



## **City of Waupaca, Wisconsin**

### **Employee Handbook**

**Updated and Adopted by Waupaca Common Council  
September 20, 2016**

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CITY OF WAUPACA, WISCONSIN

**EMPLOYEE HANDBOOK**

**NOT A CONTRACT**

**IMPORTANT NOTICE**

THIS EMPLOYEE HANDBOOK CONTAINS VARIOUS RULES, POLICIES, AND PROCEDURES RELATING TO YOUR EMPLOYMENT. THE PROVISIONS OF THIS HANDBOOK AND THE CITY'S PERSONNEL POLICIES ARE SUBJECT TO CHANGE BY THE CITY AT ANY TIME. NOTHING IN THIS HANDBOOK OR IN ANY OF THE CITY'S PERSONNEL POLICIES SHALL BE DEEMED TO CONSTITUTE A CONTRACT OF EMPLOYMENT AND ALL EMPLOYEES OF THE CITY ARE EMPLOYEES-AT-WILL WHO MAY QUIT AT ANY TIME FOR ANY REASON AND MAY BE TERMINATED AT ANY TIME FOR ANY OR NO REASON. WHILE MANY PROVISIONS IN THE HANDBOOK APPLY TO ALL EMPLOYEES, THERE ARE A NUMBER OF WORK RELATED POLICIES AND CONDITIONS OF EMPLOYMENT WHICH ARE GOVERNED BY THE LABOR CONTRACTS **BETWEEN THE CITY OF WAUPACA AND THE WISCONSIN PROFESSIONAL POLICE ASSOCIATION (WPPA).** THIS MANUAL HAS BEEN CREATED IN ANTICIPATION OF QUESTIONS EMPLOYEES MAY HAVE ABOUT WORKING AT THE CITY. WHILE THE CITY HAS ATTEMPTED TO PROVIDE GUIDELINES FOR MOST ISSUES THAT MIGHT CONCERN EMPLOYEES, OVER TIME, QUESTIONS MAY ARISE THAT ARE NOT ANSWERED IN THIS MANUAL. EMPLOYEES ARE ENCOURAGED TO DISCUSS THOSE QUESTIONS WITH SUPERVISORS OR WITH THE CITY ADMINISTRATOR'S OFFICE. THOSE INDIVIDUALS WILL BE GLAD TO HELP IN ANY WAY POSSIBLE.

## **GENERAL PROVISIONS**

### **PURPOSE**

The purpose of this handbook is to establish guidelines to help employees understand their job and their responsibilities so they can better serve the public.

### **EMPLOYMENT AT WILL**

Neither this manual, nor company practices, nor communications with supervisors are intended to create any contract of employment with any employee. Only the Mayor or the City Council has authority to enter into contracts of employment and any such contract must be in writing and must be signed by the mayor after a majority vote of council. Absent any written contract, employment with the City is "at will." This means that any employee may terminate his or her employment with the City at any time, with or without reason, and the City retains the same right.

The policies stated in this employee manual are meant only to be a guide for employees, and do not change employment at will in any way. Because management is committed to reviewing its policies and benefits continually, this manual is subject to interpretation, review, revocation and change by management at any time. No guideline, policy, communication or practice limits the reasons or procedures for termination or modification of the employment relationship.

### **POSITIONS COVERED**

- A.** These policies shall cover all employees in the municipal government. However, these rules/regulations are not applicable to the Mayor and City Council, the City Attorney, and appointed Boards and Commissions. Where noted, certain policies may not apply to Police and Library Department personnel and represented law enforcement City employees.

### **ADMINISTRATION**

- A.** The City Administrator shall develop such rules, regulations and changes thereto as are necessary for the effective administration of the personnel system.
- B.** Amendment, changes or revisions of the rules and regulations shall be developed and recommended by the City Administrator for approval by City Council.
- C.** Department Heads may develop appropriate rules and regulations to regulate operating practices and procedures in their respective departments provided the prescribed rules and regulations do not conflict with or permit a lesser standard than that imposed by the City Council in a general City policy. Any such departmental rules and regulation should be in written form and shall be retained in a manual of standard operating practices and procedures, following approval by the City Administrator. In the case of the Police Department and Library, no approval by the

City Administrator is needed for the establishment of operating practices and procedure in these departments.

End of Section

## **EMPLOYEE CLASSIFICATION**

### **A. Regular Full-Time Employees**

A regular full-time employee is an employee who has successfully completed the probationary period, who works no less than the established workweek (*generally 40 hours per week*) within a City department, and who is eligible for all benefits.

### **B. Regular Part-Time Employee**

A regular part-time employee is an employee who has successfully completed the probationary period, works fewer hours per day or fewer days per week than the established workweek (*generally 40 hours per week*), and who may be eligible for some benefits.. The hours worked by a regular part-time employee is capped at an average of no more than 59 hours per pay period over a 12 month period.

### **C. Temporary Full-Time Employee**

A temporary full-time employee is an employee who has been hired to work for a given period of time, usually six months or less, works no less than the established workweek (*generally 40 hours per week*) each week, and is not entitled to benefits.

### **D. Temporary Part-time Employee**

A temporary part-time employee is an employee who has been hired to work in a given period of time, usually six months or less, works less than the established workweek (*generally 40 hours per week*) each week, and is not entitled to benefits. This classification of employee will work no more than 1200 hours per calendar year.

### **E. Probationary Employee**

A probationary employee is an employee who has worked less than the probationary period and who is eligible for regular employment status upon successful completion of the probationary period. For represented law enforcement employees the probationary period is established by the labor contract. Police department supervisory employees shall serve a twelve month probationary period or such period of time set by the Police and Fire Commission.

### **F. Recurring Full Time Seasonal Employee**

A recurring full-time seasonal employee is an employee who works the established workweek (*generally 40 hours per week*) from approximately May 1 to December 1 of each year. Although, this class of employee is not entitled to benefits, they are covered under the City's liability insurance and workers compensation policies. This classification of employee will work no more than 1200 hours per calendar year.

**G. Volunteers**

A volunteer is an individual who donates their services without contemplation of pay. Volunteers are not considered employees of the city.

End of Section

## **ARTICLE 1. EMPLOYMENT PRACTICES**

### **Section 1. Equal Employment Opportunity**

It is the policy of the City of Waupaca to recruit, hire, train, and promote employees without discrimination because of race, religion, color, disability, national origin, sex, sexual orientation, age, marital status, military service, arrest and conviction record (unless there is a substantial relationship between the crime and the job), use or non-use of lawful products, or any other characteristic protected by law. This policy applies to all levels and phases of personnel administration such as recruitment, testing, hiring, training, promotion, demotion, transfer, leave practice, rates of pay and other terms of compensation, selection of supervisory positions, and employee benefits programs.

The City adheres to this policy to maintain and build an organization of the highest quality that provides equal employment opportunities to all persons on the basis of individual merit. It is the responsibility of each official to insure implementation of these policies so as to avoid any discrimination in employment.

### **Section 2. Anti-Harassment Policy**

#### **A. General**

It is the policy of the City that verbal, physical and visual harassment are strictly prohibited. All employees are entitled to a workplace which is free from pressure, conduct or actions constituting jokes, ridicule, slurs and harassment either relating to distinctions based upon sex, race, national origin, age, religion, sexual orientation, disability, other protected classes, or simply arising out of a lack of consideration and respect for a fellow human being. Employees found violating this policy will be subject to disciplinary action up to and including discharge.

Sexual harassment is one serious form of harassment, which is dealt with in greater detail below. The same process should be used to report any other type of harassment.

#### **B. Definition of Sexual Harassment**

"Sexual harassment" is defined as unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to such contact is made either explicitly or implicitly a term or condition of an individual's employment;
2. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive working environment.

You cannot be forced to submit to sexual harassment as a basis for any employment decision. In addition, the City will attempt to prevent and promptly eliminate any conduct that creates an intimidating, hostile, or offensive work environment for our employees.

**C. Policy Violation Defined**

1. Sexual harassment includes but is not necessarily limited to the following:
  - a. Sexually suggestive or inappropriate comments or jokes, whether made in person, via text or through any digital platform;
  - b. Sexual flirtation, innuendo, advances, propositions, or other sexual activities;
  - c. Unprofessional touching, such as massages, embracing, or inappropriately putting an arm around another employee;
  - d. Repeated and unwelcome invitations for social interactions outside of the workplace;
  - e. Sexual or racial slurs, derogatory remarks, or offensive gestures;
  - f. Displaying or distributing sexually explicit or otherwise inappropriate materials, including books, magazines, articles, pictures, greeting cards, photographs, drawings, cartoons, and e-mail messages;
  - g. Including or excluding any individual from workplace activities, assignments, or responsibilities based on their refusal to participate in or tolerate sexual or other forms of harassment or based on other factors not related to job performance or legitimate business reasons;
  - h. Making sexual advances or requesting sexual favors when submission to or rejection of such conduct is the basis either explicitly or implicitly for imposing or granting terms and conditions of employment which either favorably or adversely affect the staff member's employment;
  - i. Granting, recommending or refusing to take any personnel action because of sexual favors, or as a reprisal against an employee who has rejected or reported sexual advances;
  - j. Disregarding and/or failing to investigate allegations of sexual harassment whether reported by the employee who is the subject of the alleged conduct, or a witness, and failing to take immediate corrective action in the event such conduct has occurred.

This list is not intended to be exhaustive. For example, any particular conduct described above may also be inappropriate outside the workplace if the conduct may adversely affect the work environment. Similarly, a consensual relationship does not justify inappropriate displays of affection or other sexual statements or

activities during working hours or at work-related functions. Any questions about whether particular conduct is prohibited under this policy should be discussed with your supervisor.

**D. Complaint Procedures**

If an employee feels that the anti-harassment policy has been violated by anyone with whom (s) he comes in contact on the job, regardless of whether it is a fellow employee, a supervisor, a member of the general public or City Council member, the employee is urged to report the violation to his supervisor, his department head or the City Administrator. The complaint will be kept as confidential as possible, consistent with its efficient investigation.

**E. Investigation, Follow-Up,**

Complaints of harassment will be promptly and thoroughly investigated and you will be advised of the results of the investigation. The City will take appropriate disciplinary action, up to and including discharge, against any employee who engages in sexual or other harassment or who otherwise violates this policy. Further, the City will correct any adverse employment action you or another employee experienced due to conduct forbidden by this policy. If an individual involved in harassing or inappropriate conduct is not employed by the City, the individual will be informed of our policy and appropriate action will be taken. In all cases, the City will make follow-up inquiries to make sure the harassment has stopped. If you are not satisfied with the results of the investigation or follow-up action, or if further harassment or other unacceptable conduct occurs, you should contact your supervisor or the City Administrator.

Because of the sensitive and private nature of most sexual harassment incidents and the emotional and moral complexities surrounding such issues, employees may request assistance to resolve such problems on an informal basis if possible. The City Administrator shall appoint an individual responsible for mediating sexual harassment claims should an aggrieved employee desire a third party mediator to help resolve the complaint.

**F. Retaliation Forbidden**

The City will not tolerate retaliation against employees who complain of harassment or individuals who provide information in connection with any such complaint. If you believe that you have been retaliated against for bringing a complaint or providing information related to a complaint, the City urges you to use the reporting procedure described in this policy.

**Section 3. Recruitment**

The City of Waupaca seeks to employ the most qualified persons available. In this effort, the City shall conduct an active job information and recruitment program. When possible, the City shall consider filling vacancies by promotion or transfer within the organization. However, the City reserves the right to consider outside applicants at any time during the selection process. All vacancies shall be advertised utilizing the various means available to

the City with a special emphasis on the use of social media. The administrative procedure shall be as follows:

- A.** When a vacancy occurs, the department will immediately notify the City administrative office. A job announcement shall be prepared, stating the position title, minimum training and experience requirements, and salary range and application procedures. This announcement shall be posted internally for all positions for a period of seven (7) business days, prior to posting externally.
- B.** If a position is not filled internally, the job announcements may be advertised in local and area-wide newspapers and on the City website, which is the principal means of communication for the City. Educational institutions, employment agencies, trade journals and publications, and professional organizations may also be utilized as advertisement sources. Social media is also an important means to distribute job announcements. City administration shall select appropriate recruitment sources. Appropriate departments will be furnished with copies of published job announcements.
- C.** All applications for employment are to be completed online and archived using an internal digital based tracking system. Active application files may be reviewed to determine qualified candidates. Although applications are retained for two years, typically they are considered "active" for nine (9) months.

#### **Section 4. Selection**

All persons seeking employment with the City of Waupaca shall complete an employment application. In addition, depending on the nature of the job, one or more of the following selection criteria may be required of the applicant. Examples include: performance tests, written examinations, oral interviews, project portfolios, proposals, previous work samples, background investigations, reference checks, and physical examination.

- A.** All applicants shall be reviewed and those who do not meet the minimum qualifications required for the position shall be eliminated from further consideration. Qualified applications shall be further reviewed for job-related experience and specific criteria.
- B.** Interviews shall be scheduled with selected qualified applicants. Appropriate testing and examinations shall be scheduled for the applicants (if applicable).
- C.** Background investigations and reference checks shall be conducted on the top job candidate(s).
- D.** For all positions below the level of department head, the department head shall make the final selection with the approval of the City Administrator. No City Administrator approval is required for selections made in the Library and Police Departments.
- E.** In the case of Department Heads, the City Administrator will coordinate the interview process and recommend candidates to the mayor for interviewing. The mayor will then make a recommendation of hiring to the City Council. The City

Council must approve the selection and hiring of all department heads and city administrator (except the Library Director and Police Chief).

## **Section 5. Hiring**

### **A. General**

Upon the selection of a qualified candidate to fill a vacancy, the city administrator or department head shall initiate the hiring process. The department head shall consult with the City Administrator if he/she plans to offer the applicant more than the entry-level pay for the position. In the case of department heads the mayor and city council must establish pay. This must be done prior to an offer of employment. No employee can begin work until approved by the City Administrator. Once approved, a written conditional offer of employment shall be sent to the prospective employee and signed by that employee.

### **B. Pre-Employment Physical**

All individuals to whom a conditional offer of full time and permanent part time employment is made shall be required to take a physical examination prior to beginning work. The cost of the physical will be paid by the City.

The pre-employment physical procedure is as follows:

1. Conditionally hired employee fills out a pre-employment physical questionnaire.
2. City administrative personnel arrange an appointment for the conditionally hired employee with the physician previously selected by the City.
3. Conditionally hired Police Officers will be given a psychological evaluation to be conducted by a licensed psychologist.
4. Conditionally hired employee is informed of time and place of physical by physician.
5. The employee undergoes the physical to include hearing, vision and drug testing.

## **Section 6. Probationary Period**

All new employees hired to fill a regular full-time and regular part-time position shall serve a probationary period of six months. The probationary period may be extended for two additional six month periods if deemed necessary by the department head and documented by the employee's evaluation. During the probationary period, the employee will be evaluated periodically. The employee may be terminated at any time during the probationary period without cause. Successful completion of the probationary period does not guarantee an employee continued employment. Employees remain at-will employees during and after the probationary period. The probationary period for represented law enforcement employees is governed by the collective bargaining agreement.

During the probationary period, new employees shall be eligible to accrue and use some benefits. The benefits will be determined by the City and are subject to change at any time. Employees serving in the original probationary period will not be paid for accrued benefits upon separation from the City.

Promoted and demoted non-represented employees shall serve a probationary period of up to six months in the new position to be determined by the department head and/or city administrator. Evaluation of these employees shall follow the procedures outlined in the City's performance evaluation system. Should it be determined that a promoted employee is not performing satisfactorily in the new position, the employee may request and be allowed to return to his/her former position should an opening exist. The decision to do so is the sole discretion of the City.

A temporary employee whose position with the City becomes a regular position may use the time spent in a temporary status as credit toward fulfilling the probationary period. The amount of credit will be determined by the City Administrator upon the recommendation of the department head.

Pay for employees during their probationary period will typically be set at 90% of the agreed upon annual pay, unless the Offer of Employment dictates a different probationary pay level. Probationary pay for police union employees is set by collective bargaining agreement.

### **Section 7. Promotion**

It is the policy of the City of Waupaca to employ and promote the most qualified individual available for any given position. Promotion from within the organization is desirable when possible and practical.

Vacancies shall be advertised in accordance with this handbook.

When a vacancy is to be filled by promotion, the City shall consider a number of factors, an example of which include:

- A. Qualification for the position (i.e., knowledge, skills, and abilities).
- B. Service record with the City (previous performance evaluations).
- C. Physical fitness (if appropriate to the position).
- D. Testing or examinations (if appropriate to the position).

### **Section 8. Nepotism, Favoritism, and Bias**

Close relatives shall generally not be employed or promoted into positions in the same division or position in which one occupies a position which has influence over a close relative's employment, promotion, supervision, salary determination and administration, or other related management or personnel administration. Deviations from this policy may be allowed in some cases. Department heads in these cases shall exercise judgment and be

proactive in recognizing that potential problems may arise and through scheduling or other means work to minimize any negative impacts. This policy is applicable to all employee classes including part time and seasonal employees.

Close relatives include spouses, domestic partners, parents (including in-laws and step-parents), and children.

### **Section 9. Dual Employment**

The work of the City of Waupaca shall take precedence over any other occupational interests of its employees. All outside employment for salary, wages or commission services and all self-employment must be reported in writing to the appropriate department head and approved in advance. It shall be the responsibility for the employee to determine if a conflict of interest arises from the dual employment and to disclose the dual employment to their supervisor and/or department head. For law enforcement personnel the department's dual employment SOP shall govern.

Dual employment shall not be permitted if it:

- A. conflicts or interferes, or could conflict or interfere, with the employee's service to the City.
- B. lowers the efficiency of the employee.
- C. is incompatible or creates a conflict of interest with an employee's official duties, as covered under the City of Waupaca Code of Ethics.
- D. creates the appearance of a conflict of interest.

Department Heads and the City Administrator shall make determinations on dual employment. For dual employment issues concerning department heads and the Administrator, the City Council shall make the decision. In the case of the Library Director and Police Chief, the Library Board and Police and Fire Commission respectively shall make the determination.

### **Section 10. Drug Use and Drug Testing Policy**

It is well recognized that drug abuse has a harmful effect on public health and safety, on the welfare of employees, on morale, and on productivity. Furthermore, it is the policy of the City of Waupaca to comply with the Drug Free Workplace Act, a law to establish and maintain drug-free workplaces, and to prohibit the unauthorized or unlawful manufacture, distribution, dispensation, possession, and use of controlled substances on or off the job.

For this reason, the City of Waupaca adopts the following policy:

#### **A. Use of Drugs in the Workplace**

The illegal manufacture, distribution, dispensation, possession or use of narcotics, drugs or other controlled substances is strictly prohibited on the City of Waupaca's premises or related work sites. Violation of this policy will result in immediate discipline up to and

including discharge.

Being under the influence of an illegal drug or alcohol while performing City business or while in a City facility is strictly prohibited. "Under the influence" means, for the purposes of this policy, that the employee is affected by a drug or alcohol or the combination of a drug and alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misconduct, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by professional opinion, a scientifically valid test, and, in some cases, by a layperson's opinion.

The use or being under the influence of any prescribed, over-the-counter, or otherwise legally obtained drug while performing City business, or while on a City facility is prohibited, to the extent such use or influence may affect the safety of co-workers or members of the public, the employee's job performance, or the safe or efficient operation of the City facility. An employee must report such use of a legally obtained drug to his or her supervisor. If the employee's supervisor determines that the employee does not pose a threat to his or her own safety or the safety of co-workers, and that the employee's job performance is not significantly affected by the drug, the employee may continue to work. The City will take all steps necessary and reasonable to accommodate employees whose disabilities require them to take legal drugs.

All existing and new employees will be given a copy of this policy and will be required to sign a form acknowledging its receipt. By continuing to work, the employee agrees that he will abide by the policy as a condition of employment. Failure to do so will result in discipline up to and including discharge.

As a condition of employment, employees agree to notify the City of Waupaca within five (5) days after any criminal charges for the manufacture, distribution, dispensation, possession or use of narcotics, drugs or other controlled substances at the workplace.

Law enforcement authorities will be notified whenever illegal drugs are found in the workplace.

#### **B. Use of Drugs while Not at the Workplace**

The illegal manufacture, distribution, dispensation, possession or use of narcotics, drugs or controlled substances either off the premises or on non-work time, or both, is prohibited and may result in drug and/or alcohol counseling assistance and discipline up to and including discharge.

All existing and new employees must notify the City of Waupaca of any drug-related charges within five (5) calendar days of such conviction.

#### **C. Drug Free Awareness Program**

Drug abuse in the workplace is dangerous because it leads to physical impairment, loss of judgment, safety violations and the risk of injury or possible death. In order to prevent these consequences of drug abuse, the City has implemented the above policy to ensure that the workplace remains drug-free.

The City provides drug counseling and rehabilitation services to regular full and part time employees. Employees should ask Personnel to confirm which organization is providing drug counseling and rehabilitation services prior to using such services:

**D. Drug Testing**

In order to ensure that the workplace remains drug-free, the City of Waupaca reserves the right to test employees for drug use.

Applicants for Employment - the City will conduct pre-employment drug testing for all applicants conditionally selected for employment. This policy also includes part time and seasonal employees. The City shall not hire any applicant tentatively selected for employment who refuses to submit to a drug test or who tests positive for use of illegal or unauthorized substances.

1. Employees Requiring Commercial Driver's License (CDL) - Employees requiring a CDL for their jobs will fall under the US DOT CDL drug and alcohol testing guidelines adopted by City Council. A copy of this policy is available from the Administrative Department.
2. Employees in an accident or incident involving a City vehicle, equipment or other City job duties may be required by their supervisor, department head or city administrator to submit to drug and alcohol testing as part of the accident investigation process. Failure to submit to a test or testing positive for either drugs or alcohol will subject the employee to disciplinary action up to and including termination of employment.

**E. Non-Discrimination**

The City maintains that it will provide a drug free, alcohol free and safe environment for all of its employees. However, in doing so, it will not discriminate against any employee or applicant for employment as prohibited under Federal, State, or local laws. The City will not discriminate against any employee or applicant for employment because of their condition as an alcoholic, because of their use of lawful products off duty and off the premises, because the individual was arrested for a drug or alcohol charge prior to becoming an employee at the City (which arrest did not lead to a conviction), or because the individual was convicted of a drug or alcohol-related crime that is not substantially related to their job duties at the City.

Anyone having questions about this policy should contact his or her supervisor, department head or city administrator.

End of Section

## **ARTICLE II. RESPONSIBILITIES OF PUBLIC SERVICE**

### **Section 1. Commitment to Dedicated Service**

Public employees are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their position, regardless of personal considerations, recognizing that their public and private affairs should be above reproach. Employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from doing so by law or by officially recognized confidentiality of their work.

### **Section 2. Citizen Relations**

Citizen relations are one of the most important aspects of employment with the City of Waupaca. It is expected that City employees will, at all times, conduct themselves in such a manner as to reflect credit on them as well as on the City.

Employees of the City of Waupaca are regarded by friends and the general public as "The City," both on and off the job. This means that employee actions directly affect how the public perceives their City government and the services rendered by the City.

Because employees of the City of Waupaca are constantly in the public eye and because they occupy positions of trust, City administration reserves the right to take appropriate action up to and including discharge of any employee whose conduct whether on or off the job would adversely affect the public's perception of the City or its employees.

To guide employees in obtaining the goal of citizen relations two principles are offered:

Principal 1: Proper use of Public Property-no employee shall use, request or permit the use of City owned vehicles, equipment, materials, or property for personal benefit.

Principal 2: Equal Treatment to all Citizens - no employee shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

### **Section 3. Political Activity**

Although City employees are encouraged to support the governments in our political systems in an appropriate fashion, there are limits on employee political activity. City employees may join civic, partisan or political organizations, may attend political meetings and advocate the principles or policies of civic or political organizations in accordance with the Constitution and laws of the state and nation. The following specific guidelines apply:

- A.** No City employee shall be required to contribute any money or anything of value to 1) any candidate for nomination or election to any office, 2) to any campaign or political committee, 3) to take part in any political campaigns.

- B.** Any City employee who seeks a City elective office will be placed on personal leave of absence without pay on the date such employee officially files for elective office.
- C.** Employees are prohibited from:
1. Engaging in any type of political activity during normal working hours or while pursuing regular duties in the course of employment. City employees may not take part in any political activity while in uniform.
  2. Receiving expenses, gifts, remuneration of any type or monetary reward in exchange for political activities.
  3. Using one's official position or knowingly allowing it to be used to further a political party or political candidate.
- D.** Any City employee violating this section shall be guilty of improper conduct and shall be subject to disciplinary action, up to and including discharge.

**Section 4: City of Waupaca Code of Ethics**

Article 2.16 of the City Code details the ethics policy for City employees. It is the responsibility of all employees to be aware of and abide by the City's Code of Ethics. All employees, except recurring full time seasonal employees are required annually to certify that they have read and understand the City's Code of Ethics policy.

End of Section

## **ARTICLE III. COMPENSATION**

### **Section 1: Hours of Work and Attendance Records**

Each department establishes its work schedule and hours of work for employees to best serve the needs of the public. Employees are expected to comply with established work schedules to insure the efficient operation of the department and effective delivery of City services. Unexcused absences will not be tolerated, and disciplinary action will result. Due to the nature of municipal operations, employees' working hours may vary.

An attendance record shall be maintained for each employee by the respective department. This record shall reflect time worked, all absences including sick leave, vacation, civil leave, worker's compensation disability, flex time, and so forth. Employee pay is computed from attendance record reports.

### **Section 2: Pay Periods**

The City of Waupaca shall issue payroll checks biweekly; payday is every other Thursday. The pay period covers a two-week period, beginning on Monday at 12:01 a.m. and ending on the second Sunday at 12:00 midnight. Should a payday fall on an official holiday, paychecks shall be issued on the last working day before the holiday. Cash salary advancements will not be issued to any employee. Paychecks will be issued to employees electronically to a bank account of the employee's choosing.

### **Section 3: Overtime**

#### **A. General Purpose**

Employees shall normally work a minimum of forty (40) hours in a workweek. In order to provide essential services, some employees may be required to work in excess of posted department hours at the direction of the supervisor and/or department head.

Any overtime work must be approved in advance by the appropriate supervisor.

#### **B. Exempt and Non-Exempt Status**

For overtime purposes, City employees are classified as either exempt (salary) or nonexempt (hourly) employees. This determination is based upon a combination of factors such as job description, position duties, responsibility, salary and guidelines outlined in the Fair Labor Standards Act (FLSA).

#### **C. Payment of Overtime**

Non-Exempt employees are paid overtime premiums of one and one-half their hourly rate of pay for all hours in excess of forty in a workweek. Payment of overtime for represented law enforcement employees is governed by terms in the respective Labor Agreement.

**D. Compensatory Time**

Non-Exempt employees shall be allowed to choose compensatory time accrual instead of overtime payment. Compensatory time accrual shall be at the rate of time and one-half for hours worked in excess of 40 in a work week. Employees shall be allowed to accrue no more than forty-four hours of compensatory time in a given year. Compensatory time must be taken off within the calendar year it is earned or it will be paid out on the first payroll of the next year at the rate it was earned. Employees shall be allowed to take compensatory time off in increments of one quarter ( $\frac{1}{4}$ ) hour.

**Section 4: Flex time (Hourly Non-Represented Employees Only)**

In order to provide the best service to the public without raising employment costs, a policy of flexible hours is established. Hours are not to be changed on a regular or routine basis.

All hourly employees, except represented law enforcement personnel, who work a minimum of forty hours a week shall be eligible for flex time. Upon the approval of the Department Head, an employee may change their hours to accommodate a longer or shorter break, not to exceed 4 hours per week.

**Examples of when flex time might be allowed include:**

- 1) An extended lunch break
- 2) To attend a school or business function,
- 3) Tend to a sick person, or other personal business

All other time will be logged as hours worked, sick, vacation, funeral or overtime, etc. All flex time will be made up during the same week it occurred.

Department heads will be allowed flextime upon approval of the city administrator as long as they work a minimum of 40 hours per week. Supervisors may use flextime if approved by the department head.

**Section 5. Captive Pay**

The City pays certain non-exempt, hourly employees to carry a pager on a rotational basis and to be available for after hour emergency response. The amount of captive pay is reviewed periodically and adjusted as needed. The City has sole discretion in establishing the captive pay rates.

End of Section

## **ARTICLE IV. BENEFITS OF EMPLOYMENT**

The city of Waupaca is pleased to offer our eligible employees with a mix of benefits to augment the wages they receive. The benefit offerings are designed to ensure the City remains competitive in the labor market in order to attract and retain the highest quality employees. If a conflict arises between the benefit descriptions outlined in this handbook and the benefit plan documents, certificates or contracts, the plan documents, certificates and contracts shall govern.

### **Section 1: Health and Dental Insurance**

#### **Insurance Eligibility:**

Only probationary and regular full-time employees working more than 30 hours per week on average annually shall be provided comprehensive group medical insurance maintained by the City. No other employee classes are eligible for health insurance benefits. The plan design and choice of carrier is at the sole discretion of the City. The premium cost share for the established health plan shall be determined by the City and is subject to change by the City from time to time. Employees not retiring but otherwise separating from employment with the City have the option of continuing health insurance coverage through the City's health insurance carrier for up to 18 months at the employee's expense (COBRA), unless termination of employment was due to gross misconduct. Additional information on insurance benefits can be obtained from the Administrative Department. The Summary Plan Description has details for plan specifics.

#### *Alternative Selection Payment*

If a full-time employee chooses to enroll in their spouse's insurance program instead of enrolling in the City's health insurance program, the City will make monthly payments to the employee. The amount of the monthly payment is determined by the City Council and is subject to change from time to time or can be terminated at the discretion of the City. The employee must show proof of spousal other health insurance coverage to qualify for the monthly payment.

### **Section 2. Retirement**

All regular full time and regular part time City employees working at least 1200 hours per year are required to be members of the Wisconsin State Retirement System. The City pays the employer contribution for regular full time and regular part time employees. The employee portion shall be the responsibility of the employee. The employer and employee pension contribution as well as vesting requirements are set by the Wisconsin Retirement System.

Specific questions concerning the retirement system should be directed to the Wisconsin Retirement System.

### **Section 3. Optional Benefit Programs**

The City of Waupaca offers several optional employee benefits to include dental, vision and life insurance. The cost of participation is detailed below. Employee payment is

through payroll deduction.

All full and regular part time employees can elect to participate in the City's optional dental and vision insurance. The entire cost of participation is borne by the employee.

City Provided Term Life Insurance. For regular full time employees the City shall make available at no cost to the employee, a life insurance policy equal to one year of the employee's previous year's wages, rounded to the next \$1,000 or one (1) life insurance unit.

Voluntary Term Life Insurance. Eligible employees may also purchase up to another 2 ½ units of coverage, the cost of one unit is based on the employee's previous calendar year wages, rounded to the next \$1000. The cost of the additional life insurance coverage is the employee's responsibility.

**Section 4. Employee Assistance Program**

The City of Waupaca recognizes behavioral adjustment problems and substance abuse as treatable. Employees having such problems may be offered professional assistance through the Employee Assistance Program. All regular full time and regular part time employees can elect to seek assistance on their own, or a supervisor can request an employee participate. All records are kept confidential. For further information, contact City administrative offices.

**Section 5. Flexible Spending Accounts (FSA)**

All regular full time employees are eligible to participate in the Flexible Spending Account (FSA) Program. This program allows employees to pay for health care and dependent care expenses with pre-tax dollars, thereby reducing the amount employee's pay in payroll taxes. There are rules governing maximum amounts of payroll deductions and reimbursement procedures. Please contact the City administrative offices for further details.

**Section 6. Official City Holidays**

The following shall be observed as official holidays for employees of the City of Waupaca:

- |  |                                    |
|--|------------------------------------|
| New Year's Day                             | Labor Day                          |
| Good Friday (afternoon ½ day)              | Thanksgiving Day and the day after |
| Memorial Day                               | Christmas Eve and Christmas Day    |
| Independence Day (4 <sup>th</sup> of July) | New Year's Eve                     |

In addition, all full time employees will receive two floating holidays to be taken at the employee's discretion. However, in the first partial year of employment, the floating holidays will be pro-rated based on hire date.

<u>Hire Date</u>	<u>Floating Holiday</u>
January 1 – March 31	2 Floating days
April 1 – June 30	1.5 Floating days
July 1 – September 30	1 Floating day
October 31 – December 31	.5 Floating day

When the holiday falls on Saturday, the preceding Friday will be observed. When the holiday falls on Sunday, the following Monday will be observed as the holiday. Regular, part-time and temporary employees will not be paid for holidays. In order to be eligible for holiday pay, an employee must work all of his/her scheduled hours on the last day before and on the first day after the day celebrated as a holiday, unless the employee has an excuse of absence which is accepted by the department head and/or city administrator. In the case of the Library and Police Department, approval must be given by the Library Director and Police Chief respectively.

When work is required of employees on an official City holiday, the following guidelines shall apply. For represented law enforcement employees the Labor Agreement shall govern.

- A. Whether work on a holiday is a regularly scheduled workday or not, the employee will be compensated at the rate of one and one-half times the hourly rate for actual hours worked. This pay would be in addition to the regular compensation for the holiday. Exempt employees who are required to work on a holiday will be given time off at the time and one-half rate for hours worked.
- B. Holiday hours, whether worked or not will count as hours worked for purposes of computing overtime.
- C. For purposes of the policy, holiday pay is considered eight hours.
- D. From time to time when an official holiday falling on the weekend is observed on a weekday, City departments, upon the direction and approval of the City Administrator, will staff as appropriate, the department office to receive and serve the public. Employees working this holiday will be granted another day off at regular pay in return. This alternate day is to be taken off in the same calendar year as the actual holiday. A day is considered 8 hours.

## **Section 7. Sick Leave**

Sick leave is designed to provide a level of financial protection to employees who are unable to work due to illness, pregnancy, or injury. Such leave is a privilege, not a right that an employee may use as he/she pleases. The abuse of sick leave is grounds for disciplinary action.

### **A. Rates of Accrual**

Paid sick leave for regular full-time employees shall be accrued at the rate of eight (8) hours per month. When the beginning date of employment is on or before the 15th, accrual will begin at the end of that month; when after the 15th, accrual will begin at the end of the following month. Probationary employees are eligible to accrue and use sick leave. Regular part-time and temporary employees shall not earn sick leave. Employees on leave without pay for sixteen (16) or more calendar days during a month shall not accrue sick leave for that month.

**B. Use of Sick Leave**

1. Sick leave may be paid when an employee is unable to work due to personal illness, pregnancy, or injury, or when the employee's presence may endanger the health of fellow workers.
2. Sick leave may be used for personal and family medical appointments.
3. Sick leave may be used in the case of personal illness, disability or serious illness in the immediate family (spouse, children, parents, sisters, brothers, aunts, uncles, grandparents).
4. When a paid holiday occurs during the period an employee is on sick leave with pay, the employee shall receive only regular holiday pay and that day shall not be charged against sick leave accrual.
5. Sick leave will be charged in units of 15 minutes.
6. Sick leave for employees, except represented law enforcement employees is considered "hours worked" for purposes of computing overtime.

**C. Payment of Sick Leave**

1. If an employee is to be paid for sick leave, the employee's supervisor must be notified within thirty minutes after the beginning of the workday. Failure to notify the supervisor may result in loss of pay for the time missed during the workday.
2. Daily notification to the employee's supervisor is required unless instructed otherwise by the supervisor. When an employee is out of work for more than three working days, the employee's supervisor should be notified of the date the employee anticipates returning to work.
3. The use of sick leave is subject to verification when three or more days are missed. The supervisor may require a doctor's certificate to confirm reasons for absence.
4. Employees returning to work after an extended illness must present (prior to returning to work) a physician's certificate permitting their return to regular duties. Also, the City may require the employee to submit to a physical examination prior to returning to work if the examination is job related and a business necessity.
5. At retirement (as defined by the Wisconsin Retirement System), all sick leave accrued by an employee may be placed in a bank in his/her name that may only be used to pay for health insurance coverage for the employee after retirement. The City health insurance program is not an available program.
6. Employees shall have the option to donate sick leave to another employee who has exhausted all their sick leave due to a serious illness.

**D. Maximum Accumulation of Sick Leave**

All regular full time employees shall be allowed to accrue sick leave. The maximum accrual is 150 days. For purposes of this section a day is equal to eight (8) hours. For regular full time employees hired after November 15, 2011 the maximum accrual shall be 90 days. Rules governing sick leave accrual after the 90 days and payout are the same for all employees regardless of hire date

Employees accruing sick leave in a given calendar year above their maximum accumulation (150 or 90 days) shall continue to accrue one (1) day per month and will be paid \$50 for each day accumulated and not used in a given calendar year up to a maximum of twelve (12) days per year.

Sick Leave Payout at Separation/Retirement. Upon separation of employment from the City in good standing, employees shall receive a cash payout for accumulated but unused sick leave based on the schedules below. In all cases, eligible employees retiring from City employment will receive 100% of their accumulated, unused sick leave.

For Employees Employed Before September 20, 2016:

1 – 5 Years	50%
6 - 10 Years	60%
11 – 15 Years	70%
16+ Years	100%

For Employees Hired After September 20, 2016:

10 Years	50%
15+ Years	75%
Retirement	100%

For purposes of this section, good standing is serving proper notice and separating from employment for non-disciplinary reasons. Resigning in lieu of termination is not considered good standing.

Permanent part time employees who become regular full time employees will be able to use their years of service as a part time employee in the above schedule. The employee's years of service as a part time employee will be pro-rated based on the FTE they are working when promoted to regular full time status.

Retirement is defined as being retirement eligible per the Employee Trust Funds retirement rules. Employees must be at least 55 years of age (50 years of age for protective class) and have at least 20 years of eligible service with the City.

**Section 8. Vacation**

The City of Waupaca provides paid vacation affording opportunity for healthful rest and relaxation to regular full time employees. Paid vacation for represented law enforcement

employees shall be in accordance with the respective Labor Agreement. After completing one (1) year of service to the City, employees are required to take the equivalent of at least one (1) week of paid vacation each year.

**A. Rate of Earnings**

1. All employees except full time represented law enforcement employees and law enforcement supervisors shall be eligible for paid vacation as follows:

Less than 1 year of service	Prorated per Section 8D
After 1 year of service	48 hours
After 2 years of service	96 hours
After 3 years of service	104 hours
After 4 years of service	112 hours
After 5 years of service	120 hours
After 6 years of service	128 hours
After 7 years of service	136 hours
After 8 years of service	144 hours
After 9 years of service	152 hours
After 10 years of service	160 hours
After 11 years of service	168 hours
After 12 years of service	176 hours
After 13 years of service	184 hours
After 14 years of service	192 hours
After 15 years of service	200 hours
After 16 years of service	208 hours
After 17 years of service	216 hours
After 18 years of service	224 hours
After 19 years of service	232 hours
After 20 years of service	240 hours

Vacation days will be awarded on a calendar year basis on January 1. Vacation time will be prorated for employees who have completed less than one full year of service, pursuant to Section D below.

If it is impossible, during a calendar year, for an employee to use the vacation allotted forty (40) hours vacation may be carried over to the following years, to be taken by September 1.

**2. Law Enforcement Supervisors**

- a. Each full-time law enforcement supervisor shall be eligible for paid vacations as follows:

After 12 months of service	96 hours
After 8 years of service	144 hours

After 13 years of service	192 hours
After 18 years of service	240 hours

b. Vacation days will be awarded on a calendar year basis on January 1. Vacation time will be prorated for employees who have completed less than one full year of service, pursuant to Section D below.

c. If it is impossible, during a calendar year, for a Law Enforcement supervisor to use the vacation allotted forty-four (44) hours vacation may be carried over to the following years, to be taken by September 1.

**B. Paid Time Off PTO** (Part Time Employees hired before November 15, 2011) – in lieu of vacation and sick leave, regular part time employees hired before November 11, 2011 are eligible for PTO. To qualify employees must work at least 40 hours per pay period on an ongoing basis. The PTO benefit is in accordance with the following schedule:

1 year of service	20 hours
2 years of service	30 hours
3 years of service	30 hours
4 years of service	30 hours
5 years of service	35 hours
6 years of service	40 hours
7 years of service	45 hours
8 years of service	50 hours
9 years of service	55 hours
10 years of service	60 hours
11 years of service	65 hours
12 years of service	70 hours
13 years of service	75 hours
14 years of service	80 hours
15+ years of service	85 hours

PTO days will be awarded on a calendar year basis on January 1. PTO time will be prorated for employees who have completed less than one full year of service, pursuant to Section D below. The employee's hire date must be between January 1 and June 30 in or to count as one full year of service. For employees hired after June 30 there will be no year service credit for the first partial year of employment.

If it is impossible, during a calendar year, for an employee to use the PTO allotted, 40 hours of PTO may be carried over to the following year, to be taken by September 1.

**C.** As a personnel recruiting tool for the City the following will apply:

a. For employees below the level of department head, the department head with the recommendation of the city administrator and approval of the City

Council may grant all or part of a new employee's prior years of work in a municipality towards years of calendar service with the city of Waupaca for purposes of determining vacation earnings.

b. For department heads and the city administrator position, the City Council may allow all or a portion of a new employees' prior years of service in a municipality towards years of calendar service with the city of Waupaca for purposes of determining vacation earnings.

- D. Proration of Vacation For New Employees.** Each new non-represented full time employee hired, shall earn vacation on a pro- rata basis for the time of service in their first partial year of employment with the City. The employee has through the end of the next calendar year to use the earned vacation. For all employees except law enforcement supervisors this is 48 vacation hours. For law enforcement supervisors it is 96 vacation hours. Further, a hire date of the 1<sup>st</sup> through the 15<sup>th</sup> of the month will be considered a full month of employment. A hire date of the 16<sup>th</sup> through the end of the month shall constitute a ½ month of employment. The final calculation is rounded to the nearest whole number. Employees must successfully complete the probationary period in order to be eligible to take their prorated vacation.

*Example: A new police sergeant is hired on February 10, 2016. The rate of earnings is computed based on 96 vacation hours (first 12 months of service for law enforcement supervisory personnel). Because the hire date is the 10<sup>th</sup>, then this is counted as a full month of employment. Therefore, for 2016 the new employee will earn 11/12ths (11/12(.917) x 96 hours = 88 hours of vacation for his/her time worked in 2016. The employee then has until December 31, 2017 to use the 88 hours.*

*Example: A new clerk is hired on October 25, 2016. The rate of earnings is computed based on 48 hours of vacation (first 12 months of service). Because the hire date is the 25<sup>th</sup>, then this is counted as ½ month of employment. Therefore, for 2016 the new employee will earn 2.5/12ths (2.5/12(.209) x 48 hours = 10 hours of vacation or his/her time worked in 2016. The new employee then has until December 31, 2017 to use the 10 hours.*

**E. Use of Vacation**

1. Vacation shall not be charged in units smaller than ½ hour increments.
2. When a paid holiday is observed by the City during the period an employee is on vacation the employee shall receive only his/her regular holiday pay and that day shall not be charged against the employee's vacation accrual.
3. Regular full time employees. Upon separation of employment unused, earned vacation will be paid to employees.
4. Vacation for employees is considered "hours worked" for purposes of computing overtime.

5. Absence for sickness, injury or disability in excess of accrued sick leave will be charged against vacation accrual.

## **Section 9. Procedure for Applying for Vacation, Sick Leave and PTO**

Department heads at their sole discretion shall establish application procedures that best meets the needs of their respective departments. Procedures will address such items as timelines to request vacation, number of employees allowed on vacation at any given time and how to resolve conflicts when two or more employees are asking for the same vacation, etc. In the case of represented law enforcement personnel the Labor Agreement shall govern.

## **Section 10. Civil Leave**

### **A. Jury Duty**

All regular City employees selected for jury duty shall be entitled to Civil Leave with pay for the period of absence required. Such leave shall not be charged to annual or sick leave earnings, except that on any day when such employee is excused from service on a jury, he/she will be expected to report for duty at the regular place of work if within reasonable commuting distance or be charged annual leave for the time excused from jury duty. Likewise, any period of time for which an employee is excused from jury duty because of illness shall be charged to sick leave. An employee shall be entitled to all fees received as a juror. The pay received, as a juror must be signed over to the City of Waupaca in order for the employee to receive full pay for work while attending jury duty.

### **B. Official Court Attendance**

All regular employees subpoenaed or ordered to attend court to appear as a witness for or to testify in some official capacity on behalf of the City, state, or federal government shall be entitled to leave with pay for such period as his/her attendance may require.

### **C. Private Litigation**

Employee participation as a party or witness in private litigation involving the employee directly shall be charged to vacation or to leave without pay at the employee's discretion.

## **Section 11. Military Leave**

### **Military Leave**

It is the City's policy that employees will be granted all military leave rights available under the Uniformed Services Employment and Reemployment Rights Act (USERRA).

At the time this handbook was drafted, USERRA rights included the right of any individual who is absent from employment because of a uniformed service obligation (in the Armed

Forces, Military Reserves, or National Guard) to reemployment and all concomitant benefits, as long as the following prerequisites are met:

- If the individual was discharged, the discharge was honorable.
- The individual provided without delay advance notice for the leave, except when advance notice is not possible due to military necessity.
- The leave did not exceed the maximum total absence of five years from the City.
- The individual has timely applied for reemployment. What is timely depends on the length of the service, as follows:
  - Service less than 31 days: The individual must notify the City of his or her return at the start of the next regularly scheduled work period, after having been home eight hours.
  - Service 31 to 180 days: The individual must submit an application for reemployment not later than 14 days after completion of the uniformed service.
  - Service more than 180 days: The individual must submit an application for reemployment not later than 90 days after completion of the uniformed service.

If you receive notice that you will be taking military leave, please contact your department head as soon as possible to discuss that leave.

## **Section 12. Funeral Leave**

Funeral leave is only available to regular full time employees. In case of death in the immediate family, an employee may take up to 3 working days per death/funeral (a day is determined by the workday established in the employee's department) leave with pay. Each request requires the approval of the department head. Funeral leave shall not be charged against the employee's sick or vacation accruals. Employees shall notify their supervisor prior to taking funeral leave. Immediate family is defined as a parent, child, spouse, brother, sister and parent-in-law. Up to one regularly scheduled working day of leave with pay per death/funeral shall be granted for a grandparent, grandchild, aunt, uncle, cousin, sister-in-law and brother-in-law. Proof of death and relationship may be required. An employee may use sick leave for additional time off if requested and with approval of the department head.

## **Section 13. Family and Medical Leave Act: (Applies only to employees covered by law)**

### **Federal FMLA**

In accordance with the FMLA, the City will grant up to 12 weeks of leave during any rolling 12-month period to eligible employees. The leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in this policy.

## **Eligibility**

**To qualify to take federal FMLA leave, an employee must meet all of the following conditions:**

- The employee must have worked for the City at least 12 months, which need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee was on leave during the week. In determining whether intermittent or occasional employment qualifies as “at least 12 months,” 52 weeks is deemed to equal 12 months.
- The employee must have worked for the City at least 1,250 hours during the 12-month period immediately preceding the date when the leave would begin.

## **Types of Leave Covered**

**To qualify as FMLA leave under this policy, the employee must be taking the leave for one of the reasons listed below:**

- The birth of a child and in order to care for that child;
- The placement of a child with the employee for adoption or foster care;
- To care for a spouse, child, or parent with a serious health condition; or
- Because of the serious health condition (described below) of the employee that makes the employee unable to perform the functions of the employee’s job.

Employees may care for any child where they act in *loco parentis*. Children need not be the employee’s biological or legal children. Adult children are covered if the child suffers from a serious health condition and is "incapable of self care because of a mental or psychological disability.”

A “serious health condition” is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care at a hospital, hospice, or residential medical care facility or continuing treatment by or under the supervision of a health care provider.

“Continuing treatment by a health care provider” includes:

- A period of incapacity of more than three consecutive full calendar days;
- Any period of incapacity due to pregnancy or for prenatal care;
- Any period of incapacity due to a chronic serious health condition;
- A period of incapacity that is permanent or long term due to a condition for which treatment may not be effective; and

- Any period of absence to receive multiple treatments either for restorative surgery or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days if not treated.

A “period of incapacity” is a period during which a person cannot work, attend school, or perform other regular daily activities because of the condition, including treatment for and recovery from the condition.

The City normally requires an employee to provide a health care provider’s certification of the serious health condition. The form used for the certification process is available from the Human Resources Department.

If an employee takes paid sick leave for a condition that progresses into a serious health condition, the City may designate all or some portion of the earlier leave as FMLA leave taken under this policy, to the extent that the earlier leave meets the necessary qualifications.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered military service member or qualifying veteran who is recovering from a serious illness or injury sustained or aggravated in the line of duty on active duty is entitled to up to 26 weeks of leave in a single twelve month period to care for the service member. This military caregiver leave is available during a single twelve month period during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

An eligible employee who is the spouse, son, daughter or parent of an individual being on or called up for active duty in the Armed Forces shall be entitled to up to 12 weeks per rolling 12-month period of “qualifying exigency” leave. “Qualifying exigency” is defined as short-notice deployment, military events and related activities, childcare and school activities, parental care, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities where the employer and employee agree to the leave.

An eligible employee can take up to 12 weeks of leave under this policy during any 12-month period. The City will determine the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the City will compute the amount of leave the employee has taken under this policy and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

If a husband and wife both work for the City, a leave for the birth of a child, placement of a child for adoption or foster care, or to care for a parent (but not a parent-in-law) with a serious health condition, may be limited to a total of 12 weeks for both of them during any 12-month period.

### **Employee Status and Benefits During Leave**

While an employee is on leave, the City will continue the employee’s health benefits at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continuing serious health condition, the City will require the employee to reimburse the City the amount it paid for the employee's health insurance premium during the leave period.

During a paid leave, the City will continue to make payroll deductions to collect the employee's share of the premium. During an unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the City by the 15th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave upon at least 15 days' advance written notice.

### **Use of Paid and Unpaid Leave**

Time off from work granted under the City's paid sick leave policy that meets the required standard for time off under FMLA leave will be counted as part of the 12-week period.

Employees may apply all or part of their accrued paid leave time as part of the 12-week period, provided the basis for the leave qualified under the paid leave program.

The City **will** require employees to apply sick leave and then vacation or PTO for federal FMLA leave.

### **Intermittent Leave or a Reduced Work Schedule**

Depending on the particular circumstances and information provided by the employee's physician, an eligible employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed), or use the leave to reduce the work week or work day, resulting in a reduced hour schedule. In all cases, except that of a military caregiver, the total amount of leave may not exceed a total of 12 weeks over a 12-month period.

The City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

For the birth, adoption, or foster care of a child, the City and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the City before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the intermittent leave is medically necessary. The City normally requires certification of the medical necessity.

## **Certification of the Serious Health Condition**

The City also normally requires certification of a serious health condition. The certification form should be returned within 15 days of receiving it. Failure to provide certification may result in a denial of FMLA leave, which may lead to disciplinary action for unexcused absence.

Certification of the serious health condition must include the date when the condition began, its expected duration, diagnosis, and a brief statement of treatment. For medical leave for the employee's own serious health condition, the certification must also include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

The City has the right to ask for a second opinion if it has reason to doubt the certification. The City will pay for the employee to get a certification from a second health care provider, selected by the City.

If necessary to resolve a conflict between the original certification and the second opinion, the City will require a third opinion. The City and the employee will jointly select the third health care provider, and the City will pay for the opinion. This third opinion will be considered final.

The City may require an employee to provide a return to work certification from a health care provider before returning from FMLA leave.

## **Procedure for Requesting Leave**

All employees requesting leave under this policy must submit the request in writing to their immediate supervisor, with a copy to the Human Resources Department.

When an employee plans to take leave under this policy, the employee needs to give the City 30 days' advance notice if the need for the leave is foreseeable. If it is not possible to give 30 days advance notice, the employee must give as much notice as is practicable. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the City's operations.

If an employee fails to provide 30 days' notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the City received notice.

While on leave, employees are required to report periodically to the City regarding the status of the medical condition, and their intent to return to work.

## **Wisconsin Family and Medical Leave**

As noted above, an employee may be entitled to leave under both the FMLA and WFMLA, depending on the circumstances. When both acts apply, the employee will be entitled to leave under the more generous act. Under most circumstances, FMLA leave and WFMLA leave will run concurrently, and the FMLA will provide the more generous benefits. There may be circumstances, however, where only the WFMLA applies or where the WFMLA provides the more generous benefits. This policy summarizes key distinctions in the provisions of the WFMLA.

In accordance with the WFMLA, the City will grant an employee up to 6 weeks of unpaid leave for the birth or adoption of a child, 2 weeks of unpaid leave to care for a seriously ill family member, and 2 weeks of unpaid leave for the employee's own serious health condition during any calendar year. The leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in this policy.

### **Eligibility**

**In order to qualify to take WFMLA leave, an employee must meet all of the following conditions:**

- The employee must have worked for the City at least 52 consecutive weeks. For eligibility purposes, an employee will be considered to have been employed during a week as long as the employee has actually been treated by the City as an employee, in accordance with normal personnel recordkeeping practices, regardless of the number of hours worked that week.
- The employee must have worked or have been on accrued paid leave provided by the City for at least 1,000 hours during the 52-week period immediately preceding the date when the leave would begin.
- The employee must work for an employer in Wisconsin employing at least 50 individuals on a permanent basis.

### **Types of Leave Covered**

The amount of leave an employee may take under the WFMLA varies depending on the reasons for the leave. The different types of leave, and the length of leave available per calendar year for each different type, are described below:

- An employee may take up to 6 weeks of family leave for the birth of the employee's natural child or the placement of a child with the employee for adoption. This leave must begin after 16 weeks prior to the expected date of birth or placement, or before 16 weeks after the actual date of birth or placement.

- An employee may take up to 2 weeks of family leave to care for the employee's child, spouse, qualifying domestic partner or parent with a serious health condition.
- An employee may take up to 2 weeks of medical leave for the employee's own serious health condition if the employee is unable to perform his or her employment duties.
- A "serious health condition" is defined substantially the same as under the FMLA described above.
- Employees with questions about what conditions are covered under this policy or under the City's sick leave policy are encouraged to consult with the Human Resources Department.

### **Use of Paid Leave**

While an employee is using WFMLA leave, the employee may use accrued sick, personal, vacation, or any other accrued paid leave.

### **Other Miscellaneous Provisions**

The provisions under the FMLA regarding Intermittent Leave or a Reduced Work Schedule, Certification of the Serious Health Condition, and Procedure for Requesting Leave, described above, also generally will apply to leave qualifying under the WFMLA.

If an employee has further questions about specific provisions of the WFMLA, or about the interplay between the FMLA and WFMLA, the employee should contact the Human Resources Department.

### **Section 14. General Leave of Absence Policy**

The City Council may grant an employee a temporary leave of absence not to exceed nine months, unless otherwise required by law. During a leave extending beyond thirty days the employee shall not accrue or receive any benefits except health and life insurance with some limitations. Specifically, the health insurance would be provided through COBRA and life insurance cannot be extended beyond FMLA leave. This section does not apply to leaves of absence for military purposes.

Leaves of absence shall be requested in writing and be submitted to the employee's department head for review and should be presented at least ten days prior to the requested leave if circumstances will allow.

### **Section 15. Accident and Sickness Insurance**

Short term disability insurance – The City will provide coverage under an accident and sickness insurance program of its sole choosing. All regular full time employees are eligible for this benefit. This benefit is not available to employees hired after November 15, 2011.

Long term disability insurance – The City will provide to all regular full time employees coverage under a long term disability insurance policy of its own choosing. The policy will provide compensation based on a percentage of salary after 90 days disability. All regular full time employees are eligible for this benefit.

**Section 16. Return to Work Policy** - On April 18, 2000 the City Council adopted a light duty policy which has been updated and adopted by reference with the approval of this handbook update (Appendix A). The purpose of the policy is to make available a modified work assignment program that can be used when an employee has been off work due to work related medical condition, off-work injury or illness. Modified work assignments are meant to aid in the employee's recovery and reduce City personnel costs, including lost time, sick leave and workers compensation costs. Employees should contact their supervisor or department head to learn policy details.

**Section 17. Workers Compensation** – The city of Waupaca is required by law to provide workers compensation coverage to all employees. The state of Wisconsin sets the rules for the administration of this benefit. Questions concerning the administration of this benefit should be directed to the City Finance Department.

**Section 18. Deferred Compensation** – The city of Waupaca participates in the Wisconsin Employee Trust Fund's deferred compensation program. This program allows employees to set aside money pre-tax, thereby reducing the amount employees pay in payroll taxes. Rules govern such items as maximum annual contribution and early withdraw. Employees interested in this benefit option should visit the Wisconsin ETF website and/or the City Finance Department to learn more.

End of Section

**ARTICLE V. RESIGNATION**

All regular City employees resigning from employment are requested to give the City Administrator at least two weeks' notice in writing.

End of Section

## **ARTICLE VI. EMPLOYEE DEVELOPMENT**

### **Section 1. Training/Learning**

Employees are expected to take advantage of opportunities for training / learning offered by the City to better understand their jobs and develop new skills.

The City may require certain employees to attend training/learning courses, as deemed best to meet the educational needs of the employee and to improve the general efficiency and safe delivery of City services. The City will pay the cost of the required training/learning. If an employee desires to attend other training/learning and education programs, the City may help defray all or some of the cost of job-related courses as approved and authorized by the City Administrator. The learning and educational programs must be relevant to the employees duties and responsibilities with the City for the City to participate in the cost of the education.

### **Section 2. Educational Reimbursement**

#### **A. Tuition Refund**

When an employee enrolls in approved courses on his/her/own time, the City will consider paying full or partial tuition costs per course. The Tuition Refund Program should not be considered a right of the employee, but a privilege afforded those who are determined to be eligible and qualified. Reimbursement is for tuition only; charges for books and other supplies are not reimbursable.

All decisions regarding reimbursement are in the discretion of the city administrator with input from the department head. All reimbursements are subject to the availability of funds as provided through the annual operating budgets approved by Common Council.

#### **B. Rates of Reimbursement**

1. Courses must be related to the employee's present position or potential development in the City and may be reimbursed up to 100% of tuition and is based on the grade obtained by the employee.

The rates of reimbursement are as follows:

Grade of B- to B - 50% of tuition costs  
Grade of B+ to A - 75% of tuition costs  
Grade of A to A+ - 100% of tuition cost

- 2, Tuition cost only will be reimbursed. The cost of books, supplies and other course materials shall be the responsibility of the employee.
- 3.....A Grade of "Satisfactory" or "Pass" shall be reimbursed at the rate of 50%.
- 4.....Deviations of the above schedule must be approved by Common Council.

**C. Eligibility Requirements**

1. Must be a regular, full-time employee. An employee pursuing a college degree or multi-year certification will be required to enter into an education reimbursement agreement with the City outlining the City's commitment to participate in the tuition reimbursement program as well as the required employment period for the employee.
2. Educational training must be taken at an accredited college, university, high school, business, professional institutes/organizations or technical school.
3. Courses taken must be directly related to the employee's job or of some direct value to the City.
4. Successful completion and verification of the course completion.
5. No duplicate payments for the same course will be made if reimbursement from any other source is received.
6. Approval is to be secured in writing from the department head and the City Administrator prior to registering for the course. No exceptions.
7. Employees will use off-duty time to attend any course(s) of instruction for which they are requesting tuition reimbursement.
8. Employees who drop a class are not eligible for reimbursement.

**D. Required Employment Periods**

If an employee voluntarily terminates employment before satisfying a specified period of time following completion of a course, the employee will be required to repay the City a pro-rated portion of the reimbursement. The length of time of mandatory employment is based on the number of college semester (or quarter) hours for the course or length of training. College quarter hours will be converted to semester hour equivalents for purposes of this policy.

The specified employment times are cumulative in that the more credit hours reimbursed, the longer the employee is required to remain in the City's employ. However, all time worked following reimbursement for a course is counted toward the specified employment time, even though the employee may currently be enrolled in a course to be reimbursed. In other words, the mandatory employment time is continuously being reduced.

Employees that voluntarily terminate employment prior to satisfying the specified employment period are required to repay the City a prorated portion of the reimbursement, based on the amount of mandatory time left to be served by the employee.

The following schedule will be observed in determining the length of specified employment period for tuition reimbursement per reimbursement incident (or term). Semester hour

equivalents are the basis of reimbursement.

<u>Reimbursement for:</u>	<u>Length of Employment Required Beyond successful completion of courses</u>
1-3 credit hour course	3 months
4-9 credit hours	6 months
10-18 credit hours	12 months

The length of look-back employment period shall run from the ending date of the class.

**E. Procedure to Apply for Tuition Reimbursement**

1. Prior to registering for the course, the employee must inform the department head of his/her intentions to request reimbursement with the Tuition Reimbursement Form. The form requests course title, location, course schedule, course credits, acceptance to a degree program and tuition costs. To assist the department head with budgeting department expenditures, the employee should provide a tentative continuing education calendar and costs coinciding with the City's fiscal year (January 1 – December 31). The employee request should be to the department head by September 1 so that due consideration can be made of the request during the annual budget process.
2. The department head should send a memo to the Administrative Department with the above-mentioned request form and his/her recommendation as to approving reimbursement along with his/her reason(s) for the recommendation. The department head must verify that funds are available in the department's budget.
3. City administrative staff will check for the employee's eligibility and the job relatedness of the course before sending its recommendation, including the amount of reimbursement, to the City Administrator for approval.
4. Administrative staff will inform the department head of the final decision, who in turn will inform the employee. At that point, the employee may register for the course assured of being reimbursed for the stated amount.
5. After completion of the course, the employee should submit the paid tuition statement for the course and his/her grade to the department head.
6. The department head will check for a satisfactory grade in the course and make out a check request for the amount to be reimbursed, and forward the claim to the City Treasurer for payment. The fee statement shall be attached to the check request. Reimbursement will be based on in-state tuition fees.
7. This procedure will apply for each course or class term for which tuition is being reimbursed.

### **Section 3. Employee Performance Evaluation**

Formal employee evaluations should be conducted at established intervals of an individual's employment. The purpose of the evaluation shall be to formally assess the employee's performance over a designated period and to provide an opportunity for the supervisor and the employee to discuss all aspects of the position. Salary adjustments may be based on the employee's evaluation.

Formal evaluations should be conducted for new employees at the end of the probationary period and for promoted and demoted employees after six months. Regular employees are generally evaluated at least annually. Informal evaluations shall be conducted periodically, as each supervisor considers necessary.

Employee evaluations will generally be conducted by the appropriate supervisor, discussed with the employee, signed by the employee and reviewed by the department head and the City Administrator. The employee will generally have the opportunity to add any written comments to the evaluation form. The Library Board shall review and approve the evaluations of all Library personnel. Performance evaluations become a permanent part of the employee's personnel file.

### **Section 4. Rules of Conduct**

#### **A. General Purpose**

It is important to understand that employment with the City of Waupaca is "at will." An employee may leave City employment at his/her own discretion. Likewise, an employee may be relieved of his/her duties at the City's discretion.

#### **B. Duties and Responsibilities**

It shall be the duty of employees to comply with and to assist in carrying out the provisions of the personnel rules and regulations. It is the duty of all supervisory personnel to promptly discuss improper or inadequate performance with employees so as to correct deficiencies and avoid disciplinary action.

#### **C. Grounds for Action**

1. Discipline may be, in the City's sole discretion, of an increasingly progressive nature for each successive instance of employee misconduct. In recognition of the fact that each instance of misconduct differs in some respect, the City has a right to treat each occurrence individually without setting a precedent for future cases and without resort to progressive discipline.
2. It is not possible to list all acts and omissions that may result in disciplinary action. The disciplinary action that is administered for any particular act or act of misconduct rests in the sole discretion of the Department Head and City Administrator subject to review by way of the grievance procedure. The appropriate level and type of discipline is to be determined on a case-by-case basis. Factors that might be considered in determining the appropriate level and type of discipline include: (1) the seriousness of conduct; (2) the

employee's overall employment record and any disciplinary history; (3) the employee's ability and willingness to correct the conduct; (4) any action taken with respect to similar conduct by other employees; (5) the effect of the employee's conduct on relations with the public, morale of other employees, or business in general; and (6) any other surrounding circumstances deemed relevant by management.

3. In cases where multiple offenses occur across two or more groups of offenses, the Department Head and City Administrator will have the discretion to administer discipline-based on the more serious infraction(s).
4. When employees receive a written reprimand, the employee is required to sign the reprimand to acknowledge that he/she has seen the letter, not that he/she agrees or disagrees with its contents. An employee may submit a written response for inclusion in his/her file. In addition, the employee's immediate supervisor and/or department head may also submit a written response to the employee's personnel file.
5. When a permanent employee is placed on up to three months probation as a result of a disciplinary action, the employee's status will be considered the same as during the initial probation period.

#### **Group I Offenses**

- a. Operating, using or possessing tools, equipment or machines, to which the employee has not been assigned, or performing other than assigned work.
- b. Quitting work, wasting time, loitering or leaving assigned work area during working hours without permission.
- c. Discourtesy to persons with whom the employee comes in contact while in the performance of his/her duties.
- d. Failure to report an absence or unavoidable late arrival at work to the supervisor or other designated departmental representative by the time required by departmental policy.
- e. Taking more than specified time for meals or rest periods.
- f. Productivity or workmanship not up to required standards of performance.
- g. Tardiness
- h. Unexcused absence
- i. Violating a safety rule or safety practice, including refusal to wear safety equipment or follow safety rules as requested.
- j. Engaging in horseplay, scuffling, wrestling, throwing things, malicious

mischief, distracting the attention of others, catcalls, demonstrations on the job or similar types of disorderly conduct.

- k. Creating or contributing to unsafe and unsanitary conditions, or poor housekeeping.
- l. Failure to report other employment to the appropriate department head.
- m. Unauthorized posting or removal of any matter on City bulletin boards or City property at any time.
- n. Unauthorized distribution of written or printed matter of any description on City premises.
- o. Unauthorized soliciting or collecting contributions for any purpose on City premises during work time.
- p. Working overtime hours unauthorized by the appropriate supervisor.
- g. Other actions deemed inappropriate by the department head.

The above list is not intended to be exhaustive. The City reserves the right to add to or modify the list of conduct that may lead to discipline at any time. In addition, management may at any time, on a case-by-case basis, determine that discipline is warranted for conduct not listed above.

The City reserves the right to determine that immediate dismissal is appropriate at any time and for any reason. Generally, however, Group I offenses will be subject to the following progressive discipline, though the City reserves the right to skip steps in its sole discretion.

First Offense	Oral or written reprimand depending on seriousness
Second Offense	Written reprimand or suspension without pay up to 5 days depending on seriousness
Third Offense	Second written reprimand and or up to three (3) days suspension without pay and/or probation for up to three months depending on seriousness
Fourth Offense	Discharge

### **Group II Offenses**

- a. Failure to work overtime, special hours or special shifts, after being scheduled or assigned according to overtime and standby duty policies.
- b. Provoking or instigating a fight, or participating in a fight any time on

City property or while on duty.

- c. threatening, intimidating, coercing, or interfering with co-workers or supervisors at any time, including the use of abusive or obscene communication.
- d. Sleeping or giving the appearance of sleeping during working hours, unless otherwise provided as in fire service.
- e. Being under the influence of alcohol or illegal drugs while on the job.
- f. Participating in illegal chain letter organizations, gambling, lottery or engaging in any other game of chance at any time while on duty.
- g. Making or publishing false, vicious or malicious statements concerning any employee, supervisor, the City or its operations.
- h. Leaving the job during regular working hours without permission.
- i. Carelessness, which results in injury to City personnel, or damage to materials, equipment, tools or property.
- j. Unauthorized use or possession of the City's or another employee's tools, property, or equipment.
- k. Failure to report an accident or personal injury in which the employee was involved while on the job.
- l. Abuse of sick leave privileges or falsification of any leave records.
- m. Unauthorized use or misuse of City vehicles and/or equipment.
- n. Driving a motor vehicle while on duty without possession of a valid state of Wisconsin drivers' license or failure to report the loss or suspension of a driver's license when an employee is required to drive while on duty.
- o. Absent without permission or without approved leave request (AWOL).
- p. Insubordination.

The above list is not intended to be exhaustive. The City reserves the right to add to or modify the list of conduct that may lead to discipline at any time. In addition, management may at any time, on a case-by-case basis, determine that discipline is warranted for conduct not listed above.

The City reserves the right to determine that immediate dismissal is appropriate at any time and for any reason. Generally, however, Group II offenses will be subject to the following progressive discipline, though the City reserves the right to skip steps at its sole discretion.

First Offense	Written reprimand and/or up to three (3) days suspension without pay, and /or probation for up to three (3) months depending on seriousness
Second Offense	Discharge or other appropriate disciplinary action

**Group III Offenses**

- a. Wanton or willful neglect in the performance of assigned duties.
- b. Misusing, destroying, or damaging any City property or property of any employee.
- c. Falsification of personnel or City records including employment applications, accident records, work records, purchase orders, time sheets, or any other report, record, or application.
- d. Making false claims or misrepresentation in an attempt to obtain accident benefits, workers' compensation or unemployment compensation payments for themselves or others.
- e. Unauthorized possession or use of firearms, explosives or weapons on City property.
- f. Unauthorized removal from City locations without proper authorization any City property or property of any employee.
- g. Immoral, unlawful or improper conduct or indecency, either on or off the job, which would tend to affect the employee's relationship to his/her job, his/her fellow workers, his/her reputation or goodwill in the community.
- h. The use and/or sale of narcotics or alcohol while on duty, while operating City equipment or while on City property.
- i. Being absent from duty for a period of three (3) consecutive working days without proper notification.
- j. Failure to return from an authorized leave of absence within three (3) working days from scheduled date of return without proper notification.
- k. Incompetence or inefficiency in the performance of assigned duties.

- l. Receipt from any person of a fee, gift or any other valuable thing of more than \$50 without proper notice to the department head.
- m. Use or attempted use of political influence or bribery to secure an advantage in any matter which concerns employment with the City.
- n. Concerted curtailment, restriction, production or interference with work in or about the City's workstations.
- o. Failure to sign a disciplinary notice, evaluation, or any other document when requested by supervisor.

The above list is not intended to be exhaustive. The City reserves the right to add to or modify the list of conduct that may lead to discipline at any time. In addition, management may at any time, on a case-by-case basis, determine that discipline is warranted for conduct not listed above.

Generally, Group III offenses will be subject to immediate dismissal.

## **Section 5. Grievance Procedures and Employment Appeals**

### **Grievance Procedure.**

This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, the following definitions apply:

1. "Employee discipline" includes all levels of progressive discipline, but shall not include the following items:
  - Placing an employee on paid administrative leave pending an internal investigation;
  - Counselings, meetings or other pre-disciplinary action;
  - Actions taken to address work performance, including use of a performance improvement plan or job targets;
  - Demotion, transfer or change in job assignment; or
  - Other personnel actions taken by the City that are not a form of progressive discipline.
2. "Employee termination" shall include action taken by the City to terminate an individual's employment for misconduct or performance reasons, but shall not include the following personnel actions:
  - Voluntary quit;

- Layoff or failure to be recalled from layoff at the expiration of the recall period;
  - Retirement;
  - Job abandonment, 'no-call, no-show', or other failure to report to work; or
  - Termination of employment due to medical condition, lack of qualification or license, or other inability to perform job duties.
3. "Workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Any written grievance filed under this policy must contain the following information:

- The name and position of the employee filing it,
- A statement of the issue involved,
- A statement of the relief sought,
- A detailed explanation of the facts supporting the grievance;
- The date(s) the event(s) giving rise to the grievance took place;
- The identity of the policy, procedure or rule that is being challenged;
- The steps the employee has taken to review the matter, either orally or in writing, with the employee's supervisor; and
- The employee's signature and the date.

### **Steps of the Grievance Procedure**

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

1. **Step 1 – Written Grievance Filed with the Department Head.** The employee must prepare and file a written grievance with the Department head within five (5) business days of when the employee knows, or should have known, 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 employee of his/her decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the Department head, the employee may initially file the grievance with the City Administrator, who shall conduct the Step 1 investigation.
2. **Step 2 – Review by City Administrator.** If the grievance is not settled at Step 1, the employee may appeal the grievance to the City Administrator within (5) business days of the receipt of the decision of the department head at Step 1. The City Administrator or his/her designee will review the matter and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance.

3. Step 3 – Impartial Hearing Officer. If the grievance is not settled at Step 2, the employee may request in writing, within five (5) business days following receipt of the City Administrator's decision, a request for written review by an impartial hearing officer. The City shall select the impartial hearing officer. The hearing officer shall not be a City employee. In all cases, the grievant shall have the burden of proof to support the grievance. The impartial hearing officer will determine whether the City acted in an arbitrary and capricious manner. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.
  
4. Step 4 –Review by the Governing Body. If the grievance is not resolved after Step 3, the employee or the City Administrator shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Governing Body. For Library employees, the appeal shall be filed with the Library Board. For represented Police personnel the Labor Agreement shall govern. For all other employees, the appeal shall be filed with the City Council. In cases involving non-represented Police personnel state law shall govern. The City Council shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the City Council's next regular meeting. The City Council will inform the employee of its findings and decision in writing within ten (10) business days of the City Council meeting. The City Council shall decide the matter by majority vote and this decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will 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. An employee will not be compensated for time spent in processing his/her grievance through the various steps of the grievance procedure.

End of Section

## **ARTICLE VII. GENERAL OPERATING PROCEDURES**

### **Section 1. Breaks**

Time permitting, non-represented City employees are allowed fifteen minutes for a morning and afternoon break. Breaks are considered a privilege, and the time allowed cannot be accumulated. Breaks may be taken in designated break areas at the work site or away from the work site as approved by the supervisor and must not interfere with other employee's work. At the discretion of department supervisors an employee may combine the two breaks for up to 30 minutes.

### **Section 2. Lunch Period**

Employees and their respective supervisors shall schedule employee lunch periods. All workstations and phones at the City must be covered during the work period. In general, individual lunch periods should not exceed one hour unless authorized by the appropriate department head. The lunch hour is not considered "work time," unless required by law. The Labor Agreements shall govern lunch periods for represented personnel.

### **Section 3. Personnel Records**

The City tries to balance its need to obtain and use employment information with its concerns for individuals' privacy. To this end, the City attempts to maintain only the personnel information that is necessary for the conduct of its business or as required by federal, state, or local law.

Employees have a responsibility to keep their personnel records up to date, and should notify their department head in writing of any changes in the following information:

- Name;
- Address;
- Telephone Number;
- Marital Status (for benefits and withholding purposes only);
- Names, addresses, and phone numbers of spouse and dependents (for benefits purposes only);
- Beneficiary designations (for benefits purposes only); and
- Persons to be notified in case of emergency.

#### **Access to Records and Personnel Information**

Employees may inspect and may copy, but not remove, any personnel documents that have been used or which are used for determining that employee's qualifications for employment, promotion, transfer, additional compensation, termination, or any other

disciplinary action, and medical records. Employees may be denied review of any of the following:

- Records relating to the investigation of possible criminal offenses by the employee;
- Letters of reference for the employee;
- Any portion of a test document, except for cumulative total scores;
- Materials used for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for the employer's planning purposes;
- Information of a personal nature about a person other than the employee if disclosure would constitute a clearly unwarranted invasion into the other's privacy; and
- Records relevant to any pending claim between the employer and employee which may be discovered in a judicial proceeding.

Requests for inspections must be made in writing to the City Clerk and scheduled for a mutually convenient time.

Review must take place in the administrative offices with staff present. In addition, employees have the right to request a review of any information filed 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.

#### **Section 4. Use of City Vehicles**

City vehicles shall be used for City business only except as authorized by the City Council upon the recommendation of the City Administrator. Only the employee assigned a City vehicle or designated to operate a vehicle may do so. City employees assigned or otherwise operating City vehicles shall observe the following practices.

- A.** Operate vehicles safely and economically and in strict compliance with all traffic and parking regulations. All passengers must wear their safety belts at all times while the vehicle is in motion.
- B.** Comply with routine maintenance schedules as established by the City Mechanic.
- C.** Assume responsibility for reporting needed repairs to the City Shop and maintaining the cleanliness of the interior and exterior of the vehicle.
- D.** Radio equipped vehicles shall maintain radio contact with an appropriate base station when on duty or on call.

- E.** All City vehicles shall be locked and keys removed from the vehicle when left unattended.
- F.** No posters, stickers or advertisements shall be placed on City vehicles without prior approval of the City Administrator.
- G.** City vehicles may be used for transportation to and from meals only when assigned to an employee on a full-time basis or when in use by employees required by job assignments to take their meals in the field.
- H.** City vehicles may be used for transportation to and from an employee's residence when assigned to an employee on a full-time basis; when the employee is officially "on call" for emergency duty; or when on a temporary basis, the employee is assigned the vehicle directly by the department head.
- I.** At no time shall the vehicle be driven when the operator has consumed alcoholic beverages.
- J.** Employees operating City vehicles must have a valid Wisconsin Drivers License. Any change to an employee's regular or restricted driving status should be reported to the employee's supervisor within 5 business days of the change of status.

#### **Section 5. Safety**

Employees are expected to observe all safety rules and regulations, wear required safety equipment, practice proactive safety in their work areas, and report any unsafe conditions or equipment to their supervisors.

The following safety rules will be strictly followed by all personnel:

- A.** Practice good housekeeping. It not only improves the appearance of the job site but it also helps prevent fires, accidents, and personal injuries.
- B.** Handle tools carefully and stores them so they cannot cause accidents.
- C.** Wear safety equipment as required when performing a job. Safety goggles, safety glasses, dust masks and similar protective equipment will be furnished to those employees whose work requires this protection. Handle and care for safety equipment properly. If equipment needs to be replaced, return it to the appropriate supervisor.
- D.** Do not work without proper safety equipment. The City's workers' compensation carrier may not recognize a claim if the City and/or employee willfully fails and refuses to use safety regulations.
- E.** Fighting, practical jokes, running, shoving, scuffling, or throwing things are prohibited.

#### **Section 6. Safety Shoe and Uniform Policy**

The City of Waupaca requires uniforms and safety shoes for all full time and seasonal

employees within the public works and recreation departments. The following shall serve as guidance in this policy:

- A.** At the City's expense, regular full time, employees only will be provided uniforms (to include shirt, pants and jacket) and an allowance for safety shoes and glasses. The amount and extent of which is at the full discretion of the department head.
- B.** The City will provide uniform shirts, t-shirts, swim suits (beach personnel) and potentially ball caps to all seasonal employees at the City's expense.
- C.** The City WILL NOT provide pants or an allowance for safety shoes or safety glasses to temporary seasonal employees. It will be up to the seasonal employee to provide pants and safety shoes/glasses at his/her own expense. Safety shoes are a requirement of employment as a seasonal employee in the public works and recreation, maintenance departments.
- D.** Safety shoes DO NOT include safety steel toed sneakers.
- E.** Shorts- at the discretion of the department head, full time and seasonal employees may wear approved shorts while performing their work with the City. The decision to allow employees to wear shorts is based on safety and potential harm to the employee.
- F.** When uniforms are provided to employees they must wear the uniforms (shirt, pants and coats) at all times. The employee and/or the City uniform vendor will keep the uniform clean and neat, except for t-shirts, which will require laundering by the employee. If an employee cannot wear the uniform, due to such reasons as an allergic reaction to the material, the employee must get a letter from their physician stating the reason why the uniform cannot be worn. Alternative clothing materials may be sought by the City to accommodate this concern.
- G.** Any employee who leaves City employment and fails to return all uniforms, equipment, and accessories in a clean condition shall be obligated to repay the City for the value of the unreturned items.
- H.** Accessory items to police or other uniforms including but not limited to holsters, protective ballistic vests, pepper spray and badges, shall remain the property of the city of Waupaca.
- I.** All employees are expected to be neatly dressed and as well groomed as possible while on official business of the City.
- J.** Police officers required to wear civilian clothing in the performance of their official duties shall be paid a clothing allowance, the amount and time of payment of which shall be determined by City Council through the annual budget process.

## **Section 7. Non-Solicitation Policy**

The City of Waupaca, as an employer, is legally responsible for promoting the efficiency of the public services it performs. The following rules are implemented to further that legal responsibility.

- A.** Solicitation or distribution of literature by the public in those areas of City property, which are not open to the public, is strictly prohibited. Solicitation or distribution of literature by the public in those areas of the City property, which are open to the public, is prohibited where such activities disrupt, interfere, or otherwise substantially impair governmental operations.
- B.** Solicitation or distribution of literature by City employees on City property during work time is prohibited.
- C.** The City reserves the right to limit or prohibit the distribution of information or literature or the solicitation of donations if the city administrator determines that the activity disrupts, interferes or otherwise substantially impairs governmental operations. Employees shall provide the City Clerk's office with reasonable notice prior to engaging in such activities.

## **Section 8. Travel and Training/Learning Policy**

The City recognizes that business travel is necessary at times to conduct City business and for employees to attend out of town professional conferences, training and learning sessions and meetings. These opportunities are afforded to City employees to enhance their knowledge and skills base. Employees are expected to be sensitive of travel costs to the annual operating budget and should use all diligence in keeping these costs reasonable. The detailed travel/training policy is outlined as Appendix 2 to the handbook.

## **Section 9. Clean Indoor Air Policy**

In accordance with Wisconsin state law there will be no smoking or use of tobacco products in City buildings. This ban also applies to City vehicles and while operating mobile equipment.

The City shall promote nonsmoking in all City-owned buildings by conspicuously displaying "Thank You for Not Smoking" placards in all public areas.

Smoking during work hours will only be allowed during employee's lunch hour and approved breaks. (Adopted: November 19, 2002)

## **Section 10. Use of City Property**

Proper use and maintenance of all City property is of the up most importance. The equipment and tools used on the job are modern and costly. If it is found that equipment is defective, the condition should be reported to supervision at once. Defective equipment

should never be used as this may endanger employees and others.

City-owned property shall not be used by an employee while off the job, or for personal use while on the job.

Abuse or misuse of City equipment will be considered grounds for termination of employment.

### **Section 11. Telephones & Cell Phones**

- A.** The telephones placed in various City offices are provided for conducting City business. Cell phones are also provided for conducting City business. These telephones must be kept open and available for business calls. When it is necessary to place or to receive a personal call while at work, please keep the call as short as possible.

Employees are not to place personal, long distance calls on a City telephone. Exceptions may be allowed in an emergency prior to approval of the employee's supervisor; in no case may such call be charged to the City.

- B.** Cell Phone Use While Operating Vehicles. To ensure the safe handling and operation of City and/or privately owned vehicles, it shall be the policy of the city of Waupaca that employees may receive a phone call in their vehicle while the vehicle is moving but they must pull over as soon as possible in a safe location to continue the call. When making/placing calls the employee is to pullover or otherwise be stopped. This policy applies to the operator of the vehicle only.

The City may provide hands free docking stations at no cost to the employee. These stations shall be considered City property. Docking stations allow for hands free operation of a cellular phone. If a hands free docking station is available in the vehicle the employee may receive calls while moving in the vehicle and complete the call. However, when making the call the employee must still pull over at a safe location, place the call and then may proceed on, completing the call. For those employees using private owned vehicles in their day-to-day work activities, these stations shall be surrendered upon leaving employment with the City.

Employees are given computers, e-mail, voice-mail and Internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, send or receive using the City's computer equipment. The computer network is the property of the City and may be used only for City business, or other purposes approved and authorized by the City, in compliance with this and other City policies.

### **Section 12. Employee Physicals**

Should there be any question regarding an employee's fitness for duty, a physical examination may be arranged after approval by the city administrator. These physicals are at the City's expense.

### **Section 13. Time Keeping**

To insure that employees and their supervisors are accounting for work time properly, all nonexempt (hourly) employees will be required to use the City's web based timekeeping system. It is important that employees review their time entries, as this is the basis for their pay. Department supervisors will verify as part of bi-weekly payroll approval. Employees are prohibited from managing/utilizing the web based time keeping system for anyone but themselves.

### **Section 14. Inclement Weather Policy**

It is the policy of the City that all City departments remain open during inclement weather. All employees are to make an earnest effort to report to work.

Non-exempt employees who are unable to report to work on time or who are late to work, shall be allowed to work additional hours in the same pay period in order to make up the lost time. However, if the inclement weather occurs on the last day of the pay period and the City cannot schedule the additional work time that day, the employee may elect to use vacation time. This same situation applies if the employee is allowed to leave work early because of inclement weather.

### **Section 15. Recycling**

The city of Waupaca supports conservation of scarce resources by encouraging recycling and waste reduction in its business practices and operating procedures. This commitment and support includes the purchase, use, and disposal of products and materials in a manner that will appropriately utilize natural resources and minimize any adverse impact on the natural environment.

Recycling containers have been set up to promote the disposal, source separation and collection of the following recyclable materials: newspaper, corrugated cardboard, aluminum, glass and plastic.

Employees are authorized and directed to discontinue the use of unnecessary products and materials, which are harmful to the environment, and to reduce the use of disposable products such as paper & tape. Conservation can be promoted through such activities as two-sided photo copying, reusing paper clips, folders and binders, reusing pallets and packaging materials, and turning off lights when not in use.

Whenever cost effective, employees of the city of Waupaca are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Any questions about recycling should be directed to the supervisor.

### **Section 16. Time Off For Family Obligations**

It is the policy of the city of Waupaca to support employees in their efforts as family members. It is understood that families are the basis for our community and that healthy families are important. By promoting policies that enhance the viability of families, it is felt that employees will be more loyal to the organization and in turn will be more productive and conscientious. Therefore, upon adequate notice to the department supervisor, and at the supervisor's discretion, employees may take time away from work for such activities as

chaperoning school events, participating in their child's' activities at school, and activities of service clubs, etc. Every effort will be given to granting this time off. However, the overall operational needs of the City must be considered. The time off is to be charged to an employee's vacation time or uncompensated at their discretion.

## **Section 17. Technology Use Policy**

### **A. Overview**

The availability of electronic communications technologies has created great opportunities for both business and government. This technological tool will enhance the ability of the city of Waupaca to deliver top quality services to the public. Providing this technology to City employees will promote efficiency and creativity. Access to and use of the Internet and e-mail is vital to perform day to day job duties.

The city of Waupaca promotes the use of resources to improve job performance through Internet and e-mail utilization. Unfortunately, these same technologies can create situations that are not in the best interest of the City organization.

Employees are given computers, e-mail, voice-mail and Internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, send or receive using the City's computer equipment. The computer network is the property of the City and may be used only for City business, or other purposes approved and authorized by the City, in compliance with this and other City policies.

The following policy is meant to clarify City administrations' expectations concerning the use of the Internet and e-mail by establishing guidelines for their use.

### **B. General Statements of Policy**

- a. City Staff are expected to use the Internet and E-mail in a responsible manner.
- b. Use of the electronic resource is a privilege and not a right.
- c. Internet and e-mail uses are to be related to the program and operation of the City.
- d. All e-mail accounts are owned by the City. Therefore, the contents of all e-mail communications are accessible at all times by City of Waupaca management for any business purpose.
- e. Use of the City's computer equipment and related technologies is considered consent by the user to have such information monitored by the City with or without prior notice to the user. Employees should have no expectation of privacy in their use of any of the City's computer equipment or technology.

- f. Unauthorized use of copy written material and material protected by trade secret is prohibited.
- g. Use of City equipment, Internet services and e-mail for personal gain/commercial activity is not permitted.
- h. The Internet and e-mail systems should not be considered a secure network and should not be relied on for the transmission of confidential or sensitive data or messages.

**C. Access**

It shall be at the discretion of the Department Head and/or City Administrator to determine which employees in their department(s) shall gain Internet access. Department Heads shall determine and monitor, which uses are appropriate.

**D. Personal Use of E-Mail**

Personal use of the City's computer hardware, software and e-mail capabilities is permitted during breaks, as well as before and after work hours. It is recognized that incidental and occasional personal use of e-mail may occur. Occasional use is permitted and will be treated in the same manner as personal phone calls. Department heads will determine if personal usage is excessive, and if so, take appropriate disciplinary action.

**E. E-Mail Accounts**

City staff who have the need to send or receive e-mail as part of their job duties will be provided with and required to use a City e-mail account. Exceptions of using this account would be during a temporary e-mail outage or other related problem preventing use of said e-mail account. Library staff is served by OWLS for e-mail service and will be subject to OWLS policy regarding e-mail use. To meet open records laws all messages sent and received by city e-mail accounts will be archived.

City staff who have an e-mail account are required to keep the account secure with a strong password.

Employees are prohibited from accessing other employees e-mail accounts, with exception for the following reasons:

- Department heads or the city administrator may request access to any subordinates e-mail accounts through the IT department. This could be for an open record request, investigation into communications sent through our e-mail system or to meet day to day operations.
- With department head approval an employee's e-mail account may be accessed for the purpose of finding a specific e-mail to meet day to day operations.

Upon employee termination the IT department will work with the employee's supervisor to disable, forward or provide access to an e-mail account to ensure all communication is

received. Terminated employees e-mail accounts will be expected to be disabled within an appropriate period of time.

**F. Forbidden Content/Activities**

Employees shall not use the Internet and e-mail in a way that is inconsistent with current policy and procedures. Pornographic, profane, insulting, disruptive or offensive language and graphic material is expressly forbidden, to include screensavers and wallpaper. Other examples include dirty jokes, ethnic slurs, unwelcome propositions, cartoons or love letters.

**G. Passwords and System Security**

Many City owned computers have access to privileged data such as employee information, customers lists, financial information or criminal justice data and need proper protection to prevent unauthorized access. Unless higher standards are specified by outside regulation (example being CJIS Policy for the Police Department) computers that access privileged data (as specified by the IT department or city administration) will need to meet the following requirements:

- Each employee will be assigned their own user account.
- Computer must be locked or logged off during long absences from employees workstation (example: lunch break or away from the office part of the day) and should be locked or logged off at the end of each workday.
- Employee's user account should have a strong password that is changed a minimum of twice annually. The password must be a minimum of eight characters and meet complexity requirements. Employees are suggested to contact the IT department for examples of easy to remember, yet, secure passwords.
- Employees are prohibited from the unauthorized use of the passwords of other employees to gain access to the other employee's computer resources.
- Employees should immediately report to the IT department if they believe that unauthorized users have obtained or accessed an employee's user account or password. If the IT department feels that a user account has been compromised immediate action will be taken to disable or change the password of that account.
- Department Heads and supervisors will immediately inform the IT department of all employee separations before or immediately after so all users accounts and access to city resources are disabled.

**H. Remote Access**

Employees may need remote access to their computers or network resources from an off-site location for various reasons to perform their job duties. Employees needing this access are required to go through the IT department to have this access set up. There are various remote access methods and the IT department will put into place the best method to meet the employee's request. The IT department needs to keep track of all remote access to our network to ensure proper security and employees should not setup remote access without IT department authorization.

## **I. Technology Disposal**

Any old technology items (computers, copier printers, thumb drives, cell phones, etc.) that are at the end of their useful life, are on lease and are being returned or being repurposed for non-city use should be wiped cleaned and reset to default settings. This will prevent unauthorized access to city data. If a department is unsure how to do this properly please contact the IT department to have this step performed.

## **J. Software Installation**

All software installed on any city owned computers requires the approval of the IT department or employee's department head. The IT department installs and will provide all needed software for employees to perform their job duties. Software is installed and configured in a manner to obtain optimal computer performance. The IT department is also responsible for ensuring proper software licensing and maintains a repository of all software installed for future reinstallations. The IT department will monitor what software is installed and remove any unauthorized programs.

## **K. Network/Wireless Access**

The city maintains two computer networks; our internal business network and a public access network. Employees are prohibited from connecting any devices to the internal business network without IT department authorization. Employees wishing to connect devices for internet access such as cell phones, tablets, personal laptops or allowing public visitor's access are required to use our public access wireless network.

## **L. Data**

All data, whether on a server or on a workstation is the property of the city of Waupaca. It is against the policy of the City for an employee to purposely delete or modify the work product of another employee without the consent of that employee or their supervisor. Much of the data on the city of Waupaca's computer network is confidential. The release of City data to third parties shall be governed by applicable laws and policies.

Employees are discouraged from storing personal data on City computers and servers. While the IT department is not active in searching for non-city data, upon its discovery, if it is causing stress on network or server resources it will be removed. The City is not responsible for the safekeeping of any non-city data.

All servers and workstations that are fully managed by the IT department are included in the city's backup and disaster recovery plan. It is recommended that employees and department heads work with the IT department to ensure all departmental data and servers are backed up for recovery purposes.

**M. Viruses**

Virus infection is one of the most well documented threats of Internet use. It is important that employees scan all incoming files for viruses, whether downloaded or attached to electronic mail messages. Users should not open or attempt to read any files received over the Internet that they did not specifically request, and should immediately contact the IT department upon receiving a non-requested file.

**N. Violations of Policy/Disciplinary Action**

Violations of these procedures and policy will result in appropriate disciplinary action up to and including oral & written reprimand, suspension without pay and discharge.

**Section 18. Computer Laptop/Tablet Usage Policy**

BACKGROUND: The city of Waupaca can benefit by integrating laptop computers and tablets into City operations. Use of laptops and tablets by City employees and Common Council members lead to more efficient use of resources.

**1. Policy Goals to be accomplished through use of laptops.**

- a. Improving communication among and between the Common Council, City staff, City residents and businesses.
- b. Reduce the use of paper, photocopies and related office equipment and their associated costs of operation.
- c. Improve the efficiency of putting together the monthly committee and council meeting packets and the meetings themselves.
- d. To make the City organization, policy makers and staff more technology proficient, thereby reaping the cost savings derived from greater efficiency.

**2. Ownership.** The laptops shall be the property of the city of Waupaca and as such maintained by the City. "Maintained" includes costs of software upgrades, hardware repair or replacement and training for new users. Each laptop shall be inventoried and supplied a fixed asset control number.

Common Council members who choose to use a laptop will be provided one at no charge. The laptop will be equipped with software needed to perform City Council duties. The council member is free to use the laptop for both City and non-City related purposes.

Common Council members and City employees may have the option to "buy out" their laptop/tablet when it is replaced or upon separation from the City with administration

approval. For purposes of this policy, laptops/tablets will be amortized over four (4) years. Beyond that, if the laptop/tablet still meets minimum acceptable standards specified by the IT department the buy-out cost will be 10% of the original purchase price. Before buy-out can occur the laptop will first be inspected by the IT department to remove any licensed software and confidential City data.

If the equipment is not surrendered to the City at time of separation, then any cost owed to the City by the council member or employee shall be billed the outstanding amount owed, granting the individual a reasonable amount of time to make full payment. If the City is unable to collect the funds, the City reserves the right to pursue repayment through all available means.

3. Accessory Equipment. Common Council members and City staff shall have the opportunity to purchase accessory equipment for their laptop not approved for payment by the City but must do so at their own cost. The equipment shall remain the property of the council member or employee. The City is not responsible for the care and maintenance of this equipment. The City's IT department should be made aware of these proposed purchases to ensure the additional equipment and/or software is compatible.

4. Internet Services. It shall be the responsibility of the council member and staff employee to retain their own Internet service provider at their cost. However, when in City Hall the individual will have internet access available.

5. Policy Acceptance by council Member and City Staff. Each Common Council member and City staff issued a laptop will be required to sign a statement that they have read and understand this policy.

6. Monitoring Responsibility. The City Administrator's office, working through the City's IT Department, shall have the responsibility for ensuring that this policy is adhered to.

7. All City policies, including the harassment policy, apply equally to communications conducted electronically, including those on social media.

8. Employees may not post on behalf of the City on any social media site without the authorization of their department head or city administrator.

### **Section 19. Conduct of Union Business**

Represented employees are to conduct their business off the job.

## **Section 20. Commercial Driver License**

Employees requiring to hold a Commercial Drivers License (CDL) shall be reimbursed the difference in cost between a regular driver license and a CDL license. This applies to both new and renewal licenses.

If the CDL license of an employee is suspended or revoked due to reasons that do not arise during the course of employment, the City will consider whether that employee can continue in another position with the City that does not require the CDL license. Should a position be available the employee shall be paid the appropriate wage for that position. Nothing in this policy obligates the City to create a position for the employee.

**END OF POLICY**

## **APPENDEIX**

APPENDIX A – Restricted/Modified Duty Assignment Policy

APPENDIX B – Travel / Training Policy



## Restricted/Modified Duty Assignment Policy

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**Issue Date:**

September 20, 2016

**Revision(s):****Pages:**

3

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**Policy Source:**

Cities and City Mutual Insurance Company

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### I. PURPOSE

The Purpose of this policy is to establish a uniform policy and procedure for the administration of a City-wide restricted/modified duty assignment program for employees who are temporarily disabled from performing the duties of their regularly assigned positions due to a work-related injury or illness. This program is intended to provide temporary reassignment of an injured employee only until such time as:

- a. the employee is medically released to perform the full range of duties of his/her position
- b. the restricted/modified duty assignment is discontinued at the request of the attending physician
- c. the employee is medically determined to be permanently disabled and consideration is given to modification, transfer, termination, or retirement; or
- d. the restricted/modified duty assignment is discontinued at the option of the City

Note: This policy is not applicable to employees who are temporarily disabled as a result of a non-work related injury/illness.

### II. POLICY

Restricted/modified duty assignment is a special short term temporary work assignment provided for employees who have temporary medical restrictions that prevent them from performing some or all of their normal duties. In all cases, a restricted/modified duty assignment is temporary, will have a defined beginning and ending date, and a maximum duration of 12 weeks.

This program shall be administered by the City Finance office. All employees and departments are required to cooperate fully with the City Manager's office in administration of this program.

The restricted/modified duty assignment will be based on a qualified medical assessment of the employee. It is mandatory for the employee to provide all necessary medical information concerning the extent of their work restrictions and the probable duration of their restrictions. The employee is also required to submit updated work restrictions to their Supervisor after every doctor visit.

There is no guarantee of restricted/modified duty assignments. All requests for restricted/modified duty assignments shall be reviewed on a case by case basis. It is at the discretion of the Finance Director or designee, working with the employee's Supervisor, or his/her designee to determine the duty assignment. Such assignments shall depend in part on the medical limitations of the individual, the availability of suitable work, adequate funding, and the needs of the City. At no time shall a position be created for an employee who has requested and/or accepted a restricted/modified duty assignment. A restricted/modified duty assignment may be altered to comply with any applicable state and/or federal law.

### III. DISCUSSION

An employee's return to work in a restricted/modified duty assignment shall comply with all applicable state and/or federal laws, including Family and Medical Leave Act (FMLA), the

American's with Disabilities Act (ADA), and the state Worker's Compensation laws. All requests and/or assignments for restricted/modified duty shall be reviewed by the City Manager or his/her designee to ensure all requirements are being met.

If the employee is unable to perform the essential functions of his/her job because of a serious health condition, they may take FMLA rather than accept a restricted/modified duty assignment. If the employee elects to turn down the restricted/modified duty assignment and exercise their FMLA rights they may no longer be eligible for Worker's Compensation benefits. That determination will be made at the time the employee exercise his/her FMLA rights. If an employee accepts a restricted/modified duty assignment that time will not be counted against the employee's FMLA entitlement.

#### **IV. DEFINITIONS**

- a. Restricted/modified duty assignment: This is a temporary assignment, which shall have a defined beginning and ending date, and a maximum duration of 12 weeks
- b. Transitional job tasks: These are job assignments that may or may not normally be performed by the employee, but fall within the restrictions as outlined by the employee's physician.
- c. Work related injury/illness: Any injury or illness that occurs in the course of and arises out of employment.
- d. Non-work related injury/illness: Any injury or illness that does not occur in the course of or arise out of employment.

#### **V. PROCEDURE**

The following procedure is set forth to assist employees and department managers in clearly understanding the requirements of the restricted/modified duty assignment policy. It is important that appropriate communications be established at all times between the employee, his/her supervisor, his/her physician, the City and the City's Worker's Compensation insurance carrier.

1. An employee who has a work-related injury/illness must have his/her treating physician complete the City's "Medical Status Report" form. (This form may be obtained from the employee's supervisor or from the Finance Department.) This report provides the City with the physician's diagnosis and the following information:
  - a. Can the employee return to work with no limitations? If no:
  - b. Can the employee return to work on restricted/modified duty assignment and if so, what are his/her limitations?
  - c. If the employee cannot return to work at this time, when is it expected the employee may be able to return to restricted/modified duty assignment?
2. The completed form is to be returned to the Employee's Supervisor as soon as possible after the employee's doctor's visit. This form along with all other medical information will be held in confidence in accordance with applicable law.
3. The Finance Director, along with the Employee's Supervisor, will then make a determination if there are sufficient transitional job tasks available to return the employee to restricted/modified duty assignment. All transitional job tasks assigned to the employee will be within the restrictions as outlined by the employee's treating physician. The restricted/modified duty assignment will be in writing and will specify a starting and ending date. Any extension of the original restricted/modified duty assignment will be approved by the City Manager, or his/her designee and will also be done in writing.

4. The employee is also required to submit updated work restrictions to their Supervisor after every doctor visit, detailing the extent of their work restrictions and the probable duration of these restrictions. Any modifications to the original restricted/modified duty assignment will also be done in writing.
5. At no time will an employee exceed the medical restrictions of his/her physician or perform transitional job tasks that are outside of the scope of the employee's physician's recommendations.
6. Upon full release to return to work without restrictions, the employee must submit the proper return to work authorization from their treating physician.

**END OF POLICY**

## CITY OF WAUPACA EMPLOYEE TRAVEL/TRAINING POLICY

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### I. PURPOSE

The purpose of this policy is to establish the rules governing travel expenses and to detail procedural matters concerning travel authorization, documentation and accounting. This policy is applicable for all travel expenses incurred on behalf of the City by employees, elected officials, Boards and Commissions members.

### II. POLICY

The City recognizes that business travel is necessary at times to conduct City business, and to attend out of town professional conferences, training sessions and meetings to enhance an employee's skill base. The following provisions address the types of reimbursement available to employees, as well as procedures for submitting expenses for reimbursement.

#### A. Transportation

Commercial carrier fares shall be limited to "coach" or "economy" fares. Travel to and from train stations and airports may be by bus, hotel limousine, taxi or private vehicle. In which case, mileage will be paid. Receipts for transportation costs are required.

Utilization of City vehicles are encouraged for business travel. Prior approval must be obtained by the department head. Any expenses (i.e. gasoline or repairs) attributed to City vehicles, as well as expenses for tolls, parking and garage charges, will be reimbursed upon submittal of receipts.

Private vehicles may be utilized for business travel when City vehicles are not available. Prior approval must be obtained by the appropriate department head. Mileage will be reimbursed per the Internal Revenue Service Code in effect at the time of travel, plus tolls, parking charges, upon submittal of receipts and the Travel Expense Claim form.

Employees should not drive to meetings, training or conferences when the travel time requires more than one day, unless the employee is utilizing holiday or vacation time. In such instances, no reimbursement will be made for lodging, meals or other incurred expenses.

#### B. Lodging

Employees are expected to stay at mid-priced and economy hotels unless a conference housing discount is available. Receipts for lodging are required. Personal telephone calls, movie rentals and other similar charges will not be reimbursed.

City employees are exempt from paying sales tax in Wisconsin and should avoid so by furnishing retailers with the form indicating the City's tax exempt status.

Lodging reimbursement shall be limited to the minimum number of nights required to conduct the assigned City business. Employees choosing to arrive early or stay later will not be reimbursed for additional lodging or related expenses.

#### C. Meals, Entertainment and Miscellaneous Expenses

Employees will be reimbursed for meals, tips and other miscellaneous expenses, upon submittal of itemized receipts. Meals will be reimbursed at actual cost, but not exceeding the Federal Employee Reimbursement rate (rates are available on the GSA website <http://www.gsa.gov/portal/category/104711> or reasonable proportions thereof if less than three meals are involved.

Entertainment, amusement or recreation expenses for employees will be reimbursed only if the activity is directly related to the conduct of the City's business. The business purpose of the entertainment, the names of the persons involved and the business relationship must be disclosed on the Travel Expense Claim form.

D. Hours Worked

Non-exempt employees covered by the Fair Labor Standards Act (FLSA) will be compensated for all hours worked during travel and attendance at training programs when:

- Attendance is during the employee's regular working hours;
- Attendance is mandatory;
- The training is directly related to the employee's job; and
- The employee is performing productive work while attending the training program.

Out of town travel is covered by two sets of rules, depending on whether the assignment is for one day or requires an overnight stay:

- Travel time to a one-day program in another city: All hours spent traveling is considered hours worked.
- Travel time to a program involving an overnight stay: Time spent traveling is counted as hours worked if it coincides with the employee's regular work hours. This is true even if it falls on a day that is normally a non-working day for the employee (i.e. Saturday or Sunday – travel time during regular work hours will be counted as hours worked).

E. Registration and/or Tuition Fees

Registration and tuition fees for professional and technical meetings and conferences are reimbursable, upon submittal of receipts.

F. Travel with Spouse and/or Family

If a spouse and/or other family member travel on an official trip, reimbursement shall be limited to the single rate for the room occupied.

G. Code of Conduct

While traveling, employees are representing the City and are expected to conduct themselves in a professional manner that promotes a positive image to instructors, business persons and the general public.

### III. PROCEDURES

A. Travel Authorization

Employees must receive written authorization to travel before any business travel is undertaken. Employees should submit their travel request at least 5 days prior to departure and obtain the appropriate department head's written authorization for the trip. The travel request must use the City of Waupaca Travel Authorization Form which provides the following information:

1. Employee's name
2. Destination
3. Purpose of the trip
4. Dates of departure and return
5. Type of transportation requested
6. Supervisor's written approval

A copy of the training agenda/conference brochure should be attached. When possible, travel arrangements should be charged using the employee's City charge card or billed directly to the City.

**B. Expense Report**

The City of Waupaca Travel Expense Claim form should be filled out upon the completion of the business travel, obtain supervisor's approval and turned into the Finance Department. Itemized receipts must be attached to the report to receive reimbursement for: (1) commercial carrier travel costs (including bus, limousine or taxi); (2) gas, and vehicle expenses; (3) tolls, parking charges; (4) lodging; (5) meals; (6) registration and tuition fees; and (7) miscellaneous expenses (i.e. entertainment, internet access, books, materials). Receipts for entertainment must include a note that indicates the business purpose of the entertainment, the names of the persons involved and the business relationship. The approved Travel Authorization form should be included in the attachments with the Claim form.

2015  
CITY OF WAUPACA  
TRAVEL AUTHORIZATION FORM

NAME		DATE	
CLASSIFICATION		DEPARTMENT	
DEPARTURE DATE		DATE OF RETURN	
PURPOSE OF TRAVEL			
DESTINATION			
METHOD OF TRAVEL			

**Comments**

**Working Days Away**

In Transit	
At Destination	
Vacation	
Total	

Employee: \_\_\_\_\_

Approved:  
Department Head: \_\_\_\_\_

City Administrator/Clerk: \_\_\_\_\_


**Account Number(s) & Amounts**

**INSTRUCTIONS:**

- 1 You may enter information on the Travel Authorization form in yellow cells only.
- 2 Travel Authorization Forms should be filed within 5 days prior to your travel.  
Print a copy of your authorization form once you have completed it and sign it and forward it to your Department Head/City Administrator-Clerk for approval prior to travel
- 3 Attach approved travel authorization form to your Travel Expense Claim Form for reimbursement.
- 4 Please make suggestions on improving the reporting of travel expenses to the Finance Department.

**INSTRUCTIONS:**

- 1 You may enter information on the Travel Expense Claim form in yellow cells only.
- 2 Travel Expense Claim Forms must be filed within 30 days of your travel.
- 3 **The 2015 personal mileage allowance is \$.575 per mile and is calculated automatically for you.**
- 4 If hotel or registration fees were paid for your travel in advance enter those amounts in J32 or J33 as appropriate.
- 5 Enter any expenses that were paid for by a CITY credit card in J35.
- 6 Enter your registration amounts paid in advance as an expense in the appropriate column on line 27.
- 7 As a City employee traveling on business in Wisconsin, you are exempt from Sales taxes or room taxes paid on hotels in Wisconsin. A tax exempt form should be printed out and taken with you on your trips that involve hotel stays. Or request a wallet-size laminated card from the Finance Department.
- 8 Print a copy of your expense form once you have completed it and sign it.
- 9 Attach all receipts, including airline ticket and registration receipts. All approvals must be signed before submitting to
- 10 Only provide account numbers to charge for amounts due to/due from Employee if other amounts
- 11 Please make suggestions on improving the reporting of travel expenses to the Finance Department.

2015  
CITY OF WAUPACA  
TRAVEL EXPENSE CLAIM

NAME		DATE	April 21, 2015	
CLASSIFICATION		DEPARTMENT		
DEPARTURE DATE		DATE RETURNED		
PURPOSE OF TRAVEL				
DESTINATION				
METHOD OF TRAVEL				
PERSONAL MILEAGE	Beginning:	Ending:	Total Elapsed Miles	-

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Date								<b>Totals</b>
Transportation								-
Airfare-Bus-Train								-
Personal Auto Mileage								-
Car Rental, Taxi or Shuttle								-
Gasoline								-
City/Rental Vehicles only								-
Parking & Tolls								-
Hotel Room Charge								-
Meals- Breakfast								-
Lunch								-
Dinner								-
Telephone/Internet								-
Registration								-
Miscellaneous								-
<b>Total Expenses</b>	-	-	-	-	-	-	-	\$ -

**Comments**

**Working Days Away**

In Transit	
At Destination	
Vacation	
<b>Total</b>	

**Advances Received/Paid**

Cash/Check	
Hotel	
Registration	
Travel	
Paid by CITY Credit Card	
<b>Total Advances</b>	\$ -

I certify the above is a true statement of expenses incurred while on CITY business

Employee: \_\_\_\_\_

Balance due CITY \$ -

OR

Approved:

Department Head: \_\_\_\_\_

Balance due Employee \_\_\_\_\_

Finance Director/City Treasurer \_\_\_\_\_


Account Number(s) & Amount(s)



**Sales Tax Exemption – Wisconsin CES # ES 64914**

Section 77.54(9a) of the Wisconsin State Statutes exempt Wisconsin government units from State sales taxes. Please omit sales tax on items sold to the City. The person presenting this card is a City employee or elected official.

**State and City Room Tax Exemption**

Section 77.54(9a) and section 66.75(1m) of the Wisconsin State Statutes exempt Wisconsin government units from State and City room taxes respectively. Please omit state and city room tax from any lodging bill. The person presenting this card is a City employee or elected official traveling on official City business.

Kathryn Kasza  
Finance Director/City Treasurer  
City of Waupaca  
111 S Main St  
Waupaca, WI 54981  
(715) 258-4411

**FY 2015 Per Diem Rates - Effective October 1, 2014**

STATE	DESTINATION	COUNTY / LOCATION DEFINED	SEASON BEGIN	SEASON END	FY2015 Lodging Rate	FY2015 M&IE
	<b>Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.</b>				<b>\$83</b>	<b>\$46</b>
AL	Birmingham	Jefferson / Shelby			\$ 92	\$ 56
AL	Gulf Shores	Baldwin	October 1	February 28	\$ 100	\$ 51
AL	Gulf Shores	Baldwin	March 1	July 31	\$ 128	\$ 51
AL	Gulf Shores	Baldwin	August 1	September 30	\$ 100	\$ 51
AL	Huntsville	Madison / Limestone			\$ 86	\$ 51
AL	Mobile	Mobile	October 1	December 31	\$ 86	\$ 51
AL	Mobile	Mobile	January 1	February 28	\$ 95	\$ 51
AL	Mobile	Mobile	March 1	September 30	\$ 86	\$ 51
AR	Hot Springs	Garland			\$ 100	\$ 46
AR	Little Rock	Pulaski			\$ 89	\$ 61
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	October 1	February 28	\$ 83	\$ 66
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	March 1	September 30	\$ 112	\$ 66
AZ	Kayenta	Navajo			\$ 109	\$ 61
AZ	Phoenix / Scottsdale	Maricopa	October 1	December 31	\$ 106	\$ 71
AZ	Phoenix / Scottsdale	Maricopa	January 1	March 31	\$ 141	\$ 71
AZ	Phoenix / Scottsdale	Maricopa	April 1	May 31	\$ 113	\$ 71
AZ	Phoenix / Scottsdale	Maricopa	June 1	August 31	\$ 83	\$ 71
AZ	Phoenix / Scottsdale	Maricopa	September 1	September 30	\$ 106	\$ 71
AZ	Sedona	City Limits of Sedona	October 1	February 28	\$ 131	\$ 66
AZ	Sedona	City Limits of Sedona	March 1	May 31	\$ 150	\$ 66
AZ	Sedona	City Limits of Sedona	June 1	September 30	\$ 131	\$ 66
AZ	Tucson	Pima	October 1	January 31	\$ 86	\$ 56
AZ	Tucson	Pima	February 1	May 31	\$ 100	\$ 56
AZ	Tucson	Pima	June 1	August 31	\$ 83	\$ 56
AZ	Tucson	Pima	September 1	September 30	\$ 86	\$ 56
CA	Antioch / Brentwood / Concord	Contra Costa			\$ 122	\$ 66
CA	Bakersfield / Ridgecrest	Kern			\$ 92	\$ 51
CA	Barstow / Ontario / Victorville	San Bernardino			\$ 98	\$ 56
CA	Death Valley	Inyo			\$ 100	\$ 46
CA	Eureka / Arcata / McKinleyville	Humboldt	October 1	June 30	\$ 91	\$ 61
CA	Eureka / Arcata / McKinleyville	Humboldt	July 1	August 31	\$ 109	\$ 61
CA	Eureka / Arcata / McKinleyville	Humboldt	September 1	September 30	\$ 91	\$ 61
CA	Fresno	Fresno			\$ 89	\$ 61
CA	Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica			\$ 138	\$ 71
CA	Mammoth Lakes	Mono	October 1	November 30	\$ 102	\$ 61
CA	Mammoth Lakes	Mono	December 1	March 31	\$ 128	\$ 61
CA	Mammoth Lakes	Mono	April 1	September 30	\$ 102	\$ 61
CA	Mill Valley / San Rafael / Novato	Marin			\$ 133	\$ 56
CA	Modesto	Stanislaus			\$ 85	\$ 51
CA	Monterey	Monterey	October 1	June 30	\$ 131	\$ 71
CA	Monterey	Monterey	July 1	August 31	\$ 166	\$ 71
CA	Monterey	Monterey	September 1	September 30	\$ 131	\$ 71
CA	Napa	Napa	October 1	November 30	\$ 171	\$ 66
CA	Napa	Napa	December 1	January 31	\$ 131	\$ 66
CA	Napa	Napa	February 1	September 30	\$ 171	\$ 66
CA	Oakhurst	Madera	October 1	May 31	\$ 87	\$ 56
CA	Oakhurst	Madera	June 1	August 31	\$ 111	\$ 56
CA	Oakhurst	Madera	September 1	September 30	\$ 87	\$ 56
CA	Oakland	Alameda			\$ 124	\$ 61
CA	Palm Springs	Riverside	October 1	December 31	\$ 110	\$ 71
CA	Palm Springs	Riverside	January 1	May 31	\$ 128	\$ 71
CA	Palm Springs	Riverside	June 1	September 30	\$ 90	\$ 71
CA	Point Arena / Gualala	Mendocino			\$ 96	\$ 66
CA	Redding	Shasta			\$ 89	\$ 61
CA	Sacramento	Sacramento			\$ 107	\$ 61
CA	San Diego	San Diego			\$ 142	\$ 71
CA	San Francisco	San Francisco	October 1	October 31	\$ 251	\$ 71
CA	San Francisco	San Francisco	November 1	December 31	\$ 209	\$ 71
CA	San Francisco	San Francisco	January 1	August 31	\$ 219	\$ 71
CA	San Francisco	San Francisco	September 1	September 30	\$ 251	\$ 71
CA	San Luis Obispo	San Luis Obispo			\$ 111	\$ 66

CA	San Mateo / Foster City / Belmont	San Mateo			\$ 155	\$ 61
CA	Santa Barbara	Santa Barbara	October 1	June 30	\$ 151	\$ 66
CA	Santa Barbara	Santa Barbara	July 1	August 31	\$ 200	\$ 66
CA	Santa Barbara	Santa Barbara	September 1	September 30	\$ 151	\$ 66
CA	Santa Cruz	Santa Cruz	October 1	May 31	\$ 128	\$ 66
CA	Santa Cruz	Santa Cruz	June 1	August 31	\$ 168	\$ 66
CA	Santa Cruz	Santa Cruz	September 1	September 30	\$ 128	\$ 66
CA	Santa Monica	City limits of Santa Monica	October 1	December 31	\$ 190	\$ 71
CA	Santa Monica	City limits of Santa Monica	January 1	May 31	\$ 202	\$ 71
CA	Santa Monica	City limits of Santa Monica	June 1	August 31	\$ 230	\$ 71
CA	Santa Monica	City limits of Santa Monica	September 1	September 30	\$ 190	\$ 71
CA	Santa Rosa	Sonoma			\$ 121	\$ 61
CA	South Lake Tahoe	El Dorado			\$ 114	\$ 71
CA	Stockton	San Joaquin			\$ 93	\$ 56
CA	Sunnyvale / Palo Alto / San Jose	Santa Clara			\$ 162	\$ 56
CA	Tahoe City	Placer			\$ 87	\$ 61
CA	Truckee	Nevada			\$ 106	\$ 71
CA	Visalia / Lemoore	Tulare / Kings			\$ 88	\$ 61
CA	West Sacramento / Davis	Yolo			\$ 108	\$ 51
CA	Yosemite National Park	Mariposa	October 1	November 30	\$ 90	\$ 71
CA	Yosemite National Park	Mariposa	December 1	May 31	\$ 113	\$ 71
CA	Yosemite National Park	Mariposa	June 1	August 31	\$ 124	\$ 71
CA	Yosemite National Park	Mariposa	September 1	September 30	\$ 90	\$ 71
CO	Aspen	Pitkin	October 1	November 30	\$ 116	\$ 71
CO	Aspen	Pitkin	December 1	March 31	\$ 270	\$ 71
CO	Aspen	Pitkin	April 1	May 31	\$ 117	\$ 71
CO	Aspen	Pitkin	June 1	August 31	\$ 201	\$ 71
CO	Aspen	Pitkin	September 1	September 30	\$ 116	\$ 71
CO	Boulder / Broomfield	Boulder / Broomfield			\$ 114	\$ 61
CO	Colorado Springs	El Paso			\$ 89	\$ 66
CO	Cortez	Montezuma	October 1	May 31	\$ 88	\$ 51
CO	Cortez	Montezuma	June 1	September 30	\$ 111	\$ 51
CO	Crested Butte / Gunnison	Gunnison			\$ 95	\$ 51
CO	Denver / Aurora	Denver / Adams / Arapahoe / Jefferson			\$ 163	\$ 66
CO	Douglas	Douglas			\$ 108	\$ 61
CO	Durango	La Plata	October 1	May 31	\$ 97	\$ 61
CO	Durango	La Plata	June 1	September 30	\$ 141	\$ 61
CO	Fort Collins / Loveland	Larimer			\$ 98	\$ 56
CO	Montrose	Montrose			\$ 87	\$ 56
CO	Silverthorne / Breckenridge	Summit	October 1	November 30	\$ 94	\$ 56
CO	Silverthorne / Breckenridge	Summit	December 1	March 31	\$ 138	\$ 56
CO	Silverthorne / Breckenridge	Summit	April 1	May 31	\$ 83	\$ 56
CO	Silverthorne / Breckenridge	Summit	June 1	September 30	\$ 94	\$ 56
CO	Steamboat Springs	Routt	October 1	November 30	\$ 99	\$ 56
CO	Steamboat Springs	Routt	December 1	March 31	\$ 172	\$ 56
CO	Steamboat Springs	Routt	April 1	September 30	\$ 99	\$ 56
CO	Telluride	San Miguel	October 1	November 30	\$ 127	\$ 71
CO	Telluride	San Miguel	December 1	March 31	\$ 334	\$ 71
CO	Telluride	San Miguel	April 1	May 31	\$ 136	\$ 71
CO	Telluride	San Miguel	June 1	September 30	\$ 174	\$ 71
CO	Vail	Eagle	October 1	November 30	\$ 116	\$ 71
CO	Vail	Eagle	December 1	March 31	\$ 312	\$ 71
CO	Vail	Eagle	April 1	June 30	\$ 126	\$ 71
CO	Vail	Eagle	July 1	August 31	\$ 151	\$ 71
CO	Vail	Eagle	September 1	September 30	\$ 116	\$ 71
CT	Bridgeport / Danbury	Fairfield			\$ 125	\$ 71
CT	Cromwell / Old Saybrook	Middlesex			\$ 93	\$ 61
CT	Hartford	Hartford			\$ 116	\$ 56
CT	New Haven	New Haven			\$ 94	\$ 61
CT	New London / Groton	New London			\$ 98	\$ 61
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	October 1	October 31	\$ 222	\$ 71
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	November 1	February 28	\$ 177	\$ 71

DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	March 1	June 30	\$ 229	\$ 71
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	July 1	August 31	\$ 162	\$ 71
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	September 1	September 30	\$ 222	\$ 71
DE	Dover	Kent	October 1	April 30	\$ 83	\$ 46
DE	Dover	Kent	May 1	September 30	\$ 101	\$ 46
DE	Lewes	Sussex	October 1	June 30	\$ 88	\$ 46
DE	Lewes	Sussex	July 1	August 31	\$ 137	\$ 46
DE	Lewes	Sussex	September 1	September 30	\$ 88	\$ 46
DE	Wilmington	New Castle			\$ 120	\$ 56
FL	Boca Raton / Delray Beach / Jupiter	Palm Beach / Hendry	October 1	December 31	\$ 97	\$ 71
FL	Boca Raton / Delray Beach / Jupiter	Palm Beach / Hendry	January 1	April 30	\$ 157	\$ 71
FL	Boca Raton / Delray Beach / Jupiter	Palm Beach / Hendry	May 1	September 30	\$ 97	\$ 71
FL	Bradenton	Manatee	October 1	January 31	\$ 83	\$ 56
FL	Bradenton	Manatee	February 1	March 31	\$ 119	\$ 56
FL	Bradenton	Manatee	April 1	September 30	\$ 83	\$ 56
FL	Cocoa Beach	Brevard			\$ 105	\$ 51
FL	Daytona Beach	Volusia	October 1	January 31	\$ 83	\$ 51
FL	Daytona Beach	Volusia	February 1	March 31	\$ 110	\$ 51
FL	Daytona Beach	Volusia	April 1	July 31	\$ 90	\$ 51
FL	Daytona Beach	Volusia	August 1	September 30	\$ 83	\$ 51
FL	Fort Lauderdale	Broward	October 1	December 31	\$ 134	\$ 71
FL	Fort Lauderdale	Broward	January 1	March 31	\$ 188	\$ 71
FL	Fort Lauderdale	Broward	April 1	May 31	\$ 140	\$ 71
FL	Fort Lauderdale	Broward	June 1	September 30	\$ 109	\$ 71
FL	Fort Myers	Lee	October 1	December 31	\$ 93	\$ 56
FL	Fort Myers	Lee	January 1	April 30	\$ 142	\$ 56
FL	Fort Myers	Lee	May 1	September 30	\$ 93	\$ 56
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	October 1	October 31	\$ 129	\$ 51
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	November 1	February 28	\$ 86	\$ 51
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	March 1	May 31	\$ 145	\$ 51
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	June 1	July 31	\$ 196	\$ 51
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	August 1	September 30	\$ 129	\$ 51
FL	Gainesville	Alachua			\$ 94	\$ 51
FL	Gulf Breeze	Santa Rosa	October 1	May 31	\$ 83	\$ 51
FL	Gulf Breeze	Santa Rosa	June 1	July 31	\$ 108	\$ 51
FL	Gulf Breeze	Santa Rosa	August 1	September 30	\$ 83	\$ 51
FL	Key West	Monroe	October 1	November 30	\$ 183	\$ 71
FL	Key West	Monroe	December 1	January 31	\$ 230	\$ 71
FL	Key West	Monroe	February 1	March 31	\$ 279	\$ 71
FL	Key West	Monroe	April 1	September 30	\$ 183	\$ 71
FL	Miami	Miami-Dade	October 1	December 31	\$ 152	\$ 66
FL	Miami	Miami-Dade	January 1	March 31	\$ 203	\$ 66
FL	Miami	Miami-Dade	April 1	May 31	\$ 146	\$ 66
FL	Miami	Miami-Dade	June 1	September 30	\$ 119	\$ 66
FL	Naples	Collier	October 1	December 31	\$ 136	\$ 61
FL	Naples	Collier	January 1	April 30	\$ 203	\$ 61
FL	Naples	Collier	May 1	September 30	\$ 116	\$ 61
FL	Orlando	Orange			\$ 115	\$ 56
FL	Panama City	Bay	October 1	February 28	\$ 83	\$ 51
FL	Panama City	Bay	March 1	July 31	\$ 119	\$ 51
FL	Panama City	Bay	August 1	September 30	\$ 83	\$ 51
FL	Pensacola	Escambia	October 1	February 28	\$ 94	\$ 46

FL	Pensacola	Escambia	March 1	August 31	\$ 121	\$ 46
FL	Pensacola	Escambia	September 1	September 30	\$ 94	\$ 46
FL	Punta Gorda	Charlotte	October 1	January 31	\$ 83	\$ 51
FL	Punta Gorda	Charlotte	February 1	March 31	\$ 123	\$ 51
FL	Punta Gorda	Charlotte	April 1	September 30	\$ 83	\$ 51
FL	Sarasota	Sarasota	October 1	December 31	\$ 92	\$ 56
FL	Sarasota	Sarasota	January 1	April 30	\$ 126	\$ 56
FL	Sarasota	Sarasota	May 1	September 30	\$ 92	\$ 56
FL	Sebring	Highlands			\$ 99	\$ 46
FL	St. Augustine	St. Johns			\$ 107	\$ 56
FL	Stuart	Martin			\$ 91	\$ 51
FL	Tallahassee	Leon	October 1	December 31	\$ 88	\$ 46
FL	Tallahassee	Leon	January 1	April 30	\$ 104	\$ 46
FL	Tallahassee	Leon	May 1	September 30	\$ 88	\$ 46
FL	Tampa / St. Petersburg	Pinellas / Hillsborough	October 1	December 31	\$ 104	\$ 51
FL	Tampa / St. Petersburg	Pinellas / Hillsborough	January 1	February 28	\$ 115	\$ 51
FL	Tampa / St. Petersburg	Pinellas / Hillsborough	March 1	September 30	\$ 104	\$ 51
FL	Vero Beach	Indian River	October 1	January 31	\$ 109	\$ 51
FL	Vero Beach	Indian River	February 1	April 30	\$ 155	\$ 51
FL	Vero Beach	Indian River	May 1	September 30	\$ 109	\$ 51
GA	Athens	Clarke			\$ 91	\$ 46
GA	Atlanta	Fulton / Dekalb / Cobb			\$ 135	\$ 56
GA	Augusta	Richmond			\$ 91	\$ 51
GA	Jekyll Island / Brunswick	Glynn	October 1	October 31	\$ 148	\$ 56
GA	Jekyll Island / Brunswick	Glynn	November 1	February 28	\$ 110	\$ 56
GA	Jekyll Island / Brunswick	Glynn	March 1	September 30	\$ 148	\$ 56
GA	Savannah	Chatham			\$ 101	\$ 56
IA	Cedar Rapids	Linn			\$ 88	\$ 51
IA	Dallas	Dallas			\$ 114	\$ 51
IA	Des Moines	Polk			\$ 97	\$ 51
ID	Bonner's Ferry / Sandpoint	Bonner / Boundary / Shoshone	October 1	June 30	\$ 83	\$ 61
ID	Bonner's Ferry / Sandpoint	Bonner / Boundary / Shoshone	July 1	August 31	\$ 101	\$ 61
ID	Bonner's Ferry / Sandpoint	Bonner / Boundary / Shoshone	September 1	September 30	\$ 83	\$ 61
ID	Coeur d'Alene	Kootenai	October 1	May 31	\$ 85	\$ 61
ID	Coeur d'Alene	Kootenai	June 1	August 31	\$ 124	\$ 61
ID	Coeur d'Alene	Kootenai	September 1	September 30	\$ 85	\$ 61
ID	Driggs / Idaho Falls	Bonneville / Fremont / Teton			\$ 86	\$ 46
ID	Sun Valley / Ketchum	Blaine / Elmore			\$ 99	\$ 71
IL	Bolingbrook / Romeoville / Lemont	Will			\$ 90	\$ 51
IL	Chicago	Cook / Lake	October 1	November 30	\$ 194	\$ 71
IL	Chicago	Cook / Lake	December 1	February 28	\$ 132	\$ 71
IL	Chicago	Cook / Lake	March 1	April 30	\$ 159	\$ 71
IL	Chicago	Cook / Lake	May 1	August 31	\$ 192	\$ 71
IL	Chicago	Cook / Lake	September 1	September 30	\$ 194	\$ 71
IL	O'Fallon / Fairview Heights / Collinsville	Bond / Calhoun / Clinton / Jersey / Macoupin / Madison / Monroe / St. Clair			\$ 115	\$ 56
IL	Oak Brook Terrace	Dupage			\$ 103	\$ 61
IL	Springfield	Sangamon			\$ 89	\$ 56
IN	Bloomington	Monroe			\$ 104	\$ 56
IN	Ft. Wayne	Allen			\$ 88	\$ 56
IN	Hammond / Munster / Merrillville	Lake			\$ 96	\$ 46
IN	Indianapolis / Carmel	Marion / Hamilton			\$ 98	\$ 61
IN	Lafayette / West Lafayette	Tippecanoe			\$ 88	\$ 51
IN	South Bend	St. Joseph			\$ 90	\$ 56
KS	Kansas City / Overland Park	Wyandotte / Johnson / Leavenworth			\$ 106	\$ 61
KS	Wichita	Sedgwick			\$ 93	\$ 56
KY	Boone	Boone			\$ 92	\$ 51
KY	Kenton	Kenton			\$ 132	\$ 56
KY	Lexington	Fayette			\$ 97	\$ 61
KY	Louisville	Jefferson	October 1	January 31	\$ 106	\$ 61
KY	Louisville	Jefferson	February 1	May 31	\$ 121	\$ 61
KY	Louisville	Jefferson	June 1	September 30	\$ 106	\$ 61
LA	Alexandria / Leesville / Natchitoches	Allen / Jefferson Davis / Natchitoches / Rapides / Vernon Parishes			\$ 86	\$ 61
LA	Baton Rouge	East Baton Rouge Parish			\$ 94	\$ 56
LA	Covington / Slidell	St. Tammany Parish			\$ 90	\$ 56
LA	New Orleans	Orleans / St. Bernard / Jefferson / Plaquemine Parishes	October 1	December 31	\$ 154	\$ 71
LA	New Orleans	Orleans / St. Bernard / Jefferson / Plaquemine Parishes	January 1	June 30	\$ 151	\$ 71
LA	New Orleans	Orleans / St. Bernard / Jefferson / Plaquemine Parishes	July 1	September 30	\$ 107	\$ 71

MA	Andover	Essex			\$ 101	\$ 56
MA	Boston / Cambridge	Suffolk, city of Cambridge	October 1	October 31	\$ 258	\$ 71
MA	Boston / Cambridge	Suffolk, city of Cambridge	November 1	March 31	\$ 179	\$ 71
MA	Boston / Cambridge	Suffolk, city of Cambridge	April 1	June 30	\$ 231	\$ 71
MA	Boston / Cambridge	Suffolk, city of Cambridge	July 1	August 31	\$ 210	\$ 71
MA	Boston / Cambridge	Suffolk, city of Cambridge	September 1	September 30	\$ 258	\$ 71
MA	Burlington / Woburn	Middlesex less the city of Cambridge			\$ 127	\$ 71
MA	Falmouth	City limits of Falmouth	October 1	June 30	\$ 110	\$ 51
MA	Falmouth	City limits of Falmouth	July 1	August 31	\$ 184	\$ 51
MA	Falmouth	City limits of Falmouth	September 1	September 30	\$ 110	\$ 51
MA	Hyannis	Barnstable less the city of Falmouth	October 1	June 30	\$ 97	\$ 56
MA	Hyannis	Barnstable less the city of Falmouth	July 1	August 31	\$ 157	\$ 56
MA	Hyannis	Barnstable less the city of Falmouth	September 1	September 30	\$ 97	\$ 56
MA	Martha's Vineyard	Dukes	October 1	June 30	\$ 124	\$ 71
MA	Martha's Vineyard	Dukes	July 1	August 31	\$ 265	\$ 71
MA	Martha's Vineyard	Dukes	September 1	September 30	\$ 124	\$ 71
MA	Nantucket	Nantucket	October 1	May 31	\$ 137	\$ 61
MA	Nantucket	Nantucket	June 1	September 30	\$ 289	\$ 61
MA	Northampton	Hampshire			\$ 106	\$ 56
MA	Pittsfield	Berkshire			\$ 122	\$ 61
MA	Plymouth / Taunton / New Bedford	Plymouth / Bristol			\$ 99	\$ 56
MA	Quincy	Norfolk			\$ 133	\$ 51
MA	Springfield	Hampden			\$ 104	\$ 51
MA	Worcester	Worcester			\$ 106	\$ 61
MD	Aberdeen / Bel Air / Belcamp	Harford			\$ 94	\$ 56
MD	Annapolis	Anne Arundel	October 1	October 31	\$ 121	\$ 61
MD	Annapolis	Anne Arundel	November 1	April 30	\$ 100	\$ 61
MD	Annapolis	Anne Arundel	May 1	September 30	\$ 121	\$ 61
MD	Baltimore County	Baltimore			\$ 98	\$ 61
MD	Baltimore City	Baltimore City	October 1	November 30	\$ 153	\$ 71
MD	Baltimore City	Baltimore City	December 1	February 28	\$ 118	\$ 71
MD	Baltimore City	Baltimore City	March 1	August 31	\$ 150	\$ 71
MD	Baltimore City	Baltimore City	September 1	September 30	\$ 153	\$ 71
MD	Cambridge / St. Michaels	Dorchester / Talbot	October 1	May 31	\$ 124	\$ 61
MD	Cambridge / St. Michaels	Dorchester / Talbot	June 1	August 31	\$ 170	\$ 61
MD	Cambridge / St. Michaels	Dorchester / Talbot	September 1	September 30	\$ 124	\$ 61
MD	Centreville	Queen Anne	October 1	October 31	\$ 121	\$ 51
MD	Centreville	Queen Anne	November 1	January 31	\$ 105	\$ 51
MD	Centreville	Queen Anne	February 1	September 30	\$ 121	\$ 51
MD	Columbia	Howard			\$ 102	\$ 61
MD	Frederick	Frederick			\$ 99	\$ 56
MD	Lexington Park / Leonardtown / Lusby	St. Mary's / Calvert			\$ 94	\$ 61
MD	Ocean City	Worcester	October 1	May 31	\$ 85	\$ 71
MD	Ocean City	Worcester	June 1	August 31	\$ 193	\$ 71
MD	Ocean City	Worcester	September 1	September 30	\$ 85	\$ 71
ME	Bar Harbor	Hancock	October 1	October 31	\$ 124	\$ 61
ME	Bar Harbor	Hancock	November 1	March 31	\$ 83	\$ 61
ME	Bar Harbor	Hancock	April 1	June 30	\$ 107	\$ 61
ME	Bar Harbor	Hancock	July 1	August 31	\$ 168	\$ 61
ME	Bar Harbor	Hancock	September 1	September 30	\$ 124	\$ 61
ME	Kennebunk / Kittery / Sanford	York	October 1	November 30	\$ 96	\$ 56
ME	Kennebunk / Kittery / Sanford	York	December 1	March 31	\$ 83	\$ 56
ME	Kennebunk / Kittery / Sanford	York	April 1	June 30	\$ 89	\$ 56
ME	Kennebunk / Kittery / Sanford	York	July 1	August 31	\$ 129	\$ 56
ME	Kennebunk / Kittery / Sanford	York	September 1	September 30	\$ 96	\$ 56
ME	Portland	Cumberland / Sagadahoc	October 1	October 31	\$ 124	\$ 56
ME	Portland	Cumberland / Sagadahoc	November 1	June 30	\$ 99	\$ 56
ME	Portland	Cumberland / Sagadahoc	July 1	August 31	\$ 142	\$ 56
ME	Portland	Cumberland / Sagadahoc	September 1	September 30	\$ 124	\$ 56
ME	Rockport	Knox	October 1	June 30	\$ 85	\$ 56
ME	Rockport	Knox	July 1	August 31	\$ 108	\$ 56
ME	Rockport	Knox	September 1	September 30	\$ 85	\$ 56
MI	Ann Arbor	Washtenaw			\$ 105	\$ 56
MI	Benton Harbor / St. Joseph / Stevensville	Berrien			\$ 91	\$ 51
MI	Detroit	Wayne			\$ 109	\$ 56
MI	East Lansing / Lansing	Ingham / Eaton			\$ 91	\$ 51
MI	Grand Rapids	Kent			\$ 96	\$ 51
MI	Holland	Ottawa			\$ 98	\$ 56
MI	Kalamazoo / Battle Creek	Kalamazoo / Calhoun			\$ 89	\$ 51
MI	Mackinac Island	Mackinac	October 1	June 30	\$ 83	\$ 66

MI	Mackinac Island	Mackinac	July 1	August 31	\$ 99	\$ 66
MI	Mackinac Island	Mackinac	September 1	September 30	\$ 83	\$ 66
MI	Midland	Midland			\$ 97	\$ 46
MI	Muskegon	Muskegon	October 1	May 31	\$ 83	\$ 46
MI	Muskegon	Muskegon	June 1	August 31	\$ 106	\$ 46
MI	Muskegon	Muskegon	September 1	September 30	\$ 83	\$ 46
MI	Petoskey	Emmet	October 1	June 30	\$ 85	\$ 51
MI	Petoskey	Emmet	July 1	August 31	\$ 116	\$ 51
MI	Petoskey	Emmet	September 1	September 30	\$ 85	\$ 51
MI	Pontiac / Auburn Hills	Oakland			\$ 96	\$ 56
MI	South Haven	Van Buren	October 1	May 31	\$ 83	\$ 56
MI	South Haven	Van Buren	June 1	August 31	\$ 104	\$ 56
MI	South Haven	Van Buren	September 1	September 30	\$ 83	\$ 56
MI	Traverse City / Leland	Grand Traverse / Leelanau	October 1	June 30	\$ 88	\$ 51
MI	Traverse City / Leland	Grand Traverse / Leelanau	July 1	August 31	\$ 151	\$ 51
MI	Traverse City / Leland	Grand Traverse / Leelanau	September 1	September 30	\$ 88	\$ 51
MN	Duluth	St. Louis	October 1	June 30	\$ 97	\$ 56
MN	Duluth	St. Louis	July 1	August 31	\$ 125	\$ 56
MN	Duluth	St. Louis	September 1	September 30	\$ 97	\$ 56
MN	Eagan / Burnsville / Mendota Heights	Dakota			\$ 89	\$ 56
MN	Minneapolis / St. Paul	Hennepin / Ramsey			\$ 135	\$ 71
MN	Rochester	Olmsted			\$ 112	\$ 51
MO	Kansas City	Jackson / Clay / Cass / Platte			\$ 106	\$ 61
MO	St. Louis	St. Louis / St. Louis City / St. Charles / Crawford / Franklin / Jefferson / Lincoln / Warren / Washington			\$ 115	\$ 66
MS	Hattiesburg	Forrest / Lamar			\$ 87	\$ 51
MS	Oxford	Lafayette			\$ 102	\$ 51
MS	Southaven	Desoto			\$ 96	\$ 46
MS	Starkville	Oktibbeha			\$ 98	\$ 46
MT	Big Sky / West Yellowstone	Gallatin	October 1	May 31	\$ 86	\$ 61
MT	Big Sky / West Yellowstone	Gallatin	June 1	September 30	\$ 125	\$ 61
MT	Butte	Silver Bow			\$ 88	\$ 51
MT	Glendive / Sidney	Dawson / Richland			\$ 161	\$ 56
MT	Helena	Lewis and Clark			\$ 89	\$ 56
MT	Missoula / Polson / Kalispell	Missoula / Lake / Flathead	October 1	June 30	\$ 92	\$ 51
MT	Missoula / Polson / Kalispell	Missoula / Lake / Flathead	July 1	August 31	\$ 128	\$ 51
MT	Missoula / Polson / Kalispell	Missoula / Lake / Flathead	September 1	September 30	\$ 92	\$ 51
NC	Asheville	Buncombe			\$ 102	\$ 51
NC	Atlantic Beach / Morehead City	Carteret	October 1	May 31	\$ 83	\$ 56
NC	Atlantic Beach / Morehead City	Carteret	June 1	August 31	\$ 112	\$ 56
NC	Atlantic Beach / Morehead City	Carteret	September 1	September 30	\$ 83	\$ 56
NC	Chapel Hill	Orange			\$ 97	\$ 56
NC	Charlotte	Mecklenburg			\$ 110	\$ 51
NC	Durham	Durham			\$ 92	\$ 51
NC	Fayetteville	Cumberland			\$ 99	\$ 51
NC	Greensboro	Guilford	October 1	October 31	\$ 97	\$ 56
NC	Greensboro	Guilford	November 1	January 31	\$ 89	\$ 56
NC	Greensboro	Guilford	February 1	September 30	\$ 97	\$ 56
NC	Kill Devil	Dare	October 1	March 31	\$ 93	\$ 61
NC	Kill Devil	Dare	April 1	May 31	\$ 107	\$ 61
NC	Kill Devil	Dare	June 1	August 31	\$ 162	\$ 61
NC	Kill Devil	Dare	September 1	September 30	\$ 93	\$ 61
NC	New Bern / Havelock	Craven			\$ 90	\$ 46
NC	Raleigh	Wake			\$ 98	\$ 66
NC	Wilmington	New Hanover			\$ 94	\$ 56
ND	Dickinson / Beulah	Stark / Mercer / Billings			\$ 118	\$ 56
ND	Minot	Ward			\$ 102	\$ 56
ND	Williston	Williams / Mountrail / McKenzie			\$ 161	\$ 56
NE	Omaha	Douglas			\$ 102	\$ 61
NH	Concord	Merrimack			\$ 88	\$ 51
NH	Conway	Caroll	October 1	February 28	\$ 119	\$ 61
NH	Conway	Caroll	March 1	June 30	\$ 99	\$ 61
NH	Conway	Caroll	July 1	August 31	\$ 158	\$ 61
NH	Conway	Caroll	September 1	September 30	\$ 119	\$ 61
NH	Durham	Strafford			\$ 97	\$ 46
NH	Laconia	Belknap	October 1	October 31	\$ 112	\$ 51
NH	Laconia	Belknap	November 1	May 31	\$ 84	\$ 51
NH	Laconia	Belknap	June 1	September 30	\$ 112	\$ 51
NH	Lebanon / Lincoln / West Lebanon	Grafton / Sullivan			\$ 115	\$ 56
NH	Manchester	Hillsborough			\$ 92	\$ 56

NH	Portsmouth	Rockingham	October 1	June 30	\$ 106	\$ 61
NH	Portsmouth	Rockingham	July 1	August 31	\$ 140	\$ 61
NH	Portsmouth	Rockingham	September 1	September 30	\$ 106	\$ 61
NJ	Atlantic City / Ocean City / Cape May	Atlantic / Cape May			\$ 94	\$ 66
NJ	Belle Mead	Somerset			\$ 135	\$ 56
NJ	Cherry Hill / Moorestown	Camden / Burlington			\$ 97	\$ 61
NJ	Eatontown / Freehold	Monmouth			\$ 103	\$ 56
NJ	Edison / Piscataway	Middlesex			\$ 109	\$ 51
NJ	Flemington	Hunterdon			\$ 114	\$ 61
NJ	Newark	Essex / Bergen / Hudson / Passaic			\$ 134	\$ 61
NJ	Parsippany	Morris			\$ 136	\$ 56
NJ	Princeton / Trenton	Mercer			\$ 127	\$ 61
NJ	Springfield / Cranford / New Providence	Union			\$ 115	\$ 56
NJ	Toms River	Ocean	October 1	May 31	\$ 83	\$ 51
NJ	Toms River	Ocean	June 1	August 31	\$ 93	\$ 51
NJ	Toms River	Ocean	September 1	September 30	\$ 83	\$ 51
NM	Carlsbad	Eddy	October 1	March 31	\$ 127	\$ 51
NM	Carlsbad	Eddy	April 1	June 30	\$ 120	\$ 51
NM	Carlsbad	Eddy	July 1	September 30	\$ 127	\$ 51
NM	Las Cruces	Dona Ana			\$ 91	\$ 56
NM	Los Alamos	Los Alamos			\$ 86	\$ 51
NM	Santa Fe	Santa Fe			\$ 94	\$ 71
NM	Taos	Taos			\$ 92	\$ 66
NV	Incline Village / Reno / Sparks	Washoe	October 1	June 30	\$ 95	\$ 51
NV	Incline Village / Reno / Sparks	Washoe	July 1	August 31	\$ 130	\$ 51
NV	Incline Village / Reno / Sparks	Washoe	September 1	September 30	\$ 95	\$ 51
NV	Las Vegas	Clark			\$ 96	\$ 71
NV	Stateline / Carson City	Douglas / Carson City			\$ 87	\$ 61
NY	Albany	Albany			\$ 111	\$ 61
NY	Binghamton / Owego	Broome / Tioga			\$ 97	\$ 46
NY	Buffalo	Erie			\$ 108	\$ 56
NY	Floral Park / Garden City / Great Neck	Nassau			\$ 149	\$ 66
NY	Glens Falls	Warren	October 1	June 30	\$ 101	\$ 66
NY	Glens Falls	Warren	July 1	August 31	\$ 159	\$ 66
NY	Glens Falls	Warren	September 1	September 30	\$ 101	\$ 66
NY	Ithaca / Waterloo / Romulus	Tompkins / Seneca			\$ 115	\$ 46
NY	Kingston	Ulster			\$ 112	\$ 66
NY	Lake Placid	Essex	October 1	November 30	\$ 117	\$ 61
NY	Lake Placid	Essex	December 1	February 28	\$ 129	\$ 61
NY	Lake Placid	Essex	March 1	June 30	\$ 105	\$ 61
NY	Lake Placid	Essex	July 1	August 31	\$ 166	\$ 61
NY	Lake Placid	Essex	September 1	September 30	\$ 117	\$ 61
NY	New York City	Bronx / Kings / New York / Queens / Richmond	October 1	December 31	\$ 304	\$ 71
NY	New York City	Bronx / Kings / New York / Queens / Richmond	January 1	February 28	\$ 197	\$ 71
NY	New York City	Bronx / Kings / New York / Queens / Richmond	March 1	June 30	\$ 268	\$ 71
NY	New York City	Bronx / Kings / New York / Queens / Richmond	July 1	August 31	\$ 235	\$ 71
NY	New York City	Bronx / Kings / New York / Queens / Richmond	September 1	September 30	\$ 304	\$ 71
NY	Niagara Falls	Niagara	October 1	June 30	\$ 83	\$ 51
NY	Niagara Falls	Niagara	July 1	August 31	\$ 108	\$ 51
NY	Niagara Falls	Niagara	September 1	September 30	\$ 83	\$ 51
NY	Nyack / Palisades	Rockland			\$ 110	\$ 61
NY	Poughkeepsie	Dutchess			\$ 105	\$ 66
NY	Riverhead / Ronkonkoma / Melville	Suffolk			\$ 121	\$ 71
NY	Rochester	Monroe			\$ 105	\$ 51
NY	Saratoga Springs / Schenectady	Saratoga / Schenectady	October 1	June 30	\$ 116	\$ 56
NY	Saratoga Springs / Schenectady	Saratoga / Schenectady	July 1	August 31	\$ 178	\$ 56
NY	Saratoga Springs / Schenectady	Saratoga / Schenectady	September 1	September 30	\$ 116	\$ 56
NY	Syracuse / Oswego	Onondaga / Oswego			\$ 96	\$ 56
NY	Tarrytown / White Plains / New Rochelle	Westchester			\$ 145	\$ 71
NY	Troy	Rensselaer			\$ 102	\$ 51
NY	Watertown	Jefferson			\$ 96	\$ 56
NY	West Point	Orange			\$ 106	\$ 51
OH	Akron	Summit			\$ 104	\$ 51

OH	Canton	Stark			\$ 109	\$ 51
OH	Cincinnati	Hamilton / Clermont			\$ 132	\$ 56
OH	Cleveland	Cuyahoga			\$ 119	\$ 56
OH	Columbus	Franklin			\$ 106	\$ 56
OH	Dayton / Fairborn	Greene / Darke / Montgomery			\$ 89	\$ 56
OH	Hamilton	Butler / Warren			\$ 98	\$ 51
OH	Medina / Wooster	Wayne / Medina			\$ 95	\$ 51
OH	Mentor	Lake			\$ 94	\$ 46
OH	Sandusky / Bellevue	Erie / Huron			\$ 94	\$ 46
OH	Youngstown	Mahoning / Trumbull			\$ 95	\$ 51
OK	Enid	Garfield			\$ 109	\$ 56
OK	Oklahoma City	Oklahoma			\$ 94	\$ 66
OR	Beaverton	Washington			\$ 114	\$ 51
OR	Bend	Deschutes	October 1	June 30	\$ 104	\$ 61
OR	Bend	Deschutes	July 1	August 31	\$ 144	\$ 61
OR	Bend	Deschutes	September 1	September 30	\$ 104	\$ 61
OR	Clackamas	Clackamas			\$ 97	\$ 61
OR	Eugene / Florence	Lane			\$ 99	\$ 51
OR	Lincoln City	Lincoln	October 1	June 30	\$ 95	\$ 56
OR	Lincoln City	Lincoln	July 1	August 31	\$ 123	\$ 56
OR	Lincoln City	Lincoln	September 1	September 30	\$ 95	\$ 56
OR	Portland	Multnomah			\$ 137	\$ 66
OR	Seaside	Clatsop	October 1	June 30	\$ 100	\$ 51
OR	Seaside	Clatsop	July 1	August 31	\$ 148	\$ 51
OR	Seaside	Clatsop	September 1	September 30	\$ 100	\$ 51
PA	Allentown / Easton / Bethlehem	Lehigh / Northampton			\$ 88	\$ 51
PA	Bucks	Bucks			\$ 99	\$ 71
PA	Chester / Radnor / Essington	Delaware			\$ 95	\$ 51
PA	Erie	Erie			\$ 91	\$ 46
PA	Gettysburg	Adams	October 1	October 31	\$ 105	\$ 51
PA	Gettysburg	Adams	November 1	March 31	\$ 83	\$ 51
PA	Gettysburg	Adams	April 1	September 30	\$ 105	\$ 51
PA	Harrisburg	Dauphin County excluding Hershey			\$ 108	\$ 51
PA	Hershey	Hershey	October 1	May 31	\$ 103	\$ 51
PA	Hershey	Hershey	June 1	August 31	\$ 154	\$ 51
PA	Hershey	Hershey	September 1	September 30	\$ 103	\$ 51
PA	Lancaster	Lancaster			\$ 100	\$ 56
PA	Malvern / Frazer / Berwyn	Chester			\$ 122	\$ 51
PA	Mechanicsburg	Cumberland			\$ 91	\$ 56
PA	Montgomery	Montgomery			\$ 125	\$ 66
PA	Philadelphia	Philadelphia	October 1	November 30	\$ 166	\$ 66
PA	Philadelphia	Philadelphia	December 1	February 28	\$ 139	\$ 66
PA	Philadelphia	Philadelphia	March 1	June 30	\$ 171	\$ 66
PA	Philadelphia	Philadelphia	July 1	August 31	\$ 142	\$ 66
PA	Philadelphia	Philadelphia	September 1	September 30	\$ 166	\$ 66
PA	Pittsburgh	Allegheny			\$ 128	\$ 71
PA	Reading	Berks			\$ 94	\$ 56
PA	Scranton	Lackawanna			\$ 89	\$ 56
PA	State College	Centre			\$ 87	\$ 56
RI	East Greenwich / Warwick / North Kingstown	Kent / Washington			\$ 91	\$ 56
RI	Jamestown / Middletown / Newport	Newport	October 1	October 31	\$ 165	\$ 71
RI	Jamestown / Middletown / Newport	Newport	November 1	April 30	\$ 96	\$ 71
RI	Jamestown / Middletown / Newport	Newport	May 1	September 30	\$ 165	\$ 71
RI	Providence / Bristol	Providence / Bristol			\$ 131	\$ 71
SC	Aiken	Aiken			\$ 88	\$ 46
SC	Charleston	Charleston / Berkeley / Dorchester	October 1	October 31	\$ 157	\$ 56
SC	Charleston	Charleston / Berkeley / Dorchester	November 1	February 28	\$ 142	\$ 56
SC	Charleston	Charleston / Berkeley / Dorchester	March 1	May 31	\$ 186	\$ 56
SC	Charleston	Charleston / Berkeley / Dorchester	June 1	September 30	\$ 157	\$ 56
SC	Columbia	Richland / Lexington			\$ 94	\$ 51
SC	Hilton Head	Beaufort	October 1	March 31	\$ 104	\$ 61
SC	Hilton Head	Beaufort	April 1	July 31	\$ 133	\$ 61
SC	Hilton Head	Beaufort	August 1	September 30	\$ 104	\$ 61
SC	Myrtle Beach	Horry	October 1	March 31	\$ 83	\$ 51
SC	Myrtle Beach	Horry	April 1	May 31	\$ 101	\$ 51
SC	Myrtle Beach	Horry	June 1	August 31	\$ 143	\$ 51
SC	Myrtle Beach	Horry	September 1	September 30	\$ 83	\$ 51
SD	Hot Springs	Fall River / Custer	October 1	October 31	\$ 89	\$ 46
SD	Hot Springs	Fall River / Custer	November 1	May 31	\$ 83	\$ 46
SD	Hot Springs	Fall River / Custer	June 1	August 31	\$ 128	\$ 46
SD	Hot Springs	Fall River / Custer	September 1	September 30	\$ 89	\$ 46

SD	Rapid City	Pennington	October 1	May 31	\$ 83	\$ 51
SD	Rapid City	Pennington	June 1	August 31	\$ 133	\$ 51
SD	Rapid City	Pennington	September 1	September 30	\$ 83	\$ 51
SD	Sturgis / Spearfish	Meade / Butte / Lawrence	October 1	May 31	\$ 83	\$ 51
SD	Sturgis / Spearfish	Meade / Butte / Lawrence	June 1	August 31	\$ 113	\$ 51
SD	Sturgis / Spearfish	Meade / Butte / Lawrence	September 1	September 30	\$ 83	\$ 51
TN	Brentwood / Franklin	Williamson			\$ 107	\$ 56
TN	Chattanooga	Hamilton			\$ 94	\$ 56
TN	Knoxville	Knox			\$ 88	\$ 56
TN	Memphis	Shelby			\$ 102	\$ 61
TN	Nashville	Davidson	October 1	June 30	\$ 132	\$ 66
TN	Nashville	Davidson	July 1	August 31	\$ 123	\$ 66
TN	Nashville	Davidson	September 1	September 30	\$ 132	\$ 66
TN	Oak Ridge	Anderson			\$ 84	\$ 46
TX	Arlington / Fort Worth / Grapevine	Tarrant County / City of Grapevine			\$ 144	\$ 56
TX	Austin	Travis	October 1	November 30	\$ 126	\$ 71
TX	Austin	Travis	December 1	March 31	\$ 139	\$ 71
TX	Austin	Travis	April 1	September 30	\$ 126	\$ 71
TX	Big Spring	Howard			\$ 148	\$ 46
TX	College Station	Brazos			\$ 102	\$ 56
TX	Corpus Christi	Nueces			\$ 103	\$ 51
TX	Dallas	Dallas	October 1	December 31	\$ 125	\$ 71
TX	Dallas	Dallas	January 1	March 31	\$ 135	\$ 71
TX	Dallas	Dallas	April 1	September 30	\$ 125	\$ 71
TX	El Paso	El Paso			\$ 92	\$ 51
TX	Galveston	Galveston	October 1	May 31	\$ 95	\$ 56
TX	Galveston	Galveston	June 1	August 31	\$ 124	\$ 56
TX	Galveston	Galveston	September 1	September 30	\$ 95	\$ 56
TX	Greenville	Hunt County			\$ 84	\$ 51
TX	Houston (L.B. Johnson Space Center)	Montgomery / Fort Bend / Harris	October 1	May 31	\$ 132	\$ 71
TX	Houston (L.B. Johnson Space Center)	Montgomery / Fort Bend / Harris	June 1	September 30	\$ 121	\$ 71
TX	Laredo	Webb			\$ 98	\$ 56
TX	McAllen	Hidalgo			\$ 88	\$ 56
TX	Midland	Midland	October 1	March 31	\$ 162	\$ 56
TX	Midland	Midland	April 1	May 31	\$ 172	\$ 56
TX	Midland	Midland	June 1	September 30	\$ 162	\$ 56
TX	Pearsall	Frio / Medina / La Salle			\$ 137	\$ 46
TX	Plano	Collin			\$ 108	\$ 61
TX	Round Rock	Williamson			\$ 93	\$ 51
TX	San Angelo	Tom Green	October 1	March 31	\$ 147	\$ 51
TX	San Angelo	Tom Green	April 1	May 31	\$ 126	\$ 51
TX	San Angelo	Tom Green	June 1	September 30	\$ 147	\$ 51
TX	San Antonio	Bexar			\$ 115	\$ 66
TX	South Padre Island	Cameron	October 1	May 31	\$ 88	\$ 56
TX	South Padre Island	Cameron	June 1	July 31	\$ 112	\$ 56
TX	South Padre Island	Cameron	August 1	September 30	\$ 88	\$ 56
TX	Waco	McLennan			\$ 89	\$ 51
UT	Moab	Grand	October 1	October 31	\$ 130	\$ 56
UT	Moab	Grand	November 1	February 28	\$ 83	\$ 56
UT	Moab	Grand	March 1	September 30	\$ 130	\$ 56
UT	Park City	Summit	October 1	November 30	\$ 115	\$ 71
UT	Park City	Summit	December 1	March 31	\$ 246	\$ 71
UT	Park City	Summit	April 1	September 30	\$ 115	\$ 71
UT	Provo	Utah			\$ 87	\$ 51
UT	Salt Lake City	Salt Lake / Tooele	October 1	December 31	\$ 106	\$ 61
UT	Salt Lake City	Salt Lake / Tooele	January 1	March 31	\$ 117	\$ 61
UT	Salt Lake City	Salt Lake / Tooele	April 1	September 30	\$ 106	\$ 61
VA	Abingdon	Washington			\$ 96	\$ 46
VA	Blacksburg	Montgomery			\$ 96	\$ 46
VA	Charlottesville	City of Charlottesville / Albemarle / Greene			\$ 125	\$ 56
VA	Fredericksburg	City of Fredericksburg / Spotsylvania / Stafford / Caroline			\$ 84	\$ 56
VA	Loudoun	Loudoun			\$ 96	\$ 61
VA	Lynchburg	Campbell / Lynchburg City			\$ 90	\$ 51
VA	Norfolk / Portsmouth	Cities of Norfolk / Portsmouth			\$ 87	\$ 61
VA	Prince William / Manassas	Prince William / City of Manassas			\$ 85	\$ 56
VA	Richmond	City of Richmond			\$ 113	\$ 66
VA	Roanoke	City limits of Roanoke			\$ 102	\$ 51
VA	Virginia Beach	City of Virginia Beach	October 1	May 31	\$ 94	\$ 56

VA	Virginia Beach	City of Virginia Beach	June 1	August 31	\$ 172	\$ 56
VA	Virginia Beach	City of Virginia Beach	September 1	September 30	\$ 94	\$ 56
VA	Wallops Island	Accomack	October 1	June 30	\$ 92	\$ 56
VA	Wallops Island	Accomack	July 1	August 31	\$ 147	\$ 56
VA	Wallops Island	Accomack	September 1	September 30	\$ 92	\$ 56
VA	Warrenton	Fauquier			\$ 108	\$ 46
VA	Williamsburg / York	James City / York Counties / City of Williamsburg	October 1	March 31	\$ 83	\$ 51
VA	Williamsburg / York	James City / York Counties / City of Williamsburg	April 1	August 31	\$ 96	\$ 51
VA	Williamsburg / York	James City / York Counties / City of Williamsburg	September 1	September 30	\$ 83	\$ 51
VT	Burlington / St. Albans / Middlebury	Chittenden / Franklin / Addison	October 1	October 31	\$ 125	\$ 66
VT	Burlington / St. Albans / Middlebury	Chittenden / Franklin / Addison	November 1	April 30	\$ 104	\$ 66
VT	Burlington / St. Albans / Middlebury	Chittenden / Franklin / Addison	May 1	September 30	\$ 125	\$ 66
VT	Manchester	Bennington	October 1	October 31	\$ 107	\$ 71
VT	Manchester	Bennington	November 1	June 30	\$ 90	\$ 71
VT	Manchester	Bennington	July 1	September 30	\$ 107	\$ 71
VT	Montpelier	Washington			\$ 110	\$ 61
VT	Stowe	Lamoille			\$ 125	\$ 71
VT	White River Junction	Windsor			\$ 97	\$ 56
WA	Anacortes / Coupeville / Oak Harbor	Skagit / Island / San Juan			\$ 85	\$ 61
WA	Everett / Lynnwood	Snohomish			\$ 107	\$ 61
WA	Ocean Shores	Grays Harbor	October 1	June 30	\$ 83	\$ 51
WA	Ocean Shores	Grays Harbor	July 1	August 31	\$ 104	\$ 51
WA	Ocean Shores	Grays Harbor	September 1	September 30	\$ 83	\$ 51
WA	Olympia / Tumwater	Thurston			\$ 98	\$ 61
WA	Port Angeles / Port Townsend	Clallam / Jefferson	October 1	June 30	\$ 95	\$ 61
WA	Port Angeles / Port Townsend	Clallam / Jefferson	July 1	August 31	\$ 128	\$ 61
WA	Port Angeles / Port Townsend	Clallam / Jefferson	September 1	September 30	\$ 95	\$ 61
WA	Richland / Pasco	Benton / Franklin			\$ 92	\$ 46
WA	Seattle	King	October 1	May 31	\$ 156	\$ 71
WA	Seattle	King	June 1	August 31	\$ 190	\$ 71
WA	Seattle	King	September 1	September 30	\$ 156	\$ 71
WA	Spokane	Spokane			\$ 88	\$ 61
WA	Tacoma	Pierce			\$ 109	\$ 61
WA	Vancouver	Clark / Cowlitz / Skamania			\$ 137	\$ 56
WI	Appleton	Outagamie			\$ 88	\$ 46
WI	Brookfield / Racine	Waukesha / Racine			\$ 95	\$ 56
WI	Madison	Dane	October 1	October 31	\$ 116	\$ 56
WI	Madison	Dane	November 1	August 31	\$ 97	\$ 56
WI	Madison	Dane	September 1	September 30	\$ 116	\$ 56
WI	Milwaukee	Milwaukee			\$ 107	\$ 61
WI	Sheboygan	Sheboygan	October 1	May 31	\$ 83	\$ 51
WI	Sheboygan	Sheboygan	June 1	August 31	\$ 93	\$ 51
WI	Sheboygan	Sheboygan	September 1	September 30	\$ 83	\$ 51
WI	Sturgeon Bay	Door	October 1	June 30	\$ 83	\$ 56
WI	Sturgeon Bay	Door	July 1	August 31	\$ 90	\$ 56
WI	Sturgeon Bay	Door	September 1	September 30	\$ 83	\$ 56
WI	Wisconsin Dells	Columbia	October 1	May 31	\$ 91	\$ 61
WI	Wisconsin Dells	Columbia	June 1	August 31	\$ 110	\$ 61
WI	Wisconsin Dells	Columbia	September 1	September 30	\$ 91	\$ 61
WV	Charleston	Kanawha			\$ 105	\$ 51
WV	Morgantown	Monongalia			\$ 98	\$ 46
WV	Shepherdstown	Jefferson			\$ 86	\$ 56
WV	Wheeling	Ohio			\$ 106	\$ 46
WY	Cody	Park	October 1	November 30	\$ 93	\$ 51
WY	Cody	Park	December 1	March 31	\$ 86	\$ 51
WY	Cody	Park	April 1	May 31	\$ 96	\$ 51
WY	Cody	Park	June 1	September 30	\$ 130	\$ 51
WY	Evanston / Rock Springs	Sweetwater / Uinta			\$ 91	\$ 51
WY	Gillette	Campbell			\$ 85	\$ 51
WY	Jackson / Pinedale	Teton / Sublette	October 1	June 30	\$ 117	\$ 56
WY	Jackson / Pinedale	Teton / Sublette	July 1	August 31	\$ 179	\$ 56
WY	Jackson / Pinedale	Teton / Sublette	September 1	September 30	\$ 117	\$ 56