

**ADMINISTRATIVE SUPPLEMENT
to the
CITY OF WAUPACA EMPLOYEE HANDBOOK
(Adopted by City Council on July 17, 2012)**

Background: This supplement is a companion document to the Employee Handbook. The supplement is to be reviewed periodically and updated as needed.

It is the responsibility of Department Heads to review the Supplement with their respective department employees.

HIRING – Generally, sign up procedures include the department/division heads making arrangements with our Human Resources Clerk. Sign up **MUST OCCUR** on the employees first day of work.

ORIENTATION- Each department’s orientation needs will be different. Orientation on the City’s general operating requirements will include but not be limited to the list identified below. Orientation **MUST BE GIVEN WITHIN 30 DAYS OF HIRE**. Orientation topics shall include the review of the following at a minimum:

- Employee Handbook
- Employee Benefit Package
- City Ethics Code
- Fraud Detection and Reporting Policy
- Purchasing Policy
- Purpose and duration of probationary period
- General safety guidelines
- Blood Borne Pathogen Training
- CDL Drivers License (if applicable)
- Drug/Alcohol Testing Policy
- Other informational materials at the discretion of department heads to ensure a successful transition of the employee.

INTERVIEW EXPENSES – Department Heads and/or City Administrator shall have discretion of reimbursing candidates for vacancies within the City for their cost to participate in an interview. As guidance the expenses should be paid to finalists for positions and include lodging, gas and meal expenses.

MOVING EXPENSES – Moving expenses will be consider for department head and city administrator position vacancies in the City but does require approval from the Common Council. There is no limit of the expense but generally will be no more than \$2,500. Moving expenses are defined as moving company expense, moving company truck rentals, mileage, lodging and meals.

DRUG USE AND DRUG TESTING POLICY – The City requires drug testing upon a conditional offer of employment and as a component of accident investigation. Drug testing is at City’s expense. City management personnel also have the ability to test employees under reasonable suspicion based on

observed unusual behavior. Supervisory employees are encouraged to undertake training on reasonable suspicion to ensure the policy is correctly enforced.

PAYROLL DEDUCTIONS – Mandatory deductions are made from employee’s pay for Social Security, to include Medicare, federal and state income tax. Optional payroll deductions are also allowed for deferred compensation, life insurance, dental premiums and fitness center membership fees. Optional payroll deductions are limited to those programs of general interest and benefit in which all employees can participate without joining or affiliating with an outside organization. As a general rule, if 20% of employees request an optional payroll deduction it will be considered by the City Administrator.

REDUCTION IN FORCE/LAYOFF – Reduction in force or layoff may become necessary for the following reasons:

- Change in administrative priorities
- Decrease in work required
- Lack of funds
- Reorganization

These and other factors may require a layoff. A layoff may be temporary or permanent. Some reductions can be accomplished through reassignment if vacant positions exist.

Prior to a layoff, the City staff shall prepare a Reduction in Force Plan for approval by the City Personnel Committee and Common Council. Decisions concerning layoffs shall be based on any or all of the following: 1) needs of the City, 2) employee past performance, 3) discipline record, 4) seniority and 5) job experience.

PERSONNEL FILES – Personnel files are closed to the public. The City Clerk is custodian of all records. Wisconsin State Law shall govern the release of all personal records to organizations outside of the city of Waupaca. Prior to release the employee shall be provided notice of the pending records request. All employee medical records are to be kept separate from the employee’s personnel file.

Any employee has the right to examine information kept in their personnel file. This can be done during normal working hours by making an appointment with the City Human Resources Clerk. The review must take place in the administrative offices with staff present. In addition, employees have the right to request a review of any information files that is deemed by the employee to be inaccurate, misleading or unfair. Employees may add a note of disagreement to any information contained in the file.

The following personal information may be disseminated by the City Clerk with Dept. Head and/or City Administrator approval. The information must be requested by mail on identifying letterhead with employee’s signature or personal visit with proper credentials.

- Verification of employment status
- Length of Employment
- Classification and wage/salary range

TRAVEL AND SUBSISTENCE – Allowable, accountable subsistence expenses will be a reasonable amount and shall not exceed \$35.00 per day, which involves an overnight stay away from the city. Travel which does not involve an overnight stay away from the city, may result in reimbursable expenses as follows:

Breakfast – up to \$10.00

Lunch – up to \$10.00

Dinner – up to \$15.00

MILEAGE REIMBURSEMENT – Mileage reimbursement is set by IRS from time to time. The current rate is 55.5 cents/mile

Payment will require receipts verifying cost.

UNIFORMS AND SAFETY EQUIPMENT – Employees whose position requires a uniform must wear the uniform at all times.

A uniform/safety equipment payment of \$125 per year will be made to each non department head, full time, non law enforcement personnel in the public works and park and recreation departments. The payment will be made in January of each year. The payment cannot be deferred or rolled over for use in the succeeding year(s).

An employee who leaves employment with the City must return all uniforms and accessories in a clean and neat condition. Accessory items such as a pepper spray, badges and holsters shall remain the property of the Police Department.

Employees are expected to be neatly dressed and groomed. Police officers requiring civilian clothes shall be paid a clothing allowance, the amount and time of payment to be set by the Common Council through the annual budget process.

END OF SUPPLEMENT