

**RESOLUTION NO. 2025-004
VILLAGE OF CALEDONIA**

**A RESOLUTION APPROVING UPDATES
TO THE EMPLOYEE HANDBOOK**

The Village Board for the Village of Caledonia, Racine County, WI do resolve as follows:

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 again in 2024; 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, January 28, 2025;

NOW, THEREFORE, BE IT RESOLVED that the Caledonia Village Board approves the updates to the Employee Handbook as presented on January 28, 2025.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this 28 day of January 2025.

VILLAGE OF CALEDONIA

By: Thomas R Weatherston
Thomas Weatherston
Village President

Attest: Jennifer Bass
Jennifer Bass
Village Clerk

MEMORANDUM



Date: January 14, 2025

To: Committee of the Whole
Village Board

From: Todd Willis
Village Administrator

Re: **2025 Employee Handbook Updates**

1. The Employee Handbook (the "Handbook") received a major update in Spring of 2022, and some supplemental updates in February 2024. The Employee Handbook is a living document that needs to 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 the current recommended changes to the current Handbook:

A. Overtime Calculation and Compensation – Overtime Compensation – Special Rules

Reason for Change

On August 27, 2024, the Village Board approved Resolution 2024-093 to approve the Police Department exempt command staff to fill overtime shifts after first being offered to officers, detectives, and sergeants. These special overtime rules were not previously included in the Employee Handbook.

Change

"At the discretion of the Chief of Police, and with approval from the Chief of Police or his designee, in situations where there is an overtime assignment that needs to be filled, and there are no current subordinate staff (officers, detectives, sergeants, etc.) members who are qualified, able, or willing to voluntarily work the overtime assignment, the assignment may be filled by a member of the command staff (i.e. Lieutenants, Deputy Chief, etc.) working outside of their regular work hours. A command staff member working a posted overtime shift will be paid time and one-half overtime at the highest Sergeant overtime rate for these hours." **(Pg. 18)**

B. Reimbursement of Clothing Allowance Policy – Police Management Employees

Reason for Change

On November 26, 2024, the Village Board approved the 2023 – 2025 CPPA Collective Bargaining Agreement (Police Contract) that included amended language previously included in the Employment Handbook.

Change

“For body armor and carriers purchased ~~after January 1, 2021~~, the Village will provide the initial issue body armor at threat level IIIA and carrier authorized by the Village and replace the authorized body armor according to the manufacturer’s replacement schedule, up to a maximum of \$1,200 and to include within that \$1,200 amount additional body armor and carrier accoutrements selected by the employee and authorized by the Chief only if the cost of the armor and carrier is less than \$1,200. An employee who needs body armor or the carrier replaced prior to the manufacturer’s replacement schedule, except if the body armor or carrier is destroyed due to on-the-job reasons, shall replace the body armor or carrier at his or her cost with armor or carrier authorized by the Chief of Police.” (Pg. 32)

C. Sick Leave Incentive Program – Police Department

Reason for Change

This was a new article added to the 2023 – 2025 CPPA Collective Bargaining Agreement.

Change

A Police Department employee hired on or after June 1, 2018 uses one or no sick days in a calendar year, then the employee shall receive one vacation day for use in the subsequent calendar year to be scheduled as vacation is scheduled. (Pg. 39)