



EMPLOYEE PERSONNEL POLICIES MANUAL  
OF THE  
SOUTHWESTERN WISCONSIN REGIONAL PLANNING COMMISSION

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## INTRODUCTION

This manual contains the policies and procedures to be observed by employees of the Southwestern Wisconsin Regional Planning Commission. They cover significant areas of staff relationship with the Commission, including the position structure, procedures for hiring, promotion and dismissal; policies on vacation leave, sick leave, and other fringe benefits provided by the Commission and general information regarding the Commission and its operation.

This manual should be viewed as serving two important purposes: first, to let each staff member know the expectations which the Commission and Executive Director have of you in your daily activities; second, to let you know what you may expect from the Executive Director and other members of the Commission and to commit us to a set of consistent policies and practices. The overall intent is to assure fair, equitable, open relations among us all.

Staff policies have several major emphases: first, to assure the prudent use of the Commission's resources, its personnel, its property, equipment, and its funds; second, to assure the maintenance and development of a staff of the highest professional quality and loyalty to the Commission; and third, to assure maximum responsiveness to the legitimate demands of our public constituency. All of these emphases in our working policies flow from the fact that we are a public agency, charged by the State Statutes and our own by-laws with the responsibility to perform research, planning, and local services in the advancement of local and area-wide interests. Our work is the work of the public and the public provides our resources. This imposes on us a responsibility greater than that imposed on private business and to serve those interests well.

**SOUTHWESTERN WISCONSIN REGIONAL PLANNING COMMISSION  
EMPLOYEE PERSONNEL POLICIES MANUAL**

**DEFINITIONS**

Anniversary Date	The calendar date on which an employee was hired for his present position not affected by promotion, demotion, leave of absence, etc.
Clerical	An individual hired to perform the support function of typing, clerking, secretarial, bookkeeping, etc., for the Commission and its various programs.
Commission	The word Commission shall mean the Southwestern Wisconsin Regional Planning Commission.
Continuous Service	The period of employment with the Commission with paid status.
Family	In addition to the immediate family as defined herein, the family includes mother-in-law, father-in-law, sister, sister-in-law, brother, brother-in-law, grandparents, aunt, uncle, grandchild, cousin, niece, nephew, son-in-law, and daughter-in-law.
Grievance	Any unresolved question or dispute regarding conditions of employment and/or concerning interpretation or application of Commission employment rules and procedures between the Southwestern Wisconsin Regional Planning Commission and an employee.
Immediate Family	The immediate family is defined as wife, husband, child, or parent of employee.
Job Classification	A generalized grouping of staff positions (professional planners, specialized professionals, planning technicians, draftsmen, and clerical) with similar duties, responsibilities, and required abilities and distinguished varying degrees of responsibility and ability (e.g., Planner I, II, III, IV and V).
Job Description	A statement of each job classification's distinguishing features; general (and at time specific) duties and responsibilities; required knowledge, skills, and abilities; and acceptable training and experience.
Paid Status	This includes compensation received for the following: work performed on a full-time basis, sick leave, jury duty, vacation pay, and military leave.
Part-time Employee	An employee who is hired to work less than 40 hours per week or for a period of 40 hours per week.
Permanent Employee	An employee hired to fill one of the Commission-approved personnel positions to provide on-going planning services to the region or clerical support services in the office. (Does not include project employees.)
Planning Intern	An individual working on a part-time basis and who is enrolled in a planning or

planning-related course, usually at the graduate level.

Probationary Period	The working test period during which an employee is required to demonstrate fitness by actual performance of the duties of the appointed position. An employee may be terminated during this time at the discretion of the Executive Director. The probationary period shall be deemed successful only after completion of such six-month period and upon certification by the Executive Director that such probationary period has been successfully completed.
Professional	Those positions classified as Assistant Planner (Planner I) and above.
Professional Eval. Period	Whenever a project employee is appointed to a permanent position or when a permanent employee is promoted, that employee is subject to a six-month period for performance evaluation. During this six-month period, the employee shall be entitled to utilize any annual leave, sick leave, or personal holidays which have accrued, and may be terminated without cause or reinstated in his previous position (if such position is still an authorized position of the Commission) at the discretion of the Executive Director.
Project Employee	Those employees hired for the completion of a specific project, sometimes referred to as a limited term employee (LTE). Such employees are treated as permanent employees except for the duration of their position/termination.
Salary Adjustment	This is any change in an individual's pay rate due to one of the following reasons: (1) promotion of the individual to a position at a different pay grade; (2) reclassification of an individual's position to a different pay grade; (3) a cost of living adjustment to the salary schedule; and (4) merit increases based on performance and made within a given pay grade.
Salary Range	A range of salaries established for a given pay grade. New employees are usually hired at the lowest step and progress to the top step through a series of annual salary adjustments.
Salary Schedule	A complete listing of salaries for each position including yearly, monthly, semi-monthly and hourly pay rates.
Staffing Plan	A schedule of authorized staff positions as approved in the annual budget including the job title, number of authorized staff per position and that position's pay grade and job classification.
Technical	An individual who is hired to perform a support function for the professional in providing expertise in the areas of drafting, cartography, research, etc.
Termination of Employment	This is the permanent departure from employment with the Commission.
Work Day	An assigned eight (8) hour shift.
Work Study	An individual hired on a part-time basis and who qualifies for assistance under the

college work study program.

Work Week                      The work week shall be Monday through Friday.

## **HIRING STANDARDS**

Discrimination in all hiring of employees, be it based on race, creed, color, nationality, sex, or age is prohibited. Every consideration will be given to provide employment and/or advancement opportunities consistent with the Commission's Affirmative Action Policies.

## **CONFLICT OF INTEREST AND NEPOTISM**

No person shall be employed on the SWWRPC staff while either he/she or a member of his/her immediate family serves on the Board of Commissioners or in a supervisory capacity on the staff of the SWWRPC. Immediate family includes: spouse, father, mother, father-in-law, mother-in-law, brother, sister, son, daughter, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or legal guardian.

## **RECRUITMENT AND ORIENTATION**

Changes in the program areas due to new grant allocations, increased funding from existing funding sources, or increased requests for technical assistance may create the need for skills and experience not available among current staff. Such needs may be met either through outside training of current staff (which may cause a delay in the needed service because of the length of time required to instruct an individual in a new expertise while removal of that individual from an assigned program may severely retard the progress or activities of that program), use of consultants (which provides the needed service quickly but does little to enhance the long-term involvement of an agency in that particular area), or the hiring of new staff with the required skills and/or expertise.

### **New Staff - Permanent Full-Time**

Requests for personnel may be initiated by program area leaders if they feel additional staff are required to proceed with the program in a professional and efficient manner. Such requests are submitted either verbally or in writing to the Executive Director who reviews the request and either rejects or endorses the personnel request. Among other things, he should consider the need for the position, the availability of funds, availability of personnel in other areas who may not be utilized fully, the lack of office space to house additional personnel, etc. If the request is rejected, the Executive Director may choose to meet with the program area leader to discuss possible alternatives to more staff. If the request is endorsed, the Executive Director refers the request to the Commission Officers who also may reject or endorse the proposal. If the proposal is endorsed by the Commission Officers, the personnel request is referred to the Commission. Rejection of the request at this level is final. Approval of an additional position initiates the recruiting procedure outlined below.

#### **Step 1 - Preparation of a Position Description:**

Professional and technical position descriptions are prepared by the Executive Director. Clerical position descriptions are prepared by the lead clerical worker and the Executive Director.

#### **Step 2 - Position Announcement:**



The position is announced and/or a notice is displayed on the staff bulletin board. Advertisements can also placed at available internet sites and in the media appropriate to the position. Existing staff personnel shall be notified of and considered for any available position prior to any advertising activity. Advancement of existing staff personnel into a vacant position shall preclude advertising the position in the manner defined in this section.

### Step 3 - Receipt of Applications, Tests, and Interviews:

All applications received are placed in a file until the day after the application deadline date.

If the position is professional in nature, the Commission Officers and Executive Director, at their discretion, may require a screening test of all applicants for the position. If this is the case, a test is sent to all applicants with a deadline date. The most qualified candidates (those most likely to be successful in the position) are interviewed by the Executive Director and the Commission Officers. If an applicant is selected, a written offer of employment is made. A formal written acceptance is required for the personnel file.

If none of the applicants are acceptable or the selected applicant declines to accept the position, the Executive Director and the officers shall have the option of interviewing additional candidates or beginning the process over again.

If the position is technical or clerical in nature: The most qualified applicants meeting the minimum job requirements are invited to an interview conducted by the Executive Director and/or designated committee. As part of the interview, a test may be warranted depending on the position applied for. If selected, a written offer of employment is made. A formal written acceptance is required for the personnel file.

If none of the applicants are acceptable, or the selected applicant declines to accept the position, the Executive Director shall have the option of beginning the process over.

### New Staff - Part-Time

Requests for part-time personnel may be initiated by program area leaders if they feel a need for additional staff. Such requests are submitted either verbally or in writing to the Executive Director who reviews the request and either rejects or endorses the personnel request. Among the considerations should be the need for the position, the availability of funds, availability of personnel under-utilized in other program areas (if any), and/or the availability of office space for additional personnel. If s/he rejects the request, a meeting to discuss possible alternatives for the staff request is held between the Executive Director and the program area leader. If s/he endorses the request, it is referred to the Commission Officers to either reject or endorse the proposal. If rejected, a meeting to discuss possible alternatives for the staff request is held between the Executive Director, the Commission Officers, and the program area leader. If they endorse the request, it is referred to the Commission who either reject or approve the proposal. Rejection of the staff proposal at this level is final. Approval by the Commission of the requested part-time professional, technical or clerical position initiates the professional or technical/clerical recruiting procedure outlined in the previous section for new staff--permanent full-time.

### Orientation

Orientation is one part of the Commission's staff training program. It is the joint responsibility of the

new employee's supervisor and the payroll coordinator to instruct and be available to each new employee during the probationary period with the Commission to aid in the transition and incorporation into the organization. At the time the employee reports to the work area, a position description for the position the individual has accepted will be shown to and/or read to the employee and the individual's signature on the position description will be required to ensure that the employee understands the job and what will be required of the person filling the position. The Commission chairman's and supervisor's signature, as well as the Executive Director's signature, will also be required to ensure that they comply with the stated requirements of the position. Also during the initial in-processing of the new employee, a packet containing an Employee Personnel Policies Manual, selected publications of the Commission and necessary forms will be presented to the employee along with a discussion of the fringe benefits (if any), which are to be provided to the employee. The employee will be introduced to all staff members during the first week of employment.

### **PROBATIONARY PERIOD**

All employees shall serve a probationary period of six months from the effective date of employment. During this probationary period, the work and professional competence of the employee will be evaluated and is the time during which the employee may be dismissed at the discretion of the Executive Director, or in the case of the Executive Director, by the Commission Officers. In the event of dismissal during this period, the employee, at the discretion of the commission, would not be entitled to payment of benefits.

During the employee's probationary period, annual leave and sick leave accrue for the employee; however, until the probationary period is certified by the Executive Director as being successfully completed, the employee is not entitled to utilize such benefits, except sick leave and personal holidays during the probationary period. Upon successfully completing the probationary period, the employee is eligible to utilize accumulated annual leave as any other permanent employee.

During the probationary period with the Commission, the Commission shall pay the amount of employer contribution to the retirement program as required by law for any permanent employee. Participation in the group life insurance and income continuation programs are optional for each employee. If an employee was previously covered by retirement benefits in the Wisconsin Retirement Fund, eligibility for life insurance and income continuation insurance are available upon employment. If an employee was not previously covered by retirement benefits in the Wisconsin Retirement Fund, eligibility for the group life insurance program begins at the end of the probationary period. If an employee does not wish to enroll in the group life or income continuation insurance programs, notification must be received 30 days prior to the beginning of their eligibility period.

### **TERMINATION OF EMPLOYMENT**

When an employee resigns his position with the Commission, the employee shall give written notice to the Executive Director at least two weeks prior to the termination date. Four weeks notice is appreciated for all persons with extensive responsibility. If an employee is permanently laid off, the Commission shall give that employee at least two weeks written notice in advance of the termination date. Probationary employees may be dismissed without two week's notice. Project position/Limited term employees can be terminated upon completion or cancellation of the project or without cause with two weeks written notice.

Employees who resign or are released due to a reduction in force from their positions with the Commission (laid off) after more than six months full-time service shall be entitled to payment for all accumulated benefits in annual leave and personal holidays. Such payment shall be made in the final check to the employee and be prorated for the portion of the year worked. Permanent Employees released for cause will be

paid only for the annual leave actually earned during that year.

### **PAYROLL PERIOD**

There shall be twenty-six (26) pay periods in a calendar year with pay periods ending every other Saturday (every two weeks) and checks issued the second Thursday following the close of the pay period. If a payday falls on a holiday, the paychecks shall be issued the preceding day.

### **PERSONAL CONDUCT**

Because of the unusual status of the Commission in the governmental hierarchy and its daily exposure to public scrutiny, comment and criticism, staff members must be mindful of their conduct and appearance as they may reflect upon the Commission. Although the amount of public exposure may be limited at certain levels of the Commission, each staff member has a public relation's role in presenting the Commission in a favorable light. Although the Executive Director is responsible for maintenance of required standards among the staff, employees should maintain a professional attitude at all times and conservative standards should be the guide.

Staff members shall wear appropriate attire during regular working hours or whenever representing or attending a Commission function. These standards may vary depending upon the degree of public exposure, the likelihood of exposure to ink, chemicals, etc., and the duties of particular staff members. In line with the appearance of the staff, the work station and/or office area should be kept neat at all times. Maps, posters, and other working materials may be displayed on walls provided it is in an orderly fashion. The display of posters and cartoon material shall be limited to individual work areas provided it is done neatly and is not obscene or derogatory. Display of posters, cartoons, etc., in corridors or public areas will not be allowed. To whatever extent possible at the end of the day, all materials should be returned to drawers, file cabinets, and/or shelves and all office machines turned off and covered.

Respectful treatment of co-workers and the public is expected of all employees of SWWRPC. Hurtful or spiteful comments or "jokes" or innuendos, unwanted sexual advances, sexual, racial, or religious slurs or foul language will not be tolerated in the office or while on duty. Such actions will warrant a stern written warning and subsequent actions will be grounds for discipline or dismissal.

Telephones are provided for business use only; however, local personal calls will be allowed during the noon hour or at other times in case of emergency. These calls will be kept to a minimum. Long distance personal calls will be allowed only by permission of the Executive Director and will be allowed only if the charges are reversed to the individual being called or the call is charged to a home phone.

As a matter of courtesy to others, there shall be no smoking by Commission employees on the premises. Newspapers, books, magazines, etc., not related to an individual's work assignment must not be read during working hours.

### **TRAVEL EXPENSE GUIDELINE**

A uniform set of guidelines for travel expenses is a necessary part of any organization's policy guidelines. It informs the employee the limits that are put on one when traveling on official Commission business. When vouchers are properly submitted, employees shall be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties. Employees are encouraged to plan travel with fiscal austerity and energy conservation in mind.

All expenses incurred in excess of the stated maximums are the responsibility of the staff member unless special arrangements have been previously made with the Executive Director.

All official business travel by Commission employees must be authorized by the Executive Director in advance if possible. It is the responsibility of the Executive Director, who authorizes the travel, to determine that the travel is appropriate and necessary to the mission, responsibility or duties of the employee's program assignment, and that it is not a duplication of a previous trip by this particular employee or another employee. Authorization for an employee to enroll in a function such as (but not limited to) seminars, conferences, conventions, or training sessions must be secured from the Executive Director. Requests for multiple attendance at such functions must be in writing and demonstrate how attendance by more than one employee serves the Commission's interests.

Out-of-state travel for routine business and training may be authorized only by the Executive Director. Out-of-state travel to conventions/conferences must be approved in advance by the Executive Director with final authorization by the Commission Executive Committee.

Reasonable transportation expenses incurred on trips away from the headquarter city are reimbursable regardless of the type of transportation used. However, all travel shall be by the most direct and safest route. If, for personal reasons, an employee does not use the most direct route and incurs additional expense, such additional expense shall be considered personal with reimbursement limited accordingly. When a number of Commission employees are traveling to the same destination at the same time, it is their responsibility to arrange for pool transportation where practical. Transportation expenses will be reimbursed as follows:

A. Automobile Transportation

1. Use of Office Car: Employees must use the office car whenever possible. Only employees, commissioners, and authorized agents of the Commission are permitted to drive the office vehicle.
2. Use of Privately-Owned Vehicles: If the office car is available and an employee chooses to use his/her own car, the mileage allowance shall be at a rate of \$.17 per mile. Special permission must be obtained from the Executive Director before an employee uses his/her own car when the office car is available.

When the office car is unavailable the employee will be reimbursed at the current standard rate as set by the Internal Revenue Service (IRS). Charges for repairs, lubrication, tow service, etc., on any personal car are not reimbursable. Traffic citations, parking tickets, and other traffic violation expenses, whether in personal or office cars, are the employee's responsibility. The starting point and destination must be stated daily on the travel voucher. An explanation must be provided for mileage in excess of normal mileage necessary for conducting official Commission business. When an employee uses a privately-owned car on official business, the allowable mileage shall not exceed the lesser of two distances--headquarters to destination and return, or home to destination and return.

B. Bus

The stub or passenger's copy of the bus ticket must be attached to the travel voucher for reimbursement.

C. Air Travel

Reimbursement for air travel shall be limited to the fare for the lowest jet class. If this class is not available, the employee shall obtain a statement from the carrier representative that the lowest class is not available. Flight insurance is not reimbursable. The passenger copy of the airline ticket must be attached to the travel voucher whether or not the cost of the ticket was billed directly to the Commission by a travel agency.

D. Train

Reimbursement is limited to coach except for overnight trips where reimbursement is limited to the cost of a roomette. Receipts are required and must be attached to the travel voucher.

E. Taxis and Airline Limousines

Reasonable charges are allowable for taxis and airline limousines including tips (maximum of 15%). Limousines are generally available at airports and should be utilized when available and practical.

Meal costs will be reimbursed for reasonable and necessary expenses actually incurred for travel both in-state and out-of-state. All meals must be supported by a receipt attached to the travel voucher. Reimbursement for meals will be in accordance with the following guidelines, unless a higher amount is approved by the Executive Director to allow for more expensive meals when meetings are held in metropolitan areas, or when a standard fee is charged for the meal. The Commission will not reimburse an employee for any alcoholic beverages.

- breakfast will be allowed when the employee leaves home before 6:00 a.m.; maximum \$6.40 including tax and tip

- Lunch will be allowed when the employee leaves the headquarter's city before 11:30 a.m. and returns after 2:00 p.m.; maximum \$8.50 including tax and tip

- Dinner will be allowed when the employee leaves the headquarter's city before 4:30 p.m. and returns after 7:30 p.m.; maximum \$13.50 including tax and tip

Reimbursement for meals in the headquarter's city is not permitted unless the meeting is a Commission-sponsored meeting or other authorized meeting and the meal expense has been approved in advance by the Executive Director.

Reimbursement for lodging will be made according to the individual circumstances but will always be based on the assumption that the employee used the most reasonable room rates available in the area. Excessive charges for rooms must be substantiated by receipts and must be approved by the Executive Director. Charges for late checkouts are not reimbursable. All lodging expenses must be supported by the machine-printed receipts which are furnished by most hotels and motels or original hand-written receipts. Photocopies of the hotel or motel receipt or credit card receipt are not acceptable substitutes. Charges for lodging at homes of relatives or friends are not reimbursable. When registering or signing for any official purpose, employees should use their business address and identification, ask for government discounts and explain that the Commission is not state taxable (this only applies to Wisconsin hotels and motels).

Certain miscellaneous expenses will also be considered reimbursable if they conform to the following regulations:

A. Telephone: Where DAIN is not available, business telephone call charges will be reimbursed.

Charges for personal long-distance calls are not reimbursable. The only exception to this policy will be when, for an unexpected business reason, the employee is prevented from returning home at the planned time. In this case, a brief (three minutes or less) call to the employee's home is permitted.

- B. Registration Fees: Registration fees may be prepaid by the Commission after approval has been obtained from the proper level. However, in those instances when employees are required to pay registration fees out of their own pockets for reimbursement later on, the following will be required for reimbursement:
1. A receipt showing payment for a particular event,
  2. A written statement by the claimant including the names of the sponsor, the purpose of the claimant's attendance, dates of the event, and an identification of specific meals which were included in the registration fees.

All staff members are responsible for the information on their vouchers. Each month, employees shall complete the travel voucher form covering expenses incurred through the last two bi-weekly periods. Verify all computations and supporting documents and certify, by signing the voucher, that the travel expenses were actually incurred, are reasonable and necessary, and not otherwise reimbursed. The information entered in the "Official Business" column should answer the questions why, who, and/or where. For instance, "to meet with the Muscoda Village Board" or "to planning committee meeting" are not adequate explanations of why a particular trip was made. "Iowa County Development Block Grant meeting" or "Monroe recreation plan meeting" fulfill the requirements to clearly state the purpose of the trip.

Be sure to attach all supporting documents (receipts, etc.). Sign the travel voucher and forward to the Executive Director by the day preceding the monthly Commission meeting. The Executive Director will review your travel voucher and verify that:

Expenses claimed are necessary and reasonable in view of the duration, location, and other pertinent circumstances of the employee's travel assignment;

Necessary supporting documents are attached to the travel voucher to substantiate the expenses claimed.

The Executive Director should approve or disapprove the expenses claimed for reimbursement and if approved, sign the travel voucher and forward to the bookkeeper. If disapproved, the Executive Director will return the travel voucher to the employee indicating recommended changes or alterations. After processing by the bookkeeper, the vouchers are sent to the Commission for payment approval. If your travel voucher is submitted on time with all required entries and attachments, you should receive your expense check shortly after the monthly Commission meeting.

A sample form for travel reimbursement is shown. The proper method for filling in the form is also shown. Travel vouchers which are filled out differently than that shown may be delayed in processing.

## OFFICE PROCEDURES

Although an employee may have previous work experience, office procedures vary from office to office and some readjustments may have to be made to conform with procedures established by the Southwestern

Wisconsin Regional Planning Commission. An employee who has no work experience will have new guidelines within which to operate. Because not every office procedure could possibly be committed to paper and because situations may arise which can temporarily create a new office procedure, the following discussion is general in nature. If necessary, more specific information will be detailed in individual discussions, staff meetings, memos, etc.

Although some procedures may seem to deal specifically with one position (mailing, newsletter preparation, etc.), it is generally good practice to be familiar with all office procedures since rare situations have arisen where all employees are asked to participate in areas outside their expertise. However, in instances which are not specifically covered in this discussion, common sense should be the employee's guide.

### Mail

In conformance with postal regulations, a Commission bulk mailing consists of at least 200 exactly similar items. The bulk mailing is prepared for mailing by the clerical staff.

Unless otherwise notified of any special mailing instructions, the secretary shall determine the most economical method (i.e., first class, third, book rate, UPS, etc.) for sending the mail. Any special instructions for mail or packages prepared by someone other than the secretary must be clearly written on the package or letter. Mail is picked up and delivered at 10:00 a.m. and 1:30 p.m. daily.

### Telephone

Long Distance Calls: All locations outside local call area (shown in Platteville telephone directory)

Area Code 608: Since use of the DAIN system places 608 as the originating area code, when calling an office or agency in area code 608, dial 8 + ###-#### (the 7 digit number you desire)

Other than Area Code 608: Since use of the DAIN system places 608 as the originating area code, when dialing you must dial back to the area code you need; therefore, dial 8 + area code = ###-#### (the number you desire)

When telephoning a local number, you dial 9 and then the number. If it's a campus number, you just dial the last four digits.

Telephones are provided for business use only; however, local personal calls will be allowed during the noon hour or at other times in case of emergency. These calls will be kept to a minimum. Long distance personal calls will be allowed only by permission of the Executive Director and will be allowed only if the charges are reversed to the individual being called or the call is charged to a home phone.

### Filing

The clerical staff is generally responsible for all office and library filing. Items which have completed the routing system should be placed in the general file basket within a reasonable amount of time. All staff should become familiar with the filing system to expedite finding of material. The clerical staff is also responsible for maintaining the library and other reference material. The clerical staff will index, code and cross-reference materials received for the library during that week. To maintain materials in the library, an "on-your-honor" system is used. It is assumed that materials removed from the library will be returned within two weeks.

## **POLITICAL ACTIVITIES**

Staff members of the Commission, like all citizens, have constitutionally protected rights to vote, to support political candidates of their choice and to freely express their political opinions. At the same time, both federal law and employment with the Commission suggest the need for moderation in the exercise of those rights.

As an agency which receives a large percentage of its funding from the federal government, the Commission is subject to the provisions of the Hatch Act which restricts the political activity of persons employed in connection with federally supported projects.

The Hatch Act has been interpreted to mean that no employee may make or solicit contributions to any political party or for any political office, or campaign for any office himself or on anyone's behalf during ordinary working hours or in the offices of the Commission.

Employees must recognize the closeness of the Commission's relationship to political officials throughout the region and its dependence on good working relationships with these officials in order to achieve the implementation of its plans and policies. Thus, its effectiveness depends in part on the prudence with which its employees exercise their political rights. Any staff member may, of course, express his opinion on state or national legislation. However, his position must be clearly stated as his own as representing in no way a position of the Commission unless the Commission has instructed the staff member to take a position on its behalf. Similarly, activity by a staff member of the Commission as an officer or member of a committee or a political party, or of a partisan political club, or as a participant in the management of the affairs of a political party, or as a political campaign is potentially embarrassing to the Commission and is therefore discouraged. Any staff member who contemplates such activity or who contemplates campaigning for office himself has an obligation to confer with the Executive Director and if the situation warrants such a conference, with the Commission Officers or the Commission itself.

## **FRINGE BENEFITS**

### **Annual Leave (Vacation)**

Every full-time employee shall be entitled to annual leave with full pay, earned at the following rate:

1 to 5 years	80 hours (2 weeks)
6 to 10 years	120 hours (3 weeks)
11 to 15 years	136 hours (3 weeks, 2 days)
16 to 20 years	160 hours (4 weeks)
21 to 25 years	176 hours (4 weeks, 2 days)
26 years +	200 hours (5 weeks)

Annual leave shall be accumulated by employees during the first six (6) months of employment (probationary period) but shall not be utilized until after the successful completion of that probationary period. Any vacation time earned but not taken by employees by December 31 will be lost unless approved by the Director.

All annual leave shall be granted at the discretion of the Executive Director at such times as he/she deems will least interfere with the efficient operations of the Commission. The smallest unit of time that can be taken on annual leave is one-quarter hour.



As of January 1, 1988, part-time employees shall receive annual leave on a proportional basis to time actually worked. If a part-time employee were to be hired as a full-time employee, the longevity schedule would be computed on the basis of actual hours worked during the time the individual was a part-time employee rather than the actual years of employment. The longevity schedule for part-time employees shall be computed on the basis of actual hours worked over the years rather than the total years of employment.

### Sick Leave

Full-time employees shall be entitled to sick leave with full pay earned at the rate of four (4) hours of sick leave for each eighty (80) hours of work completed. Part-time employees shall be entitled to sick leave on a pro-rated basis in accordance with the following biweekly hourly schedule:

Less than 20 hours	-	0
20 hours but less than 40 hours	-	1 hour of sick leave
40 hours but less than 60 hours	-	2 hours " " "
60 hours but less than 76	-	3 " " " "
76 hours to 80 hours	-	4 " " " "

Utilization of sick leave shall be allowed for the following reasons and under the following conditions:

- A. For personal illnesses, bodily injuries, or maternity which
  1. require the employee's confinement;
  2. renders the employee unable to perform assigned duties; or
  3. where performance of assigned duties would jeopardize the employee's health or recovery.
- B. For personal medical or dental appointments which cannot be scheduled at times other than during working hours provided the Executive Director is given advance notice of appointments except when emergency conditions prevail.
- C. When death occurs in the "immediate family", an employee may be granted use of sick leave to a maximum of seven (7) calendar days by the Executive Director. If a death occurs in the "family", an employee may be granted use of sick leave to a maximum of four (4) calendar days by the Executive Director. If either situation (as described above) warrants an extension, the Executive Director may grant up to three (3) additional working days. Such requests must be made in writing to the Executive Director. Use of accrued sick leave shall normally be used during the seven (7) calendar day period immediately following the death. Where mitigating circumstances require a postponement in funeral arrangements, sick leave may be used at an appropriate later date for directly related purposes.
- D. Employees may use (with approval of the Executive Director) accrued sick leave for temporary emergency care of ill or injured members of the family for a limited period of time (maximum of 5 days) to permit the employee to make other arrangements.
- E. Employees may use accrued sick leave to supplement the Worker's Compensation benefits provided pursuant to Chapter 102, Wisconsin Statutes to the extent that the employee shall receive the equivalent of his regular base rate. The procedures necessary for the administration of this section shall be developed by the employer and shall be in accordance with the existing Wisconsin Statutes.

Unused sick leave shall accumulate from year to year in the employee's sick leave account. Employees shall be allowed to use earned holidays or annual leave in lieu of sick leave when they so request.

In the event that the Executive Director has reason to believe that an employee is abusing the sick leave privilege or may not be physically fit to return to work, the Executive Director may request the employee to obtain a medical certificate or other appropriate verification for absences. Use of sick leave for other than above (or circumstances to be determined eligible by the Executive Director) shall be subject to disciplinary action.

Employees on probation may use only that sick leave which they have accrued to the date of being used.

Termination of employment shall cancel all unused accumulated sick leave except as noted below under "Sick Leave Conversion Credit". However, when a person who is an employee ~~with permanent status in class~~ is laid off, any unused accumulated sick leave shall be restored provided that employee is re-employed by the Commission within two (2) years.

Requests for sick leave in excess of three (3) days must be substantiated by a doctor's certificate and/or verification by the Executive Director.

As a matter of policy, the Commission wishes to emphasize that sick leave shall be construed as a form of insurance against the loss of income during short-term illness rather than as true leave. Sick leave does not vest in an employee the right to a certain number of days off each year with pay as does annual and holiday leave.

#### Sick Leave Conversion Credit (Effective January 1, 1994; Revised December 28, 1998)

When an employee retires under the eligibility provisions of the Wisconsin Retirement System, or is forced to retire due to medical disability (or dies prior to retirement), 50 percent of the accrued sick leave remaining in the employee's account may be converted, upon written request of the employee, or the employee's agent, to its monetary value based on the employee's current rate of pay, to be used to pay monthly premiums under the Commission's health insurance program for the employee or the surviving spouse and/or dependents of the employee. Annual remuneration under this provision shall not exceed the value of the annual cost of providing similar health insurance coverage to a full-time employee (for either single or family coverage).

The employee may also choose to continue under the Commission's health insurance program after his/her sick leave conversion credit has been expended, but the employee is responsible for all monthly premiums. The employee must pay these health insurance premiums to the Commission's bookkeeper in a timely manner so as to ensure continued coverage under the program.

Sick leave accrual is unlimited for actual sick leave use. However, for retirement purposes, the maximum number of sick days that an employee can convert to health insurance premiums is 120 days (i.e., 50 percent of 240 days). In the event of the death of a permanent full-time employee, the Commission may, at its discretion, authorize cash payment of up to 50 percent of the value of accumulated sick leave credit to the employee's beneficiaries (as long as the total sick leave credit does not exceed a maximum of 120 days).

In accordance with requirements of the Wisconsin Department of Employee Trust Funds under the state's health insurance program for local government employees, an insured employee must meet one of the following conditions to be eligible to continue coverage in the group health insurance plan after employment terminates:

- 1) The employee takes an immediate WRS retirement annuity, or a lump sum retirement benefit

which would have been immediate if paid as an annuity. An immediate annuity is one which begins within 30 days after employment terminates.

- 2) The employee is at least age 55 (age 50 for protective employees) and has at least 20 years of WRS creditable service.
- 3) The employee receives a WRS disability annuity or long-term disability insurance benefit.

#### Military Leave of Absence - Extended Active Duty

Full-time employees of the Commission who enlist or are inducted or ordered into extended active service in the land, naval, or air forces of the United States or of the State of Wisconsin pursuant to the provisions of the Selective Service Act of 1948 and any acts amendatory thereof or supplementary thereto, including the Selective Service Extension Act of 1950 and the Universal Military Training and Service Act of 1951, or pursuant to the rules and regulations of any of the reserve components of the armed services of the United States or of the State of Wisconsin shall be granted a leave of absence without pay during the period of such service.

Upon completion and release from such extended active duty under honorable conditions, such employees shall be reinstated into the positions they held at the time of taking such leave of absence or to a position of like seniority, status, responsibility, and salary.

Application shall be made for reinstatement of such employee within ninety (90) days from the effective date of release from military service, unless such employee is hospitalized by the United States Government for illness, wounds, or disability incurred or aggravated in line of duty, in which case the ninety (90) day period shall be in force from the effective date of release from the hospital. All such leaves of absence shall be terminated and the position declared vacant in case the employee granted such leave shall fail to make application for reinstatement within the prescribed ninety (90) day periods.

Appointees to positions made vacant by military leaves of absence shall hold their positions temporarily and shall not continue therein to the exclusion of persons returning from service in the armed forces of the United States or of persons temporarily appointed to other positions because of military leaves of others and returning to their former positions.

#### Military Leave - Reserve Training Duty

Full-time employees of the Commission who are duly enrolled members of the national guard, the state guard, the officer's reserve corps, the enlisted reserve corps, the army reserve, the naval reserve, the air force reserve, the coast guard reserve, or any other reserve component of the military, naval or air forces of the United States or of the State of Wisconsin now or hereafter organized or constituted under federal law shall be granted military leave not to exceed fifteen (14) consecutive calendar days during any calendar year. The employee receives his/her Commission pay or military pay but not less than the amount of Commission pay. Said leave shall be granted by the Executive Director upon presentation of satisfactory evidence of military, air force, or naval authority to take such training and such leave granted under this section shall be in addition to all other leaves authorized and shall not be deemed as part of any other leave authorized

herein. The status of the employee for the purpose of determining seniority, status, responsibility, and salary shall be unaffected by such military leave.

#### Leaves Without Pay

The Commission shall not be financially responsible for contributions to health insurance, life insurance, income continuation insurance, or retirement programs while the employee is on leave without pay.

### Maternity Leave

Full-time female employees who become pregnant or permanent full-time male employees whose spouse becomes pregnant may apply for and may be granted, at the discretion of the Executive Director, a leave of absence without pay for not more than two (2) months. While on such leave the employee shall not lose any accumulated benefits or accrue any vacation, holiday, or sick leave for the time while on maternity leave.

### Special Leave

A special leave of absence without pay for any other reason than annual, sick, military, or maternity leaves may be granted upon the recommendation of the Executive Director to the Commission and upon approval of the Commission provided no such special leave shall be granted for a period of more than two months. All employees who are granted such special leave shall not lose any accumulated benefits while on such leave; however, they shall not accumulate or utilize sick leave or annual leave while on a special leave of absence.

### Holidays

The following paid holidays will be granted all employees:

- New Year's Day
- Friday Afternoon Before Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Years Eve Day

- Christmas

If the designated holiday falls on a Sunday, the Monday immediately following shall become the official holiday. In instances where Christmas Day or New Year's Day falls on a Sunday or Monday, the preceding Friday shall be construed as Christmas Eve and New Year's Eve respectively and thus be considered as the holiday. Whenever a holiday falls on a Saturday, this shall be referred to as "Saturday Legal Holiday" and can be used as a floating holiday anytime during the following three months. The only exception is when Christmas Day falls on a Saturday, the following Monday shall be considered the official holiday and the commission offices will be closed that day.

Holiday time for part-time employees shall be pro-rated according to the number of hours the employee works during the calendar year.

### Personal Holidays

Each full-time employee of the Commission shall be entitled to three (3) floating personal holidays to be taken before December 31 of each year. These personal holidays may be used for any reason by the

employee upon approval by the Executive Director. Personal holiday time is available to part-time employees on a pro-rated basis based on the number of hours worked.

Personal holiday time shall be pro-rated based on the number of hours worked in a particular year. A new full-time employee would only receive a portion of the personal holiday time during his/her first year with the Commission, but in subsequent years would receive all three days. Personal holiday time will also be pro-rated when an individual leaves employment.

### Health Insurance

All full-time employees are provided with group health insurance protection, partially paid by the Commission. The health insurance program will be available 30-60 days after employment, depending on when the individual starts work. Health insurance coverage will be started on the first of any month following one full calendar month of employment (if the employee chooses to participate in the program). Upon the employee's inclusion in the health insurance program, the employee shall be given adequate information and/or booklets describing the benefits of such insurance and the proper procedures for making claims.

The contribution for such health insurance coverage will be periodically reviewed by the Commission so that any adjustments can be made to reflect increased or decreased premium costs. The Commission will consider the requirements of the Wisconsin Public Employers' Group Health Insurance Program when determining the employer contribution each year. The Department of Employee Trust Funds makes a determination annually as to the maximum employer contribution, based on the lowest cost health plan available in the Platteville area.

Part-time employees will be eligible for health insurance. In such cases, the Commission will pay a portion of the premium in accordance with the following hours worked (averaged out over a three-month period):

25-35 hours/pay period	-	25% of the premium
36-55 hours/pay period	-	50% of the premium
56-71 hours/pay period	-	80% of the premium
72-80 hours/pay period	-	95% of the premium

### Length of Service Payment

The Commission agrees to provide an annual length-of-service payment to permanent employees. The amount of length-of-service payment shall be based upon seniority date. No employee shall be granted more than one length-of-service payment for the twelve (12) month period beginning July 1 and ending the following June 30. Seniority date is date of hire for each permanent employee. The schedule of payments shall be as follows:

5 years of service	\$ 50
10 years of service	\$100
15 years of service	\$150
20 years of service	\$200
25 years of service	\$250

To be eligible for the length-of-service payment, the employee must have completed the required number of years prior to July 1 of the year in which payment is to be made.

### Absence Due to Weather

Inclement weather may cause you to be unable to come to work, or to require you to leave work before the end of the work day. If so, you may request this time off be charged to vacation, floating holidays, compensatory time, leave without pay, or you may, with the consent of your supervisor, make up the lost time. If you are unable to come to work, you must notify the office within the first hour of the work day.

### Life Insurance

All employees are eligible for life insurance protection to a maximum of the next higher \$1,000 of gross income. For example, if an employee is making \$25,000, that employee's life insurance would be \$25,000; however, if an employee is making \$25,150, that employee's life insurance would be \$26,000.

The premium for life insurance coverage is based on the employee's salary and age. The Commission pays 50 percent of the employee's basic coverage contribution plus the additional amount required for agency participation in the program. Life insurance is available to eligible employees after they have completed their probationary period with the Commission.

### Retirement

All employees are provided with retirement benefits at the time of employment. At the writing of this manual, the contribution for such retirement benefits are:

Employee: 1% of the employee's gross salary each pay period

Commission: 10.8% of the employee's gross salary each pay period

For an employee, the normal employee contribution would be 5 percent of the employee's gross salary and the Commission contribution would be 6.8 percent of the employee's gross salary. However, the Commission has picked up 4 percent of the employee's contribution for the employee, thus decreasing the employee's contribution while providing full retirement benefits to the employee.

This policy will be reviewed periodically by the Commission so that any adjustments can be made to reflect changes in the Wisconsin Retirement Fund laws, rules, and/or regulations.

### Work Week

The Commission staff's normal working hours are 8:00 - 12:00 and 1:00 - 5:00, Monday through Friday.

### Miscellaneous

1. All employees are expected to be at their work stations during regular work hours. If there is a need to be absent, or if you will be detained from reporting at your expected time, the Executive Director or secretary should be informed. Persons taking sick leave or other time off should notify the Commission Office by 8:30 a.m. on that day.
2. All requests for vacation and personal holidays should be submitted on a Leave Request Form prior to the leave. Requests for use of sick leave may be made either prior to the use of the sick leave or immediately following the return to work.
3. Any questions or concerns regarding the balance of vacation time, personal holiday time, or sick leave

time accumulated should be directed to the office secretary.

4. Time sheets are to be completed by each employee on a daily basis. These are to include details of the work element completed by the employee during that day and recorded on the time sheet by hour. Time sheets for each ensuing bi-weekly pay period will be distributed each pay day. The completed time sheets for each bi-weekly pay period should be handed in on the Friday immediately following pay day.
5. Periodic progress reports are to be written and handed in by the planners as determined through discussion by the Executive Director. These reports should include information on projects which the employee is working on and what has been accomplished on each assignment. Also to be included are any pertinent meetings which were attended.
6. Partial moving expenses may be paid for newly-hired, professional staff as determined by the Commission officers. Actual moving costs must be submitted to the Executive Director and be accompanied by receipts. Payment will be made up to a maximum reimbursement of \$1,500 for actual moving expenses. In order to be eligible for reimbursement, the move to the region shall be made within seven months of the date of starting employment.

## CODE OF ETHICS

The code of ethics is designed to promote high and ethical standards of conduct for employees. The ethics code sets standards of job performance that are intended to eliminate conflicts of interest by employees.

### Policy

The observance of high moral and ethical standards by employees is essential to the conduct of the Commission. The employee holds his/her position as a trust, and any effort to realize personal gain through official conduct is a violation of that trust. The ethical standards set forth in this statement for employees in the performance of their official duties are intended to eliminate conflicts of interest, improve standards of service, and promote and strengthen the faith and confidence of the people of this region in their Commission. Nothing in this statement abrogates the rights of an employee under the Constitution of the United States of America and of this state, the Wisconsin Statutes or any other laws of this state.

Further it is recognized that employees should not be without all personal and economic interest in the decisions and policies of the Commission. Employees retain their rights as citizens to maintain interests of a personal and economic nature. The standards of ethical conduct for employees distinguish between those minor and inconsequential conflicts which are unavoidable and those conflicts which are substantial and material. The following statements cover various cases in which conflicts of interest may arise.

### Outside Employment

No employee is prevented from accepting outside employment or following a pursuit which does not interfere or conflict with the full and faithful discharge of his/her duties to the Commission. However, outside employment is discouraged by the Commission. Employees shall notify the Executive Director prior to accepting outside employment to insure no conflict of interest exists. The Commission must specifically prohibit those activities that will cause a conflict of interest to the employee or to the Commission. Therefore, no employee will:

1. Use the Commission's time, facilities, equipment or supplies, or use the prestige or influence of their Commission position for private gain or advantage.
2. Accept for private gain or advantage money or anything of value from a business for the performance of an act required as part of official duties.
3. Accept employment with a business which is subject to direct or indirect control review audit or enforcement by the Commission where the employee works unless approved by the employee's supervisor and the commissioners.

Employees may collect fees and honoraria for papers, talks, demonstrations or appearances made on their own time and not directly related to their official duties. Employees must notify their immediate supervisor prior to accepting fees and honoraria to insure no conflict exists.

#### Acceptance of Gifts or Favors

No person may offer to give an employee or his/her immediate family nor may an employee or his/her immediate family solicit or receive anything of value from any person with the understanding that such an employee's official actions or judgment would be influenced thereby, or appear to influence the manner in which he/she performs his/her work or makes his/her decisions.

No employee who is assigned or acts as an official representative of the Commission in the presentation of papers, talks, or demonstrations may solicit or accept fees, honoraria, or reimbursement of expenses for personal gain. Any fees, honoraria, or reimbursement of expenses which may be offered in connection with official representation of the Commission must be paid to the Commission.

#### Use of Confidential Information

No employee may use confidential information gained during the course of or by reason of his/her position and official activities other than in the discharge of his/her official duties.

#### Use of Commission Property

No Commission employee may use, or allow the use of Commission property, including property leased by the Commission, for private activities or for any use other than that which serves the Commission's interest.

#### Conflict of Interest

No employee may use his/her position to obtain financial gain for him/herself or his/her immediate family, or for any business with which he/she has a significant fiduciary relationship. Any salary or other compensation received by an employee from the Commission for services rendered does not constitute financial gain as the term is used in this policy.

No employee may use his/her position or influence to gain unlawful benefits, advantages, or privileges for him/herself, for the members of his/her immediate family, or for any other person.

No employee and no business with which he/she has a significant fiduciary relationship may enter into any contract with a business or organization which is to be paid in full or in part out of Commission funds. Exempt from this provision are contracts awarded through public notice, competitive bidding, or any other



process as provided for by law.

No employee and no business in which an employee owns or controls, directly or indirectly, at least ten percent interest may enter into a lease or real property with the Commission, except that the Executive Committee upon request may waive this rule where it is in the best interest of the Commission.

#### Employee Rights and Discipline Under the Code

During all stages of any investigation or proceedings conducted under the rules of the code of ethics, the accused or any person whose activities are under investigation may be represented by counsel of his/her own choosing. Prior to any proceeding, the accused shall be permitted to challenge the sufficiency of any complaint brought against him/her. Exculpatory evidence of any nature discovered through any investigation or by any other means shall immediately be brought to the attention of the accused and his/her counsel.

The accused or his/her representative shall have an adequate opportunity to examine all documents and records to be used during the course of the proceedings. The accused also has the right to bring witnesses, to establish all pertinent facts and circumstances, and to question or refute any testimony or evidence including the opportunity to confront and cross-examine adverse witnesses.

#### Conduct of Investigations

No employee may be investigated until notified in writing. The notice must state the exact nature and purpose of the investigation and the specific actions or activities to be investigated.

#### Outside Employment Authorization

Approval of all outside employment must be obtained in advance through the Executive Director, who may refer such requests to the Executive Committee or Commission.

### GRIEVANCE PROCEDURE

It is the desire of the Commission to adjust the causes of grievances as they arise and to arrive at a fair and equitable conclusion for all parties involved. All grievances shall be submitted in accordance with the following procedure:

- Step 1: An employee must present a grievance, either orally or in writing, to the Executive Director within five (5) working days after the occurrence, explaining the nature and circumstances of the problem.
- Step 2: If the oral grievance is not resolved, each party's grievance and response shall be reduced to writing and submitted to the Commission Officers.

If the grieving parties feel the grievance has not been satisfactorily resolved, the employee may request a hearing before the Officers of the Commission within five (5) working days of the decision announced by the Executive Director with said hearing to be at the next scheduled Officers meeting. The decision of the Officers shall be final.

Copies of the employee's written grievance statement and the written answers by the Executive Director will be placed and retained in the individual's personnel file.

If an employee's grievance is with respect to the agency's Affirmative Action Plan and/or involves a charge of discrimination, the opinion of the Affirmative Action Officer should be requested.

No employee shall be disciplined or discriminated against in any way because of one's proper use of the grievance procedure.

### **REPRIMANDS**

The types of reprimands are oral, written, suspension with loss of pay, demotion with the respective salary commensurate with the demoted level, and discharge. It is to be recognized that the suspensions, the demotion, and discharge shall be initiated in writing.

### **GROUND FOR DISCIPLINARY ACTIONS**

Grounds for disciplinary actions include, but are not limited to: failure to perform work assignment in an acceptable manner; abuse of sick leave privileges; discourtesy to the public; refusal to obey an order by proper authority; reporting for work and/or duty under the influence of intoxicants or drugs; using intoxicants or drugs while on duty; being habitually tardy or absent; falsification of any records or employment data; leaving the office premises without notifying supervisor; unauthorized destruction or removal of SWWRPC property; failure to report accidents or personal injuries or the incurrence of infectious diseases; giving, taking or accepting a bribe; commission of a crime of moral turpitude; failure to take proper care of or abuse of SWWRPC property; violation of Commission by-laws.

### **DISMISSALS**

Dismissal of any Commission employee will occur only in situations of continued incompetence or malfeasance, except where positions are terminated because of grant or program closings, or other budgetary constraints of the Commission work program. The grounds for immediate dismissal of an employee are cited in the previous paragraph under "Grounds for Disciplinary Action." Probationary employees may be dismissed at any time during their six-month probationary period with or without cause.

### **DRUG-FREE WORK PLACE REQUIREMENTS**

All employees of the Southwestern Wisconsin Regional Planning Commission must comply with the Federal Drug-Free Work Place Act (Public Law 100-690, Title V, Subtitle D). This act prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the Commission's work place. Any employee caught in violation of this requirement will be subject to disciplinary action and possible termination as outlined earlier in the personnel procedures manual. Furthermore, it shall be the responsibility of all employees to notify the Commission Executive Director of any criminal drug statute conviction occurring in the work place no later than five days after such conviction.

The Commission shall within 30 days of receiving such conviction notice, with respect to any employee who is convicted, take appropriate personnel action against such an employee, up to and including termination; or the Commission might require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other

appropriate agency.

### **UNEMPLOYMENT COMPENSATION**

The Southwestern Wisconsin Regional Planning Commission is a participant in the Unemployment Compensation Insurance Program of the State of Wisconsin. All Commission employees working at least fifteen weeks on the SWWRPC staff are covered under this program. Summer interns and work-study students are not covered by unemployment compensation insurance since their services on the staff are short-term and of a part-time nature. Furthermore, work-study students are not official employees of the Commission since they receive their salaries directly from the University of Wisconsin-Platteville. The Commission reimburses the University for a portion of the work-study student salaries at the end of each contract period.

Unemployment compensation benefits are only available to employees that are laid off of work. If an employee quits of his/her own volition, or was discharged for cause, the benefits are not available. Employees desiring more information about the unemployment compensation program should contact either the Commission staff secretary or a representative of the Wisconsin Department of Industry, Labor and Human Relations. The local Job Service Office is at 925 North Madison Street, Lancaster, Wisconsin.

### **WORKMEN'S COMPENSATION INSURANCE**

The Southwestern Wisconsin Regional Planning Commission is covered by Workmen's Compensation Insurance. Should any employee become injured while on duty or contract a disease traceable to employment on the SWWRPC staff, the individual can receive benefits under the State of Wisconsin Workmen's Compensation Law. This law provides for the payment of medical and hospital bills for temporary or permanent disability. Also covered are death benefits. The amount of benefits are determined by the State Industrial Commission. Employees desiring more information about the Workmen's Compensation Program should contact the Commission staff secretary or the Worker's Compensation Division of the Wisconsin Department of Industry, Labor and Human Relations.

### **SALARY INCREASES**

Probationary increases are provided to each employee at the end of six months of satisfactory work, if the budget allows. Also, the salary of each employee will be reviewed on January 1 of each year for annual cost-of-living adjustments and merit increases.