

NOTICE OF PERSONNEL COMMITTEE MEETING
Wednesday, August 19, 2020 at 4:30 p.m.
Caledonia Village Hall, 5043 Chester Lane, Racine, Wisconsin

THIS WILL BE AN IN-PERSON MEETING – MAX NUMBER OF IN-PERSON CITIZEN ATTENDEES 16
ALL ATTENDEES MUST WEAR A FACE COVERING

1. Call to Order
2. Approval of Minutes
3. Discussion on Telework Policy
4. Discussion on Workers Compensation Policy
5. Discussion on Temporary Transitional or Modified Duty Assignments Policy
6. Discussion on revised COVID employment and employee conditions policy
7. Discussion on Face Masks Face Covering Policy
8. The Personnel Committee will take up a motion to go into CLOSED SESSION, pursuant to WI Stat. 19.85(1)(c), for “Considering employment, promotion, compensation or performance evaluation data for any public employee over which the governmental body has jurisdiction or exercises responsibility.”
9. The Personnel Committee reserves the right to RECONVENE INTO OPEN SESSION to take possible action on the item(s) discussed during the CLOSED SESSION and to move on to the remaining items on this agenda
10. Adjournment

Dated August 14, 2020

Karie Pope
Village Clerk

Only committee members are expected to attend. However, attendance by all Board members (including non-members of the committee) is permitted. If additional (non-committee) Board members attend, three or more Board members may be in attendance. Section 19.82(2), Wisconsin Statutes, states as follows:

If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purposes of exercising the responsibilities, authority, power or duties delegated to or vested in the body.

To the extent that three or more members of the Caledonia Village Board actually attend, this meeting may be rebuttably presumed to be a “meeting” within the meaning of Wisconsin’s open meeting law. Nevertheless, only the committee’s agenda will be discussed. Only committee members will vote. Board members who attend the committee meeting do so for the purpose of gathering information and possible discussion regarding the agenda. No votes or other action will be taken by the Village Board at this meeting.

1. Call to Order

Trustee Prott called the meeting to order at 5:00 p.m. at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Stillman and Trustee Prott. Trustee Martin was present via teleconference.

Absent: None

Staff present: Village Administrator Tom Christensen and HR/Asst.
Administrator Toni Muise

2. Approval of Minutes

Trustee Stillman motioned to approve the February 17, 2020 minutes. Seconded by Trustee Prott. Motion carried unanimously.

Trustee Prott took the agenda out of order starting with item 5 and moved forward with the rest of the agenda as posted.

5. Discussion and Consideration of Using an Outside Source for FMLA.

Christensen explained that Family Medical Leave Act (FMLA) is one of the major tasks of Human Resources (HR) and can be overwhelming for one person. It is a very time-consuming process and often prevents HR from getting other tasks done. The Village has been enforcing policies in the employee handbook more stringently than in the past and as a result, has put the enforcer in some awkward situations; it may be best if a third party handled this task.

Muise explained that she has also been working with Horton to see if the Village quote is competitive. She did not feel it would alleviate all the issues with FMLA but it would help. The Specialist or caseworker would be able to better help guide the employee, answer questions timelier, make sure they're making the strict deadlines.

Trustee Prott was in support of outsourcing FMLA and felt a caseworker would be an excellent resource for an employee. This has been used in Racine County and he thought it functioned well. Muise will be reaching out to the County HR for more information. There was discussion regarding the amount of FMLA being used, procedural enforcement and different policies for union members. There will be some changes that collectively the Village would need to be made aware of.

Motion by Trustee Stillman to lay this item over to gather more information for further discussion as a 2021 budget item. Seconded by Trustee Prott. Motion carried unanimously.

3. The Personnel Committee will take up a motion to go into CLOSED SESSION pursuant to Sec. 19.85(1)(c)&(f), WI Stats., to consider disciplinary data of a specific employee.

Motion by Trustee Stillman to go into closed session. Seconded by Trustee Prott.
Motion carried unanimously.

4. The Personnel Committee reserves the right to RECONVENE INTO OPEN SESSION take possible action on the items discussed during the CLOSED SESSION and to move to the remaining item(s) on this agenda.

Motion by Trustee Stillman to go into open session. Seconded by Trustee Prott.
Motion carried unanimously.

6. Adjournment

Motion by Trustee Stillman to adjourn. Seconded by Trustee Prott. Motion carried unanimously.

Meeting adjourned at 5:58 p.m.

Respectfully submitted,

Joslyn Hoeffert
Deputy Village Clerk

TELEWORK POLICY

All employees who engage in telework must follow these telework guidelines. Please note that teleworking and remote work arrangements are temporary and offered based upon the need for social distancing of all employees during this national health crisis. Determination for telework will be made on a case by case basis, and all employees may not be guaranteed a telework option related to type of work performed, work performance, and other factors. Any teleworking arrangement made will be on a trial basis and may be discontinued at will at the request of either the teleworker or the Village of Caledonia (the "Village"). Every effort will be made to provide two (2) weeks' notice of such change to accommodate issues that may arise from the termination of a teleworking arrangement. There may be instances, however, when no notice is possible.

A. Village Policies Remain in Effect

Employees who work remotely must continue to abide by the Village's employment policies, including its Anti-Harassment policy, timekeeping policy, and all other policies contained in the Personnel Manual. Failure to do so may result in discipline, up to and including termination.

B. Performance Expectations and Work Schedules

An employee who teleworks must meet Village of Caledonia standards of professionalism in terms of communication, job responsibilities, work output, and orientation in the public's interest. Engaging in telework does not lower or change the amount of time an employee is expected to work, and performance expectations will not change due to teleworking. Employees who telework must reach an agreement with their supervisor as to the hours they are expected to work and any other standards. Once the Village has approved a teleworking arrangement through the Teleworking Request Form and Agreement, the teleworking employee is responsible for maintaining regular contact with his or her supervisor to ensure the supervisor is kept apprised of all necessary events or information. Teleworking employees are expected to respond as soon as possible, but no later than the same workday, to any communications from their supervisor.

Teleworking is not a replacement for appropriate childcare nor is it or an opportunity to do activities other than Village work during regular working hours. Unless authorized by the Village Administrator, employees may not perform telework on a flex schedule (Health Department employees follow their approved schedules). Village employees who are teleworking are expected to be working and available during all standard Village work hours. Although an employee's schedule may be modified to accommodate childcare needs during the COVID-19 crisis, the Assistant Administrator (Health Officer for Health Department) must specifically authorize such modification in advance. An employee teleworking must remain focused on job performance and meeting the needs of the Village and the community. Prospective teleworkers are encouraged to discuss expectations of teleworking with family members prior to entering a trial period.

When work conditions change and employees are again able to be present in the office, telework arrangements will cease and employees will be expected to resume daily presence, unless otherwise expressly authorized in advance by the Assistant Administrator (Health Officer for Health Department).

C. Equipment and Technology Support

The Village will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each teleworking arrangement. The Village will maintain equipment supplied by the Village and it remains the property of the Village. The employee will maintain any equipment supplied by the employee. The Village accepts no responsibility for damage or repairs to employee-owned equipment. The Village reserves the right to make determinations as to appropriate equipment, subject to change at any time. The Village is not responsible for operating costs, home maintenance, or other costs incurred by employees in the use of their homes as teleworking alternate work locations. The employee agrees to reimburse the Village for the fair market value of the equipment if it is not returned when requested due to employee separation.

Equipment supplied by the Village is to be used for Village of Caledonia-business purposes only. **Computer and telework equipment may be accessed, and used, only by the Village employee who is performing the telework.** Employees are prohibited from allowing family members, or any other individuals, access to Village property that is being used for telework. This includes but is not limited to the Village-supplied computer laptop and any related hardware or software, Village cellular telephone, and Village records.

The Village may monitor employees' access, use and connection to the Village's electronic network(s). Any employee should have no expectation of privacy in use, content or disclosure while using Village equipment or network(s) (Health Department networks for Health Department).

D. Security

Consistent with the Village of Caledonia's expectations of information security for employees working at the office, teleworking employees will be expected to ensure the protection of confidential Village and personnel private information accessible from their home office. Teleworking employees are required to take steps to ensure such protection including, but not limited to the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

E. Safety

Employees are required to maintain their home workspace free from safety hazards. Village safety policies must be followed while teleworking. Injuries sustained by the employee while working in the employee's home, that are incurred in conjunction with regular work duties, are usually covered by the Village's workers' compensation policy. Telework employees are responsible for immediately notifying Human Resources of any injury incurred in the course of employment in accordance with the Village's workers' compensation procedures. The Village bears no responsibility or liability for any injuries or damages sustained by visitors to telework work site. The Village also assumes no responsibility for any activity, damages, or injury that is not directly associated with, or resulting from, the teleworking employee's performance of standard job duties.

F. Time Worked

Teleworking employees who are not exempt from the overtime requirements of the Fair Labor Standards Act are required to accurately record all hours worked using the Village's time-keeping system. Hours worked in excess of those scheduled per day, and per workweek, require the advance approval of the teleworker's supervisor. Failure to comply with this requirement may result in the immediate termination of the teleworking agreement or in discipline. All employees are required to accurately record all working time each day, including identifying each work task performed and the amount of time spent on the task, and to provide the record to their supervisor weekly. Failure to do so may result in discipline, up to and including termination.

Created: 8/12/20

Effective: 8/25/20

Resolution: 2020-XX



Village of Caledonia Telework Request Form and Agreement

Request Type: ☐ Regular

☐ Emergency Condition _____

☐ Specific Reason _____

Example: Illness, quarantine, avoiding exposure, children at home, etc.

Employee Name: _____

Department: _____

Job Title: _____

Immediate Supervisor: _____

Employee Work Phone Number: _____

My teleworking arrangement will begin on (effective date): _____
(agreement shall not exceed 2 months or the duration of the emergency condition).

I will telework _____ days per week. My specific schedule will be: _____

My teleworking hours will be from _____ a.m. to _____ p.m.

If this is a non-exempt employee: meal break will be from _____ a.m./p.m. to _____ a.m./p.m.

I agree to call my voicemail to obtain my messages at least _____ times per day while teleworking.

Approximate voicemail message call-in times: _____

.....
As a Village of Caledonia employee, I understand and agree to the following:

1. I understand teleworking is not intended to permit me to have time to work at other jobs, provide dependent care during work hours, or run a business.
2. I agree to accurately and fully report all hours worked, including time spent on emails, telephone calls, and other work activities. I understand that I am potentially subject to disciplinary action if I fail to accurately and fully report all hours worked.
3. I agree to be fully accessible on email and phone during work hours and to attend any meetings and appointments in person if required by my supervisor.
4. I will physically be at my listed teleworking location during my work hours (other than unpaid break time listed above, if applicable, or with prior approval). The Village has the right to verify I am at my teleworking location at any time during these hours.

5. I agree to abide by Village of Caledonia policies, procedures and directives covering Acceptable Use, information security, and data privacy as well as the requirements of applicable state and federal government statutes.
6. I agree to designate a remote workspace that will accommodate any equipment to be used in my work and that I will protect the workspace from any hazards that could affect the equipment. I understand that I am responsible for said equipment.
7. I agree not to allow any individual residing with me or visiting my home to access the Village's equipment or personal equipment while connected to the Village of Caledonia network (Health Department networks for Health Department employees). This includes ensuring that information displayed on a computer screen is not visible to others.
8. I agree to not print or copy at home any confidential information including files, data, or screen prints, off the Village of Caledonia network (Health Department networks for Health Department employees).
9. I will not take any printed documents containing confidential information to an alternative work location unless specifically authorized by my supervisor.
10. If working with confidential information while teleworking, I agree to discuss and follow strategies established by my supervisor or department that will be used to ensure that the information remains secure and confidential in a manner consistent with existing Village policies.
11. I agree to lock the workstation accessing the Village network (Health Department networks for Health Department employees) whenever I step away from the device and will logoff the system to end the connection when I am done with my shift.
12. In the event of equipment malfunction or theft, I agree to notify my supervisor and Racine County Information Technology Help Desk (262-636-3777) as soon as possible (Health Department employees notify supervisor and Fiscal Director and must reach a live person).
13. I agree to immediately return all Village of Caledonia owned equipment, software, products, supplies and data if I leave my employment with the Village of Caledonia or am requested to do so by my Supervisor. I agree to reimburse the Village for the fair market value of the equipment if it is not returned when requested due to employee separation.
14. I agree that the Village of Caledonia has the right to monitor equipment on the Village network and the right to remove or disable the network connection should the equipment show the behavior of infection or indicators of compromise.
15. I agree that any costs related to remodeling and furnishing the telework work space shall be at my expense and not paid by the Village of Caledonia.
16. I agree that normal household expenses such as heating, electricity, and Internet connectivity shall be at my expense and not paid by the Village of Caledonia.
17. I agree not to conduct any Village of Caledonia work-related in-person meetings at my home or other remote work location. Meetings with vendors or visitors conducting business with the Village of Caledonia will be held at the on-site work location.

18. I agree to notify Human Resources (Health Department Fiscal Director for Health Department employees) prior to equipment return if the equipment was exposed to COVID-19 infected individuals so the proper cleaning can be performed.
19. I understand that this agreement is voluntary and may be suspended or terminated by my Supervisor or me for any reason.

OTHER CONDITIONS:

Employees may, at the discretion of their immediate supervisor, be called to work at their Village of Caledonia located worksite on their regular telework day during their regular work hours.

This agreement may be modified or terminated at any time.

APPROVAL:

By signing below, I am indicating and affirm that the teleworking work schedule complies with the Village of Caledonia policies and procedures, human resources guidelines, and FLSA and state regulations. I understand this teleworking agreement may be terminated at any time by my employer.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Department Head's Signature: _____ Date: _____

Human Resources Director's Signature: _____ Date: _____

(Health Officer or Deputy Health Officer for Health Department employees)

Created: 8/12/20

Effective: 8/25/20

Resolution: 2020-XX

37. WORKERS COMPENSATION

The following procedures for reporting employee injuries or illnesses will be followed by all Village of Caledonia employees, including full-time, part-time, temporary, and seasonal. Failure to appropriately report injuries or illnesses as outlined in this policy may result in disciplinary action up to and including termination, according to the Village of Caledonia Personnel Manual.

Any employee who sustains a bodily injury or illness as a result of their employment is to report it to their immediate supervisor as soon as possible, but no later than within 24-hours of the incident, injury, or onset of symptoms. The employee will be responsible to report the incident, injury, or illness by completing and signing an *Employee Injury or Illness Report Form* in its entirety and returning it within 24 hours to your Supervisor.

Supervisors are responsible for completing and signing the corresponding Supervisor Investigation of Injury or Illness section for each *Employee Injury or Illness Report Form*. Both the Employee Injury or Illness Report Form and the Supervisor Investigation Form as well as any photos or witness statements shall be forwarded to Human Resources within 24 hours so the required WKC-12 form can be generated and sent to the Village's Workers Compensation Insurance carrier or administrator.

All employees who sustain an injury while performing within the scope of their employment as provided by Chapter 102 of the Wisconsin Statutes (Worker's Compensation Act) shall receive full salary in lieu of worker's compensation payments for the period of time the employee is temporarily totally or temporarily partially disabled because of said injury or for nine (9) months, whichever is shorter, provided the employee fully cooperates with the Village's temporary modified duty assignments program, which shall govern the employee's work schedule while on temporary modified duty assignment.

When the Village shall have made any such payment and the employee makes claim for damages against any third party or his insurer, the Village shall be entitled to recover from any damages recovered by such employee, reimbursement for such wages paid in the same proportion as provided by Section 102.59, Wisconsin Statutes, for Worker's Compensation payments.

The employee shall remit to the Village his or her worker's compensation check and receive his or her regular check unless the check is made payable to the Village by the insurer.

An employee sustaining a compensable injury resulting in permanent total disability shall continue to receive full salary until a determination is made that the injury is a permanently disabling injury and a ruling is made in accordance with the Wisconsin Worker's Compensation Act or for nine (9) months, whichever is shorter, provided the employee fully cooperates with the Village's temporary modified duty assignments program, which shall govern the employee's work schedule while on temporary modified duty assignment.

Upon written application by a disabled employee to extend the period of full payment under this Article, the Village Administrator shall review the case and may determine whether or not to extend the period of full payment under these paragraphs, and may determine the terms and conditions upon which any such extension shall be granted.

Revised: 8/4/20

Effective: August 25, 2020

Resolution: 2020-XX

28. Temporary Transitional or Modified-Duty Assignments

PURPOSE AND SCOPE

The purpose of this policy is to describe the procedure for assigning employees to temporary transitional or modified duty when an employee suffers from a work related illness or injury that results in physical limitations as diagnosed by a qualified health care professional. The goal is to have the employee return to productive, regular work as quickly as possible.

POLICY

It is the policy of the Village of Caledonia to assist injured employees in returning to work as soon as they are medically able to perform meaningful work for the Village. In some instances, the return to work may result in a temporary transitional or modified-duty assignment. Return to work is governed by medical restrictions, expected length of recovery, continued medical improvement while on modified duty, and the availability of limited or modified duty assignments.

PROCEDURE

Temporary transitional or modified-duty assignments are intended to provide employees who have sustained a work related illness or injury that temporarily limits their ability to perform their regularly assigned duties with an opportunity to return to work. The ability of the Village to offer an employee a temporary modified-duty assignment will be based on the limitations of the employee and the needs of the Village, and will generally not exceed two months. The process for evaluating an employee for a temporary transitional or modified-duty assignment after being medically cleared with restrictions from an injury occurring on-duty, or an illness as a result of an exposure, shall be as follows:

- (a) The employee's treating health care professional must have provided the employee with written clearance stating that the employee is able to work temporary transitional or modified duty with identified work restrictions.
- (b) The employee must provide the clearance document to the Human Resources Director as soon as practicable.
- (c) The Human Resources Director should contact the respective Department Head or the authorized designee to determine the availability of a temporary modified-duty assignment that is commensurate with the employee's work restrictions. There may be instances when a temporary modified-duty position within the employee's work restrictions is not available.
- (d) If a temporary modified-duty assignment is available, the employee may be required to schedule an appointment with the Village's occupational medical provider for final medical clearance before reporting for duty.
- (e) Temporary modified-duty assignments shall not exceed two months without approval from the Department Head or the authorized designee. Extensions will be based on the employee's need for continued temporary modified duty and the Village's need for continued work in the task assigned. Extensions are not guaranteed. Extensions in a temporary modified-duty assignment will be granted on a case-by-case basis and at the sole discretion of management. An authorized extension will not expand any temporary modified duty into a permanent assignment and will not be considered as precedent for any other extensions.
- (f) With the exception of employees who are disabled, as defined by the Americans with Disabilities Act (ADA), temporary transitional or modified-duty assignments normally will end at the point when the injured employee's condition is declared permanent and stationary.

COMMUNICATION EXPECTATIONS

It is the expectation that the employee shall remain in constant communication with the Human Resources Director and the Department Head. They shall provide an update of the employee's medical status on a weekly basis and after any medical evaluations pertaining to the employee's condition.

ASSIGNMENT

Temporary transitional or modified duty will be available to all members on a fair and equitable basis. The employee requesting modified duty shall provide permission from their physician stating light duty activities that may be performed and the anticipated duration of the modified duty assignment. The employee is to work with their supervising officer to ensure that work beyond the employee's limitation is not performed.

SCHEDULE

Employees will work the number of hours - up to eight (8) hours per day, forty (40) hours per week as authorized by their physician.

Modified duty shall normally be scheduled Monday through Friday, from 8:00am until 5:00pm hours, if appropriate as dictated by the Department Head and Human Resources based on restrictions and assignment. However, light duty may occur on the Employees regularly assigned shift.

SICK LEAVE

Any employee, that while on temporary transitional or modified duty, is unable to report to work due to illness or injury will be charged sick time hours.

MEDICAL APPOINTMENTS

While assigned to temporary transitional or modified duty, employees shall make every effort to schedule medical and other appointments outside of scheduled work hours. If necessary, an employee may take sick time off to attend those appointments.

BREAKS

When reasonable, employees assigned to a modified duty schedule, may take breaks with the on-duty shift. Additional breaks, as warranted and required by medical restrictions, will be permitted with the advance authorization of the supervisor. The extent of required breaks and other necessary accommodations shall be considered in determining an employee's eligibility for temporary transitional or modified duty.

VACATION

If an employee's previously scheduled vacation falls while on temporary transitional or modified duty, employee will be allowed vacation time off from the light duty assignment.

UNIFORM

An employee on temporary transitional or modified duty shall report for duty in appropriate work attire, considering the employee's physical limitations, approved by the Department Head.

REFUSAL TO PARTICIPATE

Employees that have sustained a work related illness or injury that temporarily prohibits return to their regular position but are deemed capable of performing temporary transitional or modified duty by a qualified health care professional, must return to transitional or modified duty. Employees who choose not to participate in the Return to Work Program or follow all regulations in this Return to Work Policy may become ineligible for state workers' compensation benefits, accrual of paid time off benefits, and, in some cases, refusal to participate may be a basis for termination. Use of family medical leave may apply upon refusal and disability benefits will cease.

FAMILY MEDICAL LEAVE AND OTHER BENEFITS

State or federal leave laws may provide additional rights and protections during times of illness or injury. Lost wages may be reimbursed if disability benefits are available. Contact the Human Resources department for further details.

Revised: 8/4/20

Effective: August 2, 2020

Resolution: 2020-02

Village of Caledonia

COVID-19 employment and employee conditions

policy Revised 8/12/20

COVID-19 has presented unique and unprecedented challenges and as a result the Village is implementing this temporary Policy, effective immediately. This temporary Policy is subject to immediate amendment with or without notice to employees. Employees should expect this policy will be revised as this situation is fluid and changing thus necessitating that the Village continue to monitor and make changes as necessary.

The Village of Caledonia is responsible for maintaining a host of operations during all times of crisis and emergency to the best of the Village's ability. If all staff are out sick, our public service systems could be compromised.

The Village is committed to protecting the workplace in the event of an infectious disease outbreak. One of our key priorities is the health and safety of our employees. We understand concerns about Coronavirus (COVID-19) are top of mind for our employees, and we want to share information about how we are responding. The Village will be implementing the following expectations and steps immediately to help prevent or minimize the spread and infection rate of COVID-19 and to help ensure continued Village operations.

What is Coronavirus (COVID-19)? The Coronavirus (COVID-19) was first identified in December 2019 in Wuhan, China. It is a respiratory illness and is related to MERS and SARS, both coronaviruses. Health experts are concerned because little is known about this new respiratory virus, and it can cause severe illness and pneumonia in some people.

Symptoms and Prevention Methods. We are monitoring the CDC's real-time updates on the status and we will follow all State and CDC guidelines. Symptoms can include fever, cough, and shortness of breath.

Our employees must pay attention to how they are feeling and how to prevent spreading germs. The main way COVID-19 is spread to others is when an infected person coughs or sneezes. This is similar to how influenza is spread. When someone coughs or sneezes, other people near them can breathe in those droplets. The virus can also spread when someone touches an object with the virus on it. If that person touches their mouth, face, or eyes, the virus can make them sick. Hand-washing and avoiding other people if an employee feels unwell are important.

Employees are always encouraged to engage in good hygiene practices while at work, especially hand washing with soap and water or, if water is not available, using alcohol-based disposable hand wipes or gel sanitizers. Employees must take these steps to help prevent the spread of respiratory viruses:

- Cleanliness.
 - Wash your hands often with soap and water for at least 20 seconds, especially before eating and after going to the bathroom, blowing your nose, coughing, or sneezing.
 - If you do not have soap and water, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Avoid close contact with people who are sick.
 - Stay home when you are sick.
 - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Workplace practices.
 - Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
 - Avoid community dispensers such as a common coffee pot or fountain. If you choose to use these items, make sure to wash your hands immediately after touching the location.
 - Do not bring or purchase open foods items that are shared between the staff. Examples are cookies, cake or pizza. Employees may bring prepackaged items such as individually wrapped granola bars or bottled soda.
 - Refrain from handshakes when greeting colleagues, clients and visitors. Practice CDC recommended social distancing (6 feet).
 - All employees shall be restricted to their own computer and phone and shall not use other employees' phones or computers. If communal utilization of a computer (device) is necessary, then clean the device surfaces and wash your hands.
 - Employees will be assigned an individual truck or vehicle (if applicable) for use during work. During certain times this may be tough to accomplish. If you do use another person's vehicle, wash your hands before and after.
 - Any time a piece of equipment is worked on that pumps or transfers sewage, all attending employees must wear Tyvek suit, rubber gloves and full-face protection to prevent any splashing of sewage onto their body or into any body openings such as eyes, nose or mouth. When the task is completed, the employee must shower down with a disinfectant.

We have posted signs as reminders to wash hands and cover your cough. In addition, we have hand sanitizer dispensers and disinfectant materials available for use throughout the office by our employees and visitors. Please do not remove these items from their current locations. We are regularly sanitizing surfaces throughout the office to reduce the spread of illness. Employees should further this commitment by identifying areas requiring cleaning and notifying his or her supervisor.

Exposure. As we are responsible for providing important services to our community, employees must follow these expectations:

- If you have been exposed to the virus. You must immediately call Toni Muise and your supervisor before reporting to work. You should self-quarantine for 14 days. You must cooperate with the Village's efforts to minimize infection to others. You cannot physically interact with your coworkers. You cannot report to any Village premises without first receiving authorization from the Village Administrator.
- If you are experiencing symptoms related to COVID-19. You must immediately call Toni Muise and your supervisor before reporting to work. Experts recommend that you use the telemedicine tools available to you through your health insurance carrier unless your symptoms are severe. These providers have been specifically trained to assess and provide you with instructions in the event they suspect that you may have contracted the virus. Further, the CDC also recommends that you call your doctor's office first, before visiting the office, urgent care or the emergency room.
- If you just are feeling ill. If you are generally feeling ill or experiencing acute respiratory illness symptoms then please report the illness to your supervisor and Toni Muise so that we may take the necessary steps to assist you and take precautions to prevent others from becoming ill. This may include isolating you from other employees and sending you home.
- If we observe that you are ill. If we observe that you are exhibiting symptoms or restrictions on the performance of your duties, then we may send you home from work. Any employee who comes in with observable symptoms of an infection will be sent home.
- If you believe you contracted COVID-19 due to your job. If you believe you contracted COVID-19 due to your job, then you must immediately contact Toni Muise and provide the factual circumstances supporting your belief. The Village's worker's compensation insurer will then be notified. You will be required to complete the CVMIC Workers Compensation first report of injury forms.

For any of the exposure circumstances above, the Village may require you to work from home if practical and if you are able or the Village may allow you to use paid leave.

To ensure our employees' rights are protected, eligible employees may be provided with FMLA paperwork during this time for completion. The Village may also designate leave as FMLA leave under certain circumstances.

Travel

The Village reserves the right to cancel vacations and other time off as necessary. Based on what is transpiring, the Village is anticipating an increasing likelihood of community quarantine at this time and the Village needs staff here to deal with possible challenges that may present.

If you are planning to travel, then please follow the CDC's travel guidance and recommended travel hygiene practices to disinfect hotel, airplane and rental car surfaces. Steps before international travel include, checking the CDC's Traveler's Health Notices for each state and country before traveling. Do not travel if you have symptoms of acute respiratory illness. Employees that disregard U.S. State orders or restrictions on travel will not be compensated.

If you become ill while traveling please immediately contact Toni Muise before returning to work. If you will be traveling out of state or internationally, we ask that you notify your supervisor and Toni Muise. If you have traveled internationally or to an affected area and have not notified us, please contact Toni Muise and your supervisor.

If you have symptoms upon arriving home, you must contact your supervisor and Toni Muise to determine your eligibility to return to work.

The Village will follow CDC, Wisconsin Department of Health Services, and Central Racine County Public Health Department travel quarantine recommendations and may require employees to not return to work or attend work-related activities for 14 days and the employee would need to use their own sick time. The exact parameters for quarantine and/or monitoring will be determined by the Village after considering information public health department and provided on a case by case basis to minimize potential risks to the health and safety of our work environment and the community. Employees who choose to go on vacation using a public form of transportation such as a plane, train or boat, should expect to be quarantined from work.

The Village may require you to refrain from returning to work for a period of time, approximately 14 days after you return. This determination will be made by the Village Administrator and will be decided on a case-by-case basis. During this period of required absence, the Village may require you to use paid leave if remote work is not an available option.

Alternative Work Assignments or Department full- or partial-closure. The Village may close a work area or a department in full- or partial- closure and for full- or partial-work days. Village employees who are scheduled and capable of working (not employees who are on authorized leave or quarantine) who are prohibited by the Village from reporting for duty and not working remote assignments will continue to receive pay for lost Village wages based on not being able to work his or her approved scheduled shifts for the first ten work days (or prorated for part time employees) of the closure provided the employee remains available during those scheduled hours for routine calls and other tasks and is able to work. An employee who suffers exposure based on any situation described above will not be eligible for pay continuation during all or part of this period.

During a closure, staff may still be required to report to work and provide non-public related tasks/responsibilities. Staff may be assigned to other departments during the emergency. We ask that you do your best. The emergency may create stressful situations, if you are feeling overwhelmed please seek assistance. The Village offers an EAP (Employee Assistance Program) through Humana for all employees. For free and confidential assistance, call 1-866-440-6556 or visit [Humana.com/eap](https://www.humana.com/eap). Username: eap3 Password: eap3

The Village will revisit whether to continue wage compensation should a closure last more than ten days. The Village will consider additional guidance from the state, federal and local governments and will also evaluate changes in the law regarding employee access to unemployment compensation benefits. While the Village desires for any closure to be short in duration and minimally disruptive to our employees, our employees should budget accordingly for the possibility of long-term reductions in available work time without compensation.

This Section involving closures does not apply to sworn police department personnel, fire department personnel and salaried exempt personnel.

Staying Informed. We will continue to monitor the situation and provide you with updates and guidance as it becomes available from the CDC as well as State and local health departments. This information can be found by visiting the Centers for Disease Control (CDC) website, which includes “Need to Know” information from symptoms, prevention, and FAQs, as well as the State Department of Health Services.

Ultimately, we encourage everyone to make responsible decisions and stay home if they are sick.

For current and accurate information, please visit the following websites:

- Centers for Disease Control & Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/>
- Wisconsin Department of Health Services: <https://www.dhs.wisconsin.gov/disease/covid-19.htm>
- Central Racine County Public Health Department: 262-898-4460 or <https://crchd.com/>

If you have any questions or concerns, please contact Toni Muise 262-835-6412 or your supervisor.

This policy supersedes only the sections of the Personnel Manual which conflict with anything described above. All other provisions of the Personnel Manual and/or contracts or general orders remain intact and in effect concurrent with the pandemic emergency policy.

August 12, 2020

37. FACE MASKS OR FACE COVERINGS

The Village of Caledonia will follow all State and Local Orders pertaining to wearing masks.

Violation of this policy will result in disciplinary action, up to and including termination.

Revised: 8/12/20

Effective: August 25, 2020

Resolution: 2020-XX

VILLAGE OF CALEDONIA

Finance Technician

BASIC FUNCTION

This position is primarily responsible for performing a variety of duties, including day-to-day accounting functions, monthly and annual close processes, preparation for the annual audit, and assisting with annual regulatory filings for the Village of Caledonia, Caledonia Water and Sewer Utility District and the Racine County Joint Health Department.

ESSENTIAL JOB FUNCTIONS

- Assist in stream-lining the accounting and business processes across the organization
- Reconcile the Village's various bank accounts on a monthly basis.
- Oversee the preparation, input, and processing of payments for liabilities, using vendor invoices, purchase orders and payment requests to verify accuracy and schedule payments to assure efficient use of village resources.
- Responsible for maintaining vendor records, for providing financial system support and testing of accounts payable related processes and must be knowledgeable of state and federal tax reporting requirements as they relate to vendor payments.
- Responds to requests for information from vendors and other departments.
- Assist with annual audit and budget processes.
- Prepare monthly and annual cost allocations and general journals in accordance with generally accepted accounting principles.
- Maintains prompt, predictable, and regular physical attendance.
- Must be able to take direction and work well with others.
- Must be able to concentrate and perform accurately.
- Must be able to react to change productively and handle other tasks as assigned.
- Provide back up for other various village departments and positions as needed.

SUPERVISION RECEIVED

- Receives daily direction, priority directives and policy directions from the Finance Director.

QUALIFICATIONS:

- Bachelor's Degree preferred or any equivalent combination of experience and training that would provide solid accounting skills.
- Computer literate, familiar with computer hardware and supporting computer peripheral equipment (i.e. printers/scanners).
- Knowledge of calculators, copiers, fax machines, postage meters and other standard office equipment.
- Knowledge of various computer software including word processing, spreadsheets, databases, data input, storage and retrieval, etc.
- Ability to maintain confidentiality of documents, records and communications.

- Accuracy with numerical calculations required.
- Adept to learning new skills, capable of handling a number of assignments at one time, able to meet guidelines in a timely and efficient manner.
- Ability to assess assigned tasks, and take appropriate action based on standard procedures.
- Ability to work well with others and work independently.
- Excellent oral and written communication skills.
- Possess and maintain a valid driver's license
- The Village of Caledonia may conduct a background investigation of a candidate for employment and periodically during the employee's employment. An applicant or employee is required to cooperate with the Village's background investigation.

PHYSICAL ABILITIES AND CHARACTERISTICS:

Must possess and maintain a level of fitness that allows the employee to exert light physical effort in sedentary to light work, typically involving stooping, kneeling, lifting, carrying, pushing, and pulling.

SELECTION GUIDELINES:

This job description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description **does not** constitute an employment agreement between the employer and employee and is **subject to change by the employer as the needs of the employer and requirements of the job change.**

8.11.2020

2020 Salary Compensation Schedule

Grade	Minimum	Mid-Point	Max	Positions
1	32,084.79	36,897.51	41,710.23	
2	33,689.03	38,742.38	43,795.74	Admin. Receptionist Admin. Asst. Building-Engineer Admin. Asst. Fire Department Accounting Clerk (Payroll) Police Support Records Clerk Assistant Municipal Court Clerk Deputy Clerk Parks Supervisor Utility District Operator Apprentice
3	35,373.48	40,679.50	45,985.52	
4	37,142.15	42,713.47	48,284.80	
5	38,999.26	44,849.15	50,699.04	
6	40,949.23	47,091.61	53,234.00	Accounting Clerk Utility District Clerk Finance Technician Municipal Court Clerk Police Technician
7	42,996.69	49,446.19	55,895.70	
8	45,146.52	51,918.50	58,690.48	
9	47,403.85	54,514.43	61,625.01	
10	49,774.04	57,240.15	64,706.25	
11	52,262.74	60,102.15	67,941.56	Utility District Operators
12	54,875.88	63,107.26	71,338.64	
13	57,619.67	66,262.62	74,905.57	Engineering Techs Building Inspector Highway Lead Senior Utility Field Operator Senior Building Inspector Utility District Integrator Utility Accountant
14	60,500.66	69,575.76	78,650.86	
15	63,525.69	73,054.54	82,583.40	Police Sergeants Highway Operations Supervisor Police Lieutenant Utility Operations Supervisor
16	66,701.97	76,707.27	86,712.56	
17	70,037.08	80,542.64	91,048.20	
18	73,538.92	84,569.76	95,600.60	
19	77,215.87	88,798.25	100,380.63	Battalion Chief Deputy Chief Development Director HR Director/Asst Administrator Public Works Director Utility Director
20	81,076.67	93,238.17	105,399.67	
21	85,130.50	97,900.08	110,669.65	Finance Director Fire Chief Police Chief
22	89,387.03	102,795.08	116,203.14	
23	93,856.38	107,934.84	122,013.29	
24	98,549.20	113,331.58	128,113.96	