of the Road Supervisor or a Board member in case the Road Supervisor is not available. Part time employees may work for as long or short as needed as long as they are available to the Town, but they may not work in excess of 32 hours a week except in an emergency situation or with the Road Supervisors approval.

These policies and standards for employees of the Town of Lynne are only a set of policies and guidelines for employment and benefits for those employed by the Town. This document is not a contract and should not be construed as a contract as it does not confer upon any employee of the Town any contractual benefit. Any employee can be terminated at any time by the Board for any reason.

## **Section 2: Equal Employment Opportunities**

The Town may recruit and select the most qualified people for positions in the Town government's employ. Recruitment and selection shall be done in an affirmative manner to insure open competition and equal opportunity. It shall be conducted in a manner that prohibits discrimination based on race, color, religion, place of residence, politics, sex, sexual preference, national origin, age or mental or physical handicap. All active employee's will not be subjected to discrimination because of race, color, religion, place of residence, politics, sex, sexual preference, national origin, age or mental or physical handicap.

## **Section 3: False Statement in Application**

Any false statement made by an applicant on his/her employment application, or made at his/her request, or with his/her knowledge on any certificate which may accompany his/her application, or any other fraudulent document or conduct, shall be regarded as good cause for excluding the applicant from any employment examination or for removing the applicant's name from any eligibility list for employment, and if already hired upon discovery of any fraud or falsity, are grounds for immediate termination.

## **Section 4: Public Relations**

All employees' shall treat members of the public with respect at all times and follow up on any problems reported to them by finding a solution to the problem. If after a sincere and reasonable attempt has been made, they cannot solve the problem, the employee should turn the problem over to a Board Supervisor or Road Supervisor. An employee MUST be courteous in all dealings with the public.

## **Section 5: Employee Records**

### **A: Personnel Files**

The Town Clerk shall maintain all confidential personnel records of employee's and retain the same after employment has ended with the Town. These records will be kept locked and the Town shall follow procedures in full compliance with State Law regarding access to employee records.

### **B: Employee Access to Their Own Records**

In accordance with Wisconsin Statutes 103.13, an employee may request in writing, and the Town shall grant at least 2 times per year, access to the employee's personnel records upon written request by the employee. The Town shall, within 7 days after receiving the request, provide the employee an opportunity to examine the contents of their own personnel file at the Town Hall or another Town facility if the Town Hall is not available. The occasion will be at such a time that it shall not interfere with the employee's duties, but during normal working hours. (E.g. end of the shift or work day)

### **C: Access to Records by an Employee's Representative**

In accordance with Wisconsin Statutes 103.13, an employee may request in writing that a named representative of the employee have access to that employee's record which may have a bearing on any action or grievance the employee may have with the Town.

### **D: Exceptions to an Employee's Right to Inspect Records**

In accordance with Wisconsin Statutes 103.13(6), the right of an employee or a designated representative of that employee may not have access to the following records;

1. Records relating to the investigation of a possible criminal offense committed by that employee.
2. Letters of reference for that employee.
3. Any portion of a test document, unless it is a section or total test score.
4. Materials used by the Town for staff management planning.
5. Information of a personal nature about a person other than the employee, if disclosure of that information would be a clearly unwarranted invasion of that other person's privacy.
6. Records relevant to any other pending claim between the Town and the employee which may be properly discovered in a judicial hearing or proceeding.

### **E: Corrections to Personnel Files/Records**

In accordance with Wisconsin Statutes 103.13(4), if an employee disagrees with any information contained in the personnel record, a removal or correction of that information may be made if mutually agreed upon by the Town Board and the employee. If an agreement cannot be reached, the employee may submit a written statement explaining the employee's position on the disputed information. That statement will be attached by the Town Clerk to the information it refers to in the personnel file, in order that it may be seen by third parties who have proper authority and access.

### **F: Original Records**

At no time, may any of the records or information contained in any personnel file of the Town be removed from the possession of the Town Clerk. Copies may be made upon lawful request and may be subject to the Town's established current rates.

## **Section 6: Employee Benefits Policies**

### **A: Work Week, Hours of Work and Overtime**

1. The normal hours for a full time road maintenance employee to work shall be Monday through Friday, 7am until 3:30pm. An unpaid lunch break of 30 minutes shall be taken by the employee commencing anytime between the hours of 11:00am and 2:00pm. Lunch breaks will coincide with others, such as additional employees or outside contractors, to maximize productivity if two or more employees are working together. An employee is also entitled to one paid 15 minute break in the morning and one paid 15 minute break after lunch. Limited term employees shall normally work 7am until 3:30pm Monday through Thursday notwithstanding emergencies and altering hours to accommodate special circumstances as mentioned in the next paragraph. Non-summer hours shall commence when the full time road worker or Road Supervisor directs.

2. Notwithstanding the normal hours defined above, an employee shall adjust working hours if necessary to coincide with an outside contractors hours or to address a specific need such as snow plowing. If, for example, it would snow overnight, the employee should, without being told or ordered, start to work early in order to clear the roads for residents to be able to go to work. For another example, if an employee normally reports for work at 7am, they shall instead report at 9am during the time a contractor stays in Town until 5pm when the employee is required to assist or supervise the contractor. Ten hour workdays may also be taken into account or used to comply with this section.

3. Employee's shall use a time clock upon reporting for work and at the end of the work day. The punch card used for the time clock shall also have written on the reverse, a report of what work was accomplished on that day. No one but the employee named on the card is authorized to punch a card in the time clock.

4. No full time employee shall be allowed to work overtime (more than 40 hours a week), except in an emergency, and/or unless it has been approved by the Road Supervisor or the Board. An emergency would be snow plowing or responding to a storm or occasion where a road may be blocked. If a full time employee works overtime for any reason in the first 4 days of the work week, they will adjust their last day of work's hours to total no more than 40 for the week. If an employee does work overtime, more than 40 hours in a week, it will be paid at a rate of time and one half. Overtime is defined as being present actually working 40 hours in a week. Overtime will not be paid when the 40 hours include holiday, vacation, sick time or bereavement hours.

5. A full time employee may work a 40 hour week in 4 ten hour days (Monday through Thursday) during summer months if the Board approves this request made by the employee at a regular Board Meeting. The 4 day work week shall not take place outside the parameters of between Memorial Day week and Labor Day week. The start and end times of the 10 hour work day shall be determined by the Board at the time of the request, if granted.

6. The senior full time road maintenance employee will attend all regular Board Meetings and be prepared to give an oral report about what projects are completed, in process of completion and its progress, or planned. The time actually spent at the regular Board meeting may be deducted from the normal working hours at the end of the employee's work week. Attendance at the regular meeting is considered to be part of the 40 hour work week for overtime purposes.

#### **B: Health Insurance**

The Town does not offer health insurance to its employee's or officials at this time.

#### **C: Retirement Account**

- The Town of Lynne will match up to 2% of a full time employee's wages into a 401K account set up by the Town Treasurer if the full time employee chooses to participate.

#### **D: Vacation**

All full time employees will receive the following vacation hours:

1. 40 hours after one year
2. 80 total hours after 3 years
3. 120 total hours after 5 years

Vacation not taken will be paid out at straight time rate the last pay period of the year or at retirement. All vacation days must be approved by the Board or the Road Supervisor. Days requested may not be approved in the event a project that requires the employee's attendance is scheduled, or if a time off request is not more than one week in advance. Limited Term and/or part time employees will not receive any vacation time.

**E: Holidays**

All full time employees will receive **56** hours per year holiday hours paid which may be taken on the following days:

- 1. New Years Day
- 2. Memorial Day
- 3. July 4<sup>th</sup>
- 4. Labor Day
- 5. Thanksgiving Day
- 6. Friday after Thanksgiving
- 7. Christmas Day

All limited term employees will not receive any holiday hours paid but will not be required to report for work on the days that are taken off for the following holidays:

- 1. Memorial Day
- 2. July 4<sup>th</sup>
- 3. Labor Day

**F: Sick Time**

All full time employees will receive **56** hours per year of sick time. Sick hours not used will be paid the last period of the year at straight time, or banked upon request of the employee, with the bank not exceeding 80 hours total. Sick time may be used on an hour by hour basis as needed. Sick time is only accrued for active employees. Sick time accrued is forfeited at retirement.

Limited Term Employees will not receive sick time.

An employee who is sick and cannot report for work shall notify the Road Supervisor or senior full time employee before 9am that they will not be able to report to work. An absence of 3 days in a one month period (30 consecutive calendar days) may require a doctor’s excuse at the discretion of the Road Supervisor.

**G: Bereavement Allowance**

Full time employees will receive up to **24** hours of bereavement allowance per year for immediate family members. Immediate family is defined as Spouse, Mother, Father, Mother-In-Law, Father-In-Law, Brothers, Sisters, Brothers-In-Law, Sisters-In-Law, Children, Step Children, Son-In-Law, Daughter-In-Law, Grandparents, Grandparents-In-Law and Grandchildren. Limited Term Employees are entitled to **8** hours of bereavement allowance if the time off occurs on a work day during the months of May thru November.

**H: Wages and Annual Review**

All employees will be paid a wage offered by the Board at the time of hire and receive raises as the Board sees fit. This wage amount is dependant upon the employee’s experience and performance. The Board may also set standard wages for full time, part time, temporary and limited term employees. A wage addendum may be attached to this document. Each full time employee may request to receive a review in September of each year. At this annual review, the employee’s job performance will also be evaluated.

**I: Resignations**

The Town requires two weeks written notice from all employee’s who intend to resign. Failure to provide two weeks written notice will result in the forfeiture of any unused vacation time.

### **J: Part Time Employee and Limited Term Employee Benefits**

The Town of Lynne does not currently offer any benefits to part time employees. Some benefits are offered to Limited Term Employees as shown in each section.

### **K: Probationary Period**

All employees shall serve a one year probationary period and no appointment shall be final until this time period is satisfactorily completed. This time period will be used to observe the employee's work ethic and performance, but the probationary employee can be terminated at any time without cause during this period.

Nothing in this policy is intended to create a legally binding contract or to change the at-will nature of employment with the Town of Lynne, as the Town reserves its management rights to exclusively manage its operations in the best interest of the taxpayers of the Town of Lynne. Employment with the Town of Lynne is voluntarily entered into and employees are free to resign at any time with or without cause. Similarly, the Town may terminate the employment relationship at will at any time for any reason or no reason, provided there is no violation of applicable federal, state or local law.

## **Section 7: Duties and Responsibilities Standards**

### **A: Safety**

Road maintenance and construction is the bulk of an employee's duty but shall be the second highest priority of an employee of the Town. The first priority of an employee of the Town of Lynne is to operate equipment and conduct themselves in a safe manner at all times in all places performing all tasks. Failure to take proper safety precautions is subject to discipline. Horseplay or negligence of any kind is also subject to discipline.

Any employee is required to wear a DOT approved vest for visibility when working outside a vehicle. All employees are required to comply with all OSHA regulations and requirements. Any employee injured on the job must immediately report his/her injuries to their immediate supervisor. If that person is not available, then another Board Supervisor must be contacted. The employee will make a written accident report with the Town Clerk within 8 hours of the accident or injury. The Town Clerk will forward the report to the insurance carrier.

### **B: Road Supervisor, Authority**

All road maintenance employees are to work under the direction of the Road Supervisor. This person may be a member of the Board or may be employed by the Board. All road maintenance employees will be required to follow the orders of the Road Supervisor as he/she directs the work to be done as determined by the Board. The Road Supervisor has the sole authority to act on the Boards behalf in directing work, the manner in which work is done and the time it is to be done in. The Road Supervisor also has the authority to suspend any employee with pay pending a disciplinary hearing or investigation of alleged misconduct. Additional disciplinary authority is given to the Road Supervisor in section 10.

### **C: Roads**

The gravel roads shall be graded periodically and should be done about once a month. Grading roads after a rain is an opportunity to do a more effective job and minimize wear and damage to equipment. Those opportunities should take priority over normal duties as grading is accomplished more easily and effectively. Obtaining permission to grade roads is not mandatory but notifying the Road Supervisor that grading will be done instead of a planned project, is necessary.

Graveling of roads shall be done in the manner prescribed by the Town Board or the Road Supervisor.

In the event a Road Maintenance Worker is informed, by any person, of any object or situation that is blocking the road or shoulder of the road, or right of way, or creating a hazard, he/she shall respond to that obstruction in a timely but reasonable manner, on or off duty, and remove such hazard by the most practical means.

The Town Board shall determine what road projects are to be done or worked on in a season. The senior full time road maintenance employee shall advise to the Board of any roads that are in need of repair and suggest what projects may be a priority. Although the Board shall make these determinations, the direction to complete them or any other tasks may come from the Road Supervisor.

### **D: Vehicles and Equipment**

Equipment maintenance records of ALL equipment shall be properly maintained by the full time employee with the most seniority. The Road Supervisor shall be notified of any equipment break downs, equipment damage or damage to buildings or personal property as soon as possible or before the end of the work day in which an event happens.

All Town equipment is to be properly maintained and operated within reasonable methods that do not overload, or unduly strain or tax the operation of the equipment beyond its designed capacity. All town employees shall become familiar with the specifications and operating procedures of any equipment they use at any time. Any operation of equipment that is negligent or reckless will be subject to discipline.

### **E: Traffic Signs and Markings**

The most senior full time employee shall maintain (or the Road Supervisor may direct another to maintain) the system of traffic signs along town roads that may be needed or may need replacement or repair. These signs shall be erected or corrected to be in conformity with the Uniform Traffic Control Devices Manual from the State of Wisconsin or Federal Department of Transportation.

### **F: Snow Plowing:**

The roads to be snow plowed are prioritized as follows: Willow Road, school bus routes, Fire Department, all roads that people live on, (includes Willow Acres and Weister Trail), driveways, Town Hall, Town Shop and finally roads in the woods with priority of them to West, Muskellunge and McCord. The only driveways to be plowed are on the list provided by the Town Clerk.



The paved roads in Town shall be kept in safe winter driving conditions. The Road Supervisor's permission to purchase road salt is required.

If a resident requests assistance with snow removal, an employee should tell them to contact their nearest Supervisor.

The walks in front of each Town building shall be cleared and treated with an ice melting product if necessary to prevent falls and injuries.

### **G: General Rules and Policies**

In any of the aforementioned sections, if the employee is required to but cannot contact the Road Supervisor, they shall then call the Town Chairperson. If that person is not available the employee should then attempt to call the remaining Supervisor in order to address the issue. In the case of the Road Supervisor's absence, one of the other two Board members may act on the Road Supervisor's behalf.

No employee shall use any tobacco products in any Town building or Town vehicle including but not limited to the Town Hall, Town Shop, Town Fire Department, former Fire Department, trucks, heavy equipment, and tractors.

No employee shall accept or solicit any gift, payment or favor having any value, for performing their normal work or because of their position with the Town. No employee shall perform any favor of work during their working hours, or the loan of any equipment owned by the Town to anyone unless directed to by the Board or Road Supervisor for the purpose of betterment of the Town.

No employee shall commit any crime while on duty or off duty where the Town is the victim without being subject to discipline.

An employee is required to suggest additional projects or methods to improve a current or future project in order to maximize productivity and minimize time and funds spent on a project. An employee who fails to report a concern for an outcome if something is done in a manner that he/she knows is unsafe or promotes failure is subject to discipline.

An employee is required to perform other duties that may be assigned by the Road Supervisor from time to time. Refusal or failure to perform any lawful duty or task assigned to an employee by the Road Supervisor or Town Board member will result in discipline.

No employee shall engage in any behavior or act that constitutes insubordination or disgraceful conduct, or has been offensive in his/her language or conduct toward the public or Town Officials or other employee's, whether this conduct or behavior takes place while on duty or off duty. Lying to a Supervisor, Board Member, the Clerk Treasurer or any member of the public will not be tolerated and is subject to discipline.

All employees are required to immediately report to the Road Supervisor or a Board member if their drivers license status changes in ANY way. This notification must be done before reporting to work after any change occurs.

Violations of the above/previous rules, policies and/or regulations are subject to discipline. Refusing in advance, or openly stating a position refusing to comply with any of the provisions of this document of rules, policies and regulations is considered insubordination and will result in discipline.

### **Section 8: Controlled Substances and Alcohol Testing Policy**

All employee's are advised that the use, possession, concealment, transportation, promotion, delivery or sale of controlled substances or alcohol is strictly prohibited during working hours, on Town property and at all times in Town vehicles. An employee who takes controlled substances prescribed by a doctor, who is cleared by that doctor for operation of Town equipment, must submit that written information which includes a letter from the doctor outlining the drugs prescribed and the clearance to operate Town machinery, to the Board of Supervisors in a confidential manner.

Road Maintenance Employee's who are required to have a CDL to perform their job are subject to drug and alcohol testing in accordance with all pertinent state and federal regulations. Federal regulations prohibit the performance of work by an employee who fails or refuses to take a drug and/or alcohol test required under this policy.

As a result, it is the Town's policy that no employee shall report for duty or be immediately available for duty under any of the following circumstances:

- While unlawfully using any controlled substance
- After that employee tests positive for a controlled substance
- While having an alcohol concentration of .02 or greater
- Within 8 hours of using alcohol

Any applicant who fails or refuses to take a drug test will not be hired.

Any employee who fails or refuses a random drug test is subject to discipline including termination. Termination is recommended by policy in the event of a refusal.

The Town may require all involved employee's to be tested as soon as possible following an accident with a Town vehicle or equipment involving any injuries or damage in excess of \$3000. No employee who is required to take a post accident controlled substance or alcohol test may use a controlled substance or alcohol until such time he/she undergoes a post accident drug or alcohol test.

When the Road Supervisor or another Board member has reasonable suspicion that an employee is under the influence of alcohol or a controlled substance during working hours, the employee will be required to submit to a urine or blood test. Reasonable suspicion must be based on specific observations of the employee's behavior, speech appearance, odors emitted by an employee or indications of chronic and any withdrawal effects of controlled substances. Any alcohol or controlled substances tests required by the Town shall be paid for by the Town. Failure of any test will be considered by the Board in a closed session meeting as to what if any disciplinary action is to be taken against the employee. The employee may offer and/or be required to report to the Board the reasons for the violation and any facts or circumstances surrounding the incident or situation. In any event, a violation of this policy or failure of a test (results positive for alcohol or controlled substances) is subject to discipline.

## **Section 9: Unlawful Harassment Policies**

The Town of Lynne does not tolerate in any form, discrimination or harassment by any Town Official or employee, nor from any vendors. Any conduct that constitutes discrimination or harassment is subject to disciplinary action including termination. The severity or frequency of the harassment shall be considered in determining the degree of disciplinary action to be taken.

Harassment is defined as any verbal, written, visual or physical act which creates a hostile, intimidating or offensive work environment or interferes with an employee's job performance. Harassment encompasses a broad range of behaviors occurring as singular events or as patterned behavior, including but not limited to the following:

1. Ethnic, racial, sexual or religious slurs, insults or jokes.
2. Physical or verbal threats directed towards any person because of the person's race, sex, religion, disability, or other protected status or characteristic.
3. Unwelcome sexual advances, touching, pinching, or persistent social invitations.
4. Sexual assault.
5. Requests for sexual favors used as a condition of employment, promotion, compensation or other terms and conditions of employment.
6. Racially or ethnically offensive or obscene pictures or drawings.

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, non-verbal, or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is explicitly or implicitly a term of condition of an individual's employment; or
2. Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
3. Such conduct has the effect of creating an intimidating, hostile or offensive work environment.

Harassment of any kind of an employee by another employee is to be handled in the following manner:

1. React to the offensive behavior in a professional manner and inform the alleged harasser that his/ her conduct is offensive, unwelcome and must stop immediately.
2. Report the conduct to the Town Chairperson. If it is not appropriate or the reporter is not comfortable with the Chairperson, another Board Supervisor will suffice. The Chairperson or Supervisor will make written notes and a written report to present to the Board in confidentiality.
3. An investigation into the allegation will take place and appropriate action will be taken upon its conclusion. Any notes or report will be kept in strict confidentiality by the Town Clerk.

## **Section 10: Disciplinary System**

### **Purpose and Policy:**

Nothing in this policy is intended to create a legally binding contract or to change the at-will nature of employment with the Town of Lynne, as the Town reserves its management rights to exclusively manage its operations in the best interest of the taxpayers of the Town of Lynne. Employment with the Town of Lynne is voluntarily entered into and employees are free to resign at any time with or without cause. Similarly, the Town may terminate the employment relationship at will at any time for any reason or no reason, provided there is no violation of applicable federal, state or local law.

The above rights notwithstanding, it is the Town of Lynne policy that discipline be based on fairness. This system is designed to enhance consistency while not implying a required sequence of punitive acts. Disciplinary action is determined by the seriousness of the misconduct and by the extent of wrongdoing. It is commensurate with the incident and the employee's prior instances of misconduct. If misconduct is similar to previous misconduct, discipline is more severe. Although the below levels of discipline are listed in a progressive scale, nothing in this section shall prevent the Town Board from instituting a higher level of discipline if the penalty is appropriate for the violation.

In order for an employee to face disciplinary action, a Town employee, Town Chairperson, Town Supervisor, Town Clerk or Road Supervisor must prepare a written report outlining the specifics of the complaint or incident to be addressed. That report shall be forwarded to the Town Chairperson or Road Supervisor who may investigate the incident and interview the employee(s) and witnesses or designate another to investigate the incident and interview the employee(s) and witnesses. If the Town Chair or Road Supervisor cannot resolve the issue, problem or misunderstanding with the employee, the Town Chairperson or Road Supervisor (if designated to do so by the Town Chairperson) may determine the level of disciplinary action appropriate for a violation.

If the employee feels the level of discipline is inappropriate, he/she may appeal the level of discipline by requesting in writing, within five (5) working days of the date discipline was administered by the Road Supervisor or Town Chairman, a hearing to an impartial Hearing Officer who will be selected by the Town Board. That Hearing Officer cannot be a member of the Town Board or an employee of the Town of Lynne. The role of the Hearing Officer is to determine if the level of discipline selected by the Town Chair or Road Supervisor is appropriate or not appropriate. The appealing party carries the burden of production of evidence and the burden of proof, which shall be a preponderance of the evidence. The Hearing Officer will set the date of the appeal hearing and it shall occur within 30 days of the receipt of the written request of appeal. The Hearing Officer will have the right to interview interested parties (the appealing employee included) and witnesses. The Hearing Officer will then give their finding in writing to the employee and the Town Chairperson.

The decision of the Hearing Officer shall be final unless the employee requests in writing, within five (5) working days of receiving the Hearing Officers decision, an appeal for the Town Board to review the decision. The Town Board will set the date of the closed session hearing with the Town Board. The appealing party carries the burden of production of evidence and the burden of proof, which shall be a preponderance of the evidence. The Town Board will have the right to interview interested parties (the appealing employee included) and witnesses. The Town Board will review the discipline and circumstances and a simple majority vote will decide the appeal's outcome. It should be understood that the level of discipline may decrease, but may also increase because of the decision/finding of the Hearing Officer, and again because of the decision/finding of the Town Board.

A copy of the original report, original finding of discipline, the Hearing Officers finding and any other findings and appeal requests will be entered into the employees personnel file.

Failure by the grievant within the time limit, or agreed upon extensions, shall constitute termination of the grievance. Failure by the Town Representative to meet time limits shall cause the grievance to automatically move to the next level in the procedure.

The Town Board appeal is the highest level of appeal and there can be no appeal process beyond that point. The purpose of the above process is to comply with WI Statutes 66.0509(1m) effective October 1, 2011.

### **Levels of Discipline:**

**Oral Reprimand.** A verbal form of discipline for less serious or minor offenses. An informal written notation of date and reason will be placed in the employee's file.

**Written Reprimand.** A formal written form of discipline documented in the employee's personnel file which may include references to past incidents of a similar nature and any oral reprimands pertinent to this incident or violation.

**Suspension.** Stopping and relieving the employee while on duty or prescribing a number of unpaid days off as discipline for an incident of misconduct. Immediate suspension must be with pay pending an investigation. Immediate suspension is only necessary when the behavior is such that it will undermine the Towns purposes if the employee remains on duty pending an investigation.

**Dismissal.** Termination of employment with the Town of Lynne.