

**RESOLUTION NO. 2024-030**

**RESOLUTION OF THE VILLAGE BOARD OF THE VILLAGE OF CALEDONIA  
TO APPROVE UPDATES TO THE EMPLOYEE HANDBOOK**

**WHEREAS**, the Village of Caledonia utilizes an Employee Handbook to govern employee conduct, rights, benefits, and other employee related matters; and

**WHEREAS**, the Employee Handbook was last updated in 2022; and

**WHEREAS**, the updates included in the attached memo shall be incorporated into the Employee Handbook, which was presented to the Village Board on Tuesday, February 27, 2024;

**NOW, THEREFORE, BE IT RESOLVED** that the Caledonia Village Board approves the updates to the Employee Handbook as presented on February 27, 2024.

27 Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this day of February 2024.

**VILLAGE OF CALEDONIA**

By: Thomas P. Weatherston  
Thomas Weatherston  
Village President

Attest: Jennifer Olsen  
Jennifer Olsen  
Village Clerk



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## MEMORANDUM

**To:** Village Board  
**From:** Tyler Helsel, HR Manager  
**Date:** February 8, 2024  
**Re:** 2024 Employee Handbook Update

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Village Board:

The Employee Handbook (the "Handbook") received a major update in Spring of 2022. However, the Handbook is a living document that should be updated from time-to-time to reflect changes to employee laws, market conditions affecting recruitment, and simple language updates and clarifications. This memo outlines recommended changes to the current Handbook.

### **1. Return On Final Day of Employment**

**Reason for Change:**

We have had instances where employees have elected to give notice of their intent to end employment with the Village and subsequently do not return to the office after giving notice (typically the employee uses the remainder of their accrued/awarded time off and does not return). Employees who separate should at minimum return on their final day to perform an exit interview, return any Village property, and withdraw any personal property from Village buildings.

**Change:**

Insert the following at:

PART VI EMPLOYEE SEPARATION  
EMPLOYEE SEPARATION PROCEDURES

"Final Day:

If an Employee is voluntarily separating from the Village (including retirement), the Employee shall be present and at work on their final day of employment at the Village to receive payment for their unused sick days and/or awarded but unused vacation time under Severance Benefits as outlined herein."

### **2. SEXUAL HARRASSMENT POLICY UPDATE**

**Reason for Change:**

After attending a recent CLE course, our employment counsel, who happened to be running the CLE, recommended adding to our sexual harassment policy a reporting to law enforcement language when a law is broken section, as this may assist in limiting the Village's liability exposure. There is also an additional language cleanup regarding the Committee that would handle investigations.

**Change:**

PART IV CONDUCT & CUSTOMER SERVICE

Amending section B.) 4.), 5.), and 6.):

- “4.) The Human Resources Manager will be made aware of, and manage, all harassment complaints. The Administrator, the Police Chief and the Human Resources Manager will be responsible for investigating complaints of harassment (in this Section collectively referred to as the “Investigation Panel”). The Village President shall replace any member of the Investigation Panel if the complaint is against one of the members of the Investigation Panel.
- 5.) In response to every complaint, the Investigation Panel must notify the Village President that a complaint has been made.
- 6.) The Investigation Panel will investigate the complaint thoroughly and promptly and notify the complainant that an investigation will be undertaken. Reasonable measures will also be taken to protect all employees, including the reporting employee, from any retaliatory behavior. These measures might include temporary reassignments or separating the alleged harasser and the reporting or affected employee(s).”

Creating C.) 2.) to read as follows:

“2.) If the results of the investigation under this Section identify a violation of a local, state, or federal law, the Village will refer the results of the investigation to an appropriate law enforcement agency outside the Village to investigate the violation and refer any charges to a local, state, or federal prosecutor’s office for criminal charges.”

### **3. Funeral Leave Timing**

#### **Reason for Change:**

The Village would like to update funeral leave so that it is tied to an event, such as the date of the death, date of a service, or use within a certain period of time. The reasoning is that it otherwise creates an administrative burden tracking when funeral leave has, or has not, been used. We have had instances where employees use the leave many months after a passing and use additional vacation time to have a full week off.

#### **Change:**

Insert the following language at:

#### **PART III BENEFITS, FUNERAL LEAVE:**

“Funeral leave must be used in one of the following ways: (1) within two weeks of the death giving raise to the leave; or (2) the days surrounding a scheduled funeral that occurs within 3 months of the death giving raise to the leave.”

### **4. Vacation Awarded Date**

#### **Reason for Change**

Milestone increases in vacation days are to be awarded on January 1<sup>st</sup>, but the current language is ambiguous as to whether the Handbook means the January 1<sup>st</sup> of year anniversary year or the January 1<sup>st</sup> of the year after the anniversary year.

#### **Change:**

Insert the following at:

#### **PART III BENEFITS, VACATION**

Employees will receive the increase of Paid Vacation on the January 1st of the year in which they hit a year milestone. For example, if an Employee hits their 5-year

anniversary on May 1, 2024, that employee receives their 20 Paid Vacation Days January 1, 2024.

**5. Police and Fire Management Employees Clothing Reimbursement**

**Reason for change:**

An increase to the reimbursement amount of Police and Fire management employees. Inflation and represented employee's contractual reimbursement now exceeding this amount.

**Change:**

**PART III BENEFITS, CLOTHING ALLOWANCE**

**"Police Management Employees**

Subject to the approval of the employee's supervisor, police management employees shall be reimbursed for the purchase of clothing and equipment that are directly job related in an amount not to exceed Seven Hundred and Fifty Dollars (\$750.00)."

**"Fire Management Employees**

Subject to the approval of the employee's supervisor, fire management employees shall be reimbursed for the purchase of clothing and equipment that are directly job related in an amount not to exceed Seven Hundred and Fifty Dollars (\$750.00)."

**6. Employee Handbook Applicability**

**Reason for Change:**

An update to the handbook that clarifies what portions of the handbook apply to public safety represented/union employees.

**Change:**

**SCOPE OF POLICIES**

"A public safety union employee cannot receive any compensation or benefit in the Employee Handbook unless explicitly negotiated into the bargaining agreement."