

# **EMPLOYEE HANDBOOK**

**(Revised April 2013)**

## TABLE OF CONTENTS

### I. General Provisions

- 1.10 Adoption of Rules
- 1.20 Amendments of Rules Procedures
- 1.30 Administration of Rules
- 1.40 Purpose of the Rules
- 1.50 Coverage of the Rules
- 1.60 Definitions
- 1.70 At Will Employment

### II. Equal Employment Opportunity

- 2.10 Prohibition of Discrimination
- 2.20 Affirmative Action Manager
- 2.30 Affirmative Action Goals
- 2.40 Recruiting Campaigns
- 2.50 Rejections of Protected Persons
- 2.60 Remedial Action Files

### III. Classification, Pay, and Fringe Benefits

- 3.10 Job Descriptions
- 3.20 Employee Compensation
- 3.30 Periodic Pay Increases and Advancement
- 3.40 Benefits
- 3.50 Pay at Termination
- 3.60 Hours of Work
- 3.70 Attendance
- 3.80 Overtime
- 3.90 Travel and Official Expenses

### IV. Leave

- 4.10 Vacation Leave
- 4.20 Sick Leave
- 4.30 Holiday Leave & Personal Time
- 4.40 Civil Leave
- 4.50 Leave for Members of Volunteer Fire Department and Ambulance

- 4.60 Maternity Leave
- 4.70 Funeral Leave
- 4.80 Military Leave
- 4.90 Injury Absence
- 4.100 FMLA
- 4.110 Leave of Absence
- 4.120 Absence without Leave
- 4.130 Records to be Maintained

V. Grievances and Appeals

- 5.10 Grievance
- 5.20 Grievance Procedure
- 5.30 Appeal Procedure
- 5.40 Grievance or Appeal Form
- 5.50 Record of Grievance or Appeal

VI. Resignation and Dismissal

- 6.10 Resignation
- 6.20 Dismissal
- 6.30 Reduction in Force
- 6.40 Causes of Disciplinary Action and/or Dismissal
- 6.50 Disciplinary Action

VII. Staffing

- 7.10 Policy Statement
- 7.20 Announcement of Available Positions
- 7.30 Application and Examination
- 7.40 Age Requirements
- 7.50 Disqualifications
- 7.60 Medical Examination
- 7.70 Employee Orientation
- 7.80 Promotion
- 7.90 Probation Period
- 7.100 Residency Requirement
- 7.110 Re-employment

VIII. Performance Evaluation and Career Development

- 8.10 Performance Evaluation Process
- 8.20 Frequency of Reports

- 8.30 Review of Performance Report
- 8.40 Preparation of Report
- 8.50 Records to be Maintained
- 8.60 Maintenance of Records
- 8.70 Public Review of Records
- 8.80 Training and Development

IX. Political Activity, Ethics, and Conduct

- 9.10 Political Activity
- 9.20 Ethics
- 9.30 Conflict of Interest
- 9.40 Outside Employment
- 9.50 Internet and Phone Use
- 9.60 Harassment Prohibited
- 9.70 Drug or Alcohol Use

X. Personnel Management

- 10.10 Governing Body

## General Provisions

### 1.10 Adoption of Rules

These rules shall have the force and effect of law when enacted as resolution by the Village Board as prescribed by law.

### 1.20 Amendments of Rules Procedures

The rules may be amended from time to time as the needs of the service require. Amendments and revisions of these rules and regulations not inconsistent with the charter may be initiated by the Village Superintendent. The Village Superintendent shall review such proposed amendments or revision, in whole or in part, with personnel prior to legislative action. All amendments or revisions of the rules and regulations shall have the force and effect of law when enacted as a resolution by the Village Board as prescribed by law.

Holders of copies of the rules are responsible for inserting changes as they are issued and keeping their respective copies of the rules up to date.

Copies of the rules are issued to certain designated department heads and supervisors. Any employee may see a copy of the rules by so requesting the holder in his department or by asking to see the copy in the Village Clerk's office.

Suggestions for amendments in the rules are welcome at any time from any employee. They should be submitted in writing to the Village Clerk.

### 1.30 Administration of Rules

The Village Clerk and the Village Superintendent shall be charged with the responsibility of the administration of the provisions of these rules.

### 1.40 Purpose of the Rules

The purpose of this policy is to establish a system of personnel administration to serve the Village of Stratton, Nebraska. The system herein established shall be consistent with the following principles:

1. To inform employees of their rights, duties, and obligations in relation to their employer.
2. To inform department heads and other supervisors as to their obligations toward the employees under their direction and their rights to assign and instruct the employees.
3. To ensure that all federal, state, and local laws in relation to employment and working conditions are fully complied with.
4. To ensure that recruiting, selecting, and advancing employees is on the basis of their

- relative ability, knowledge, and skills including open competition of qualified applicants for initial appointments.
5. To train employees, as needed, to assure high quality performance.
  6. To retain employees on the basis of the adequacy of their performance, correcting inadequate performance, and separating employees whose inadequate performance cannot be corrected.
  7. To assure fair treatment of applicants and employees in all respects of personnel administration without regard to political affiliation, race, color, creed, national origin or ancestry, sex, or religion.

#### 1.50 Coverage of the Rules

These rules apply to all employees of the Village of Stratton, Nebraska, including all existing employees at the date of the adoption of these policies, and these rules shall supersede any written or unwritten rules or practices by the Village of Stratton. These rules relate to matters of personnel management and do not cover any departmental procedures, standard practices, standing orders, or other technical matters. The several department heads have full authority to make departmental rules not in conflict with these rules, and otherwise to direct the conduct of their work of their respective departments.

#### 1.60 Definitions

Whenever the following terms are used, they shall have the meanings respectively ascribed to them in this section.

1. Absence without Leave - The unauthorized absence of an employee from place of duty during normal duty hours.
2. Appointed Position - A position in which there is vested a grant or power either discretionary or ad ministerial.
3. Appointing Authority - The Village Board of any officer, commissioner, board, or body having the power by virtue of the Board's formal authorization of appointment to, or removal from, any office, department, commission, board, or institution in the Village's service.
4. Board - Village Board, Village of Stratton, Nebraska.
5. Cooperation - Ability to work with others, emotional stability, and personality.
6. Discharge or Dismissal - The disciplinary termination of employment of an employee for cause.
7. Emergency Employee - An employee hired to provide temporary assistance because of a special project or temporary increase in workload.
8. Employee - Any person in the employ of the Village who receives a salary or wage.
9. Full-time Employment - A position which does not normally require less than 40 hours per week.
10. Grievance - A misunderstanding or disagreement on the part of an employee arising out of a belief that he/she is being treated unfairly in regard to the terms or conditions of his/her employment.
11. Immediate Family - A husband, wife, partner, child, father, mother, sister, brother,

- father-in-law, mother-in-law, son-in-law, daughter-in-law, grandchild, stepfather, stepmother, stepbrother, stepsister, stepchild, or step grandchild.
12. Initiative - Ability to plan and execute without being instructed in every detail.
  13. Knowledge of Work - Knowledge of the job through education, training, and experience. An understanding of “why” as well as “how.”
  14. Lay-off - Involuntary termination (reduction in work force) of an employee or employees because of lack of work, lack of funds, or reorganization.
  15. Leave of Absence - An approved period of time during which the employee is not physically present for work.
  16. Leave Without Pay - Time off from work for the employee’s personal reasons granted by the Board, and for which period of the employee receives no pay and accumulation of such leave and vacation time are lifted for the period.
  17. Part-time Employment - A position which normally requires less than 40 hours per week.
  18. Pay Period - Payroll payments normally made to full-time and part-time employees either semi-monthly, monthly, bi-weekly, or annually.
  19. Personal Appearance - Neatness, cleanliness, style of clothing, grooming, and business-like appearance.
  20. Probationary Period - A period of time during which an employee is required to demonstrate his fitness for a particular position as part of the selection process.
  21. Production - Quantity of work accomplished in a specified period of time.
  22. Public Relations - Manners, courtesy, tact, diplomacy, proper speech and grammar, and ability to meet the public.
  23. Quality of Work - Accuracy, thoroughness, neatness, intelligent analysis, and organized thought.
  24. Reinstatement - The privilege of rehire, which may be granted by the Board to a former employee who voluntarily terminated their employment in good standing.
  25. Resignation - Voluntary termination of employment of employee.
  26. Seasonal or Temporary Employment - Employment of an intermittent or seasonal nature.
  27. Suspension - An enforced leave of absence for disciplinary purposes, or pending investigation of charges against the employee.
  28. Working Day - One shift during which an employee is scheduled to work.
  29. Work Week - The number of hours regularly scheduled to be worked during any seven consecutive days by an individual employee.

#### 1.70 At Will Employment

Nothing contained in this handbook should be construed as a guarantee of continued employment; but rather, employment with the Village is on an at-will basis. This means that the employment relationship may be terminated at any time by either the employee or the Village for any reason not expressly prohibited by law.

## Equal Employment Opportunity

### 2.10 Prohibition of Discrimination

It shall be the policy of the Village of Stratton, Nebraska, to guarantee equal opportunity to all qualified applicants and to all employees with respect to initial appointment, advancement, and general working conditions, without regard to age, race, creed, color, sex, or national origin.

Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations or because of race, national origin, or other non-merit factors shall be prohibited. Discrimination on the basis of age or sex or physical disability shall be prohibited except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration. The rules and regulations shall provide for appeals in cases of alleged discrimination to the Village Board, whose determination shall be binding upon a finding of discrimination.

### 2.20 Affirmative Action Manager

The Village Clerk is hereby designated as the Affirmative Action Manager for the Village to ensure that the equal employment opportunity policies are carried out.

### 2.30 Affirmative Action Goals

The Village of Stratton, Nebraska, further recognizes that the effective application of a policy of equal opportunity in employment involves more than a policy statement. It will, therefore, undertake a progressive program of affirmative and positive action to ensure that equal employment opportunities are provided on the basis of individual qualifications and to encourage all persons to seek employment with the Village of Stratton, Nebraska, and to strive for advancement on this basis.

### 2.40 Recruiting Campaigns

The Village shall conduct campaigns to attract qualified candidates in order to reduce and eliminate areas of over-concentration in the Village service and shall maintain a list of sources of recruitment of minority persons and of women with managerial, professional, technical, and other special skills and shall maintain contacts with such sources for the purpose of obtaining qualified candidates when recruiting to fill vacancies.

### 2.50 Rejections of Protected Persons

Upon receipt of a rejection by an appointing authority of a minority person or of a woman for a non-clerical position, the Village Board may investigate the facts of the rejection. The reports of rejection and any reports of investigation shall be retained for three years.

## 2.60 Remedial Action Files

The applications of all minority persons who are found by the Village Board to be qualified for some class of Village positions shall be kept apart from the applications of other candidates in the remedial action files and shall be reviewed as positions fall vacant.



## Classification, Pay, and Fringe Benefits

### 3.10 Job Descriptions

All positions are defined according to the duties, responsibilities, level of difficulty, and the minimum qualifications deemed necessary for entry into the various classes.

### 3.20 Employee Compensation

Salary shall be paid to the Village Superintendent. Wages (hourly rate time hours worked) shall be paid to all other full and part-time Village employees.

An employee who does not work his/her regularly scheduled work week shall be paid only for hours worked, unless such absence is authorized as leave by the employee's supervisor.

Paydays for salaried employees shall be two business days after the end of the pay period ends which is on the 15<sup>th</sup> day of each month and on the last working day of each month. Wages shall be paid to other employees as follows: library and hall employees paid monthly, maintenance personnel, clerk, deputy clerk, park employees, pool manager, and lifeguards paid bi-weekly, and board members paid annually. Paydays for these employees shall be two business days after the end of the pay period.

The following deductions, as required by state and federal law, shall be made from each employee's pay:

1. Federal Withholding Tax
2. Social Security (FICA)
3. State Withholding Tax

It is the policy of the Village of Stratton that no advance on future wages shall be made.

### 3.30 Periodic Pay Increases and Advancement

Salaries shall be evaluated annually. Increases are considered on the basis of merit, length of service, and the fluctuation in the cost of living index. The various factors that influence salary adjustment and advancement are based on the employee performance report.

It is the duty of the Village Board and the Village Superintendent to identify outstanding workers and recommend to the Village Board that they be granted increases.

Seniority is not necessarily a basis for promotion. Promotions will be on the basis of merit, regardless of length of service.

The Village Superintendent and Village Board shall avoid circumstances whereby a

special pay increase is recommended to prevent a valuable employee seeking employment elsewhere. Merit and ability should be recognized voluntarily by the supervisor, not under threat of resignation.

#### 3.40 Benefits

The cash pay of employees by no means constitutes their total pay since employees receive a number of benefits in kind which have a substantial value.

The benefits are as follows:

1. Workman's compensation
2. FICA
3. Individual Employee Health Insurance

The terms and conditions of these benefits are governed by law or by contract; detailed information is available at the office of the Village Clerk.

#### 3.50 Pay at Termination

Employees who are terminated will normally be paid on the following payday. Checks may be mailed upon approval of supervisor.

#### 3.60 Hours of Work

Regular working hours for all full-time Village employees shall be 40 hours per week, 8 hours per day, Monday through Friday which shall be the standard work week unless otherwise authorized by the Department Supervisor. The work day shall commence at 7:00 am and end at 4:00 pm with 1 hour for lunch. Hours of work for the Village Clerk shall be the same as the office hours with 1 hour for lunch. The Village Superintendent and Village Board shall give adequate notice to all employees of a change in the starting and stopping times of the work day.

There shall be allowed two (2) fifteen minute rest periods or coffee breaks for all Village employees during the working day. One period shall be mid-morning and one period shall be mid-afternoon. Such periods shall not exceed 15 minutes in length except by special permission of the employee's supervisor.

#### 3.70 Attendance

Employees shall be in attendance at their assigned places of work in accordance with the policies regarding hours of work, holidays, and leave. If an employee, for some unavoidable reason, cannot report for work, he shall notify his/her supervisor or Department Head during the first normal duty hour. Failure on the part of an employee to comply with these policies may be cause for disciplinary action.

#### 3.80 Overtime

Regular and temporary hourly wage employees shall be paid at the rate of one and one-half (1 ½) times their regular hourly wage for each hour worked in excess of the normal five day 40 hour work week. Regular employees are encouraged to take overtime as comp time at the rate one and one-half (1 ½) hours per hour worked overtime. All such comp time shall be used by the end of the calendar year. Any comp time not used by December 31<sup>st</sup> will be paid at that time.

### 3.90 Travel and Official Expenses

Employees shall be reimbursed for official travel in the performance of their duties, as well as for official expenses related to their position.

Prior to traveling outside the Village, approval for the trip shall be obtained from the Village Superintendent or Board of Trustees. Expenses sheets shall be filed with the Village Clerk by the employee immediately upon his/her return. Prior approval will not be required to attend meetings or continuing education that does not require an overnight stay. In addition, any continuing education that is required to earn or maintain necessary licensing for the employee's position will not require prior approval. An expense sheet will still be required, and expenses will still need to be approved by the Board on the claims list to reimburse the employee.

Expenses for meals and lodging for official overnight trips shall be reimbursed on the basis of the actual expenses incurred, for reasonable rates. Such expenses shall be permitted by the Village only when the expenses are incurred during performance of official duties as a Village employee and for the Village's benefit.

## Leave

### 4.10 Vacation Leave

Each permanent full-time employee shall earn vacation leave credit as follows:

<u>Years Worked</u>	<u>Annual Leave</u>
1-10	Two (2) weeks (10 working days)
after 10 year anniversary	Three (3) weeks (15 working days)
after 20 year anniversary	Four (4) weeks (20 working days)

Vacation time shall be taken within 12 months after the day on which it is credited and vacation leave not so taken shall expire.

Vacation leave must be applied for by the employee and may be used only when approved by the department head, who shall designate such time or times when it will least interfere with the efficient operation of the department. However this action must not be arbitrary and the department head may not unreasonably defer the taking of vacation leave so that employees are deprived of vacation rights.

For vacation leave purposes, a reinstated employee is a new employee, except when the employee is reinstated within thirty (30) days of voluntary termination.

Temporary employees may not earn, accumulate, or be granted vacation leave. Prior, current, or future service performed in a temporary status shall not be considered in the compensatory years of service for vacation leave entitlement.

All vacation leave must be earned and accumulated before it is granted. Any employee shall be entitled to use any vacation time as soon as it is accrued. Vacation leave shall not accrue to any employee on suspension or layoff, or on leave of absence without pay. All earned, accumulated vacation leave shall be used by an employee before said employee is granted leave without pay.

Vacation leave can be taken at the employee's discretion. It can be one day at a time or half-day at a time.

Vacation leave shall be taken on a normal work hour basis. Holidays falling within a period of vacation leave shall not be counted as work hours. No employee shall receive pay or a cash payment in lieu of taking his/her accrued vacation leave while employed by the Village.

Each employee, upon retirement, dismissal, or voluntary separation from the Village of Stratton, Nebraska, shall be paid for unused accumulated vacation leave. Upon the death of any employee their beneficiary shall be paid for their unused accumulated vacation leave.

#### 4.20 Sick Leave

Sick Leave is a period in which the employee is incapacitated for the performance of duties by sickness or injury not arising from the course of employment; or for medical, surgical, dental, or optical examinations or treatment; or when by reasons of exposure of same employee to contagious disease, presence of said employee at work site would jeopardize the health of others. Sick leave may be granted when illness or, or injury to a member of the immediate family requires the employee's presence. The seriousness of the illness or injury shall be considered when determining the number of days of sick leave to be granted.

The employee shall receive a credit of one (1) day sick leave per month for each month of continuous service. Earned sick leave may be carried over from one calendar year to another.

Temporary employees may not earn sick leave.

Sick leave may be accumulated up to a maximum of sixty (60) days.

An employee may be required to furnish a certificate from an attending physician for all consecutive days of sick leave beyond three (3) days.

The department head may require the employee to present a medical certificate as to the fact of illness or as to the ability of the employee to perform his work upon returning from sick leave.

The employee shall notify the department head of his/her illness or incapacity before the time he/she is due to report to work on the first day of sick leave. If he/she is physically incapable of doing so he/she should give notice as soon as possible. Sick leave shall be requested in advance whenever possible, i.e. dental appointments, physical examinations, etc.

Sick leave shall be taken on working hour basis. Holidays falling within a period of sick leave shall not be counted as work hours.

Sick leave shall not accrue while an employee is in a non-pay status.

If an absence because of illness or injury not arising from the course of employment extends beyond the sick leave accrued to the credit of an employee and in advance of up to one year's sick leave entitlement, such additional time may be charged to vacation leave. When all sick and vacation leave is exhausted, the employee may be granted leave without pay.

Sick leave shall be denied when evidence indicates that an employee is abusing sick leave privileges.

All sick leave shall expire on the date of separation and no employee shall be reimbursed for sick leave outstanding at the time of termination.

#### 4.30 Holiday Leave & Personal Time

The following shall be paid holidays for all regular employees and shall be observed on dates and days as prescribed by law:

New Years Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Independence Day	Christmas Eve (½ day)
Labor Day	Christmas Day
Columbus Day	

Each regular full-time employee will be allowed three (3) personal days leave annually. Personal Leave Days may not be carried over from one year to another. Each employee must receive approval from his/her supervisor before taking personal leave.

The Village offices and such other offices as can be operated in the manner, shall be closed on official holidays.

When a holiday falls on Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following Monday.

Regular part-time employees shall be eligible for paid holidays, and if required to work on a holiday, shall be paid for the time worked at the regular rate of pay. This does not apply to seasonal or temporary employees.

If a holiday occurs while an employee is on Workman's Compensation or other disability compensation, no credit for the holiday shall be allowed.

In order to receive pay for an observed holiday, an employee must not have been absent without pay on the work day immediately preceding or immediately following the holiday unless excused by the supervisor.

Holidays which occur during a vacation, sick, funeral, or other authorized leave shall not be charged against that leave.

#### 4.40 Civil Leave

Employees are eligible for paid leave in the following situations:

1. When an employee is called to serve as a juror or is appointed to serve as a clerk or judge on an election board or a counting board. An employee is entitled to any fees paid to him/her as a result of this service in addition to receiving paid civil leave.

2. For the purpose of voting.
3. When an employee is called to perform emergency civilian duty.
4. When an employee is subpoenaed to appear in court on behalf of the Village of Stratton, in addition to receiving civil leave with pay, he/she will also receive pay for travel and subsistence.

An employee who is required to appear in court as a plaintiff or defendant on a personal matter may be granted vacation or leave without pay.

An employee whose public service duty is completed before the end of his normal working day with the Village of Stratton shall return to his post of duty.

#### 4.50 Leave for Members of Volunteer Fire Department and Ambulance

Employees who are members of the Stratton Volunteer Fire Department and/or Stratton Ambulance will be allowed, subject to Department regulations, to answer emergency calls during work hours without reduction in pay. The Department Heads may establish regulations concerning the release from work for these calls; however, Department regulations shall not prevent an employee from responding to a second call for additional volunteers.

#### 4.60 Maternity Leave

A pregnant employee may request maternity leave at such time as she feels she is unable to perform her normal duties or when her physician advises her to do so. Such leave shall be without pay after accrued vacation and sick leave have been expended.

A pregnant employee is expected to return to work after childbirth, miscarriage, or abortion at the end of the 90 day leave of absence, or as soon thereafter as she can be reasonably expected to perform her normal duties. Failure to report at the end of the 90 day leave shall be considered as a resignation.

#### 4.70 Funeral Leave

Three (3) days of funeral leave with pay may be granted for funerals of the immediate family of an employee. Any additional days may be charged to vacation leave, sick leave, or taken as leave without pay.

All bereavement leave shall be cleared and subject to approval by the department head.

For funerals not in the immediate family leave may be granted not to exceed one-half (½) days.

If travel is necessary to attend the funeral of any of the above, a reasonable time may be given (as paid leave) by approval of the employee's supervisor.

In situations where several employees wish to have time off to attend a funeral, discretion must be used so that Village service can be maintained. Supervisor approval must be obtained for this leave.

#### 4.80 Military Leave

Every permanent full-time employee who is a member of the Armed Forces and is called to temporary duty shall be granted up to three (3) weeks, fifteen (15) working days, leave of absence without loss of time or vacation. The Village shall pay the difference between the employee's normal pay and military pay.

The employee must submit a copy of the military order for approval by the Village Board.

All officers and regular employees of the Village of Stratton, Nebraska, who leave a position to undergo military training with the armed forces of the United States shall be entitled to military leave and re-employment rights in accordance with Section 55-161 Reissue, Revised Statutes of Nebraska, 1943, Cumulative Supplement 1972.

In addition to being granted a leave of absence for the period for military service, officers, and regular employees of the Village will be granted an additional ninety (90) days leave of absence after service without loss of status or efficiency rating.

The first fifteen (15) days of military leave shall be without loss of pay, provided such pay will not be in addition to pay received in paragraph 1 of this section.

The Village Superintendent or Village Board may make a temporary appointment to fill a vacancy created by a military leave of absence.

When a regular employee is called to active military duty and is separated from that duty under conditions other than dishonorable, he/she shall be entitled to be reinstated in accordance with the provisions of the Selective Service Act, if he/she is still qualified to perform the duties of his/her former position.

#### 4.90 Injury Leave

All Village employees are subject to the provisions of the Workmen's Compensation Act, and are entitled to the benefits of that law on account of injury or occupations disease arising out of and in the course of employment of said employee.

Injury or occupations disease occurring out of and in the course of employment shall be reported to the Village Clerk as soon as possible and the Village Clerk shall fill out the reports necessary.

The Village Clerk will furnish information and reports concerning injuries, or alleged injuries, or occupational diseases which are or may be within the scope of the Workmen's



Compensation Act in order that proper medical attention is provided, compensation and expenses are paid, investigation and determination of legal liability may be made, and that compensation is terminated when disability ceases.

An employee entitled to be paid Workmen's Compensation for temporary disability shall be granted injury leave with full pay for the first five days of such disability including the day of injury (if disability began that day). At the expiration of the injury leave, provisions of the Workmen's Compensation Act shall apply.

An employee who is receiving Workmen's Compensation for an injury or occupational disease occurring out of and in the course of employment shall have the option of electing to use accumulated unused sick leave and/or vacation leave of the said employee to supplement Workmen's Compensation up to but not exceeding regular rate of pay. Employees electing this option shall be charged sick or vacation leave in proportion to the amount of money paid by the Village. After all such sick and/or vacation leave has been used, the employee shall not be entitled to any compensation except that authorized by Workmen's Compensation, and shall be carried in a sick leave without pay.

#### 4.100 FMLA

The Village will abide by the FMLA regulations. FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons.

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

#### 4.110 Leave of Absence

A regular employee may be granted a leave of absence without pay for a period not to exceed three (3) months when it is in the best interest of the Village to do so.

The employee's request for leave of absence shall be considered when the records show the employee to be of more than average value to the Village and when it is desirable to retain the employee even at some sacrifice.

During an employee's approved leave of absence, the position may be filled by employing a substitute for the period of the incumbent's absence or by temporary reassignment of any qualified employee.

At the expiration of the leave of absence, the employee shall be reinstated.

A leave of absence must be requested in writing, approved by the Village Superintendent

and the Village Board.

In cases of leaves of absence of longer than 10 working days, the employee's anniversary date for pay and benefit purposes shall be adjusted to reflect the period of absence in excess of 10 days.

Vacation and sick leave shall not accrue while on leave of absence; however, sick leave earned, but not used prior to leave of absence, shall be carried forward upon the employee's return to duty.

Failure on the part of an employee on leave to report promptly at its expiration, without good cause, shall be considered as immediate resignation.

#### 4.120 Absence without Leave

Absence by an employee from place of duty not specifically authorized or covered in this manual shall be charged as absence without leave.

Absence without leave shall be in a non-pay status and will be cause for reprimand or dismissal at the discretion of the department head.

#### 4.130 Records to be Maintained.

The Village Clerk shall maintain a record of each employee, accounting for time worked and all absences from work. The record shall include a compilation of vacation leave earned, used and unused; and sick leave earned, used and unused and any other type approved leave used or unused.

All such reports shall be completed by the employee and signed by said employee and by the Village Superintendent.

## Grievances and Appeals

### 5.10 Grievance

A grievance is hereby defined to be any disagreement concerning the interpretation or application of the specific and expressed provisions or terms of the Village personnel policy or applicable ordinances relating to compensation, working conditions, or fringe benefits.

### 5.20 Grievance Procedure

It is the desire of the Board to adjust the causes of grievance informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise.

All grievances, except those from the Village Clerk and Librarian, shall be submitted in writing by the employee to the Village Superintendent. The Village Superintendent has a duty to listen with care to the employee, to arrive at a full understanding of his point of view, and to give the employee a clear and specific answer in writing, said documents to be retained in the employee's personnel file.

If satisfaction is not achieved by the above procedure within ten working days, the grievance may then be presented to the Village Board. The Board shall convene a meeting within five (5) working days to consider the grievance. The employee, the supervisor, the department head and any other interested party shall have the right to be heard.

The Village Board shall then take appropriate action which may include a finding that the grievance is unjustified, or any other appropriate recommendation. The decision of the Village Board is final.

Any employee has the right to file a grievance if the employee believes that an unjust or inequitable act or omission has occurred. No employee shall be disciplined or discriminated against in any way because of this proper use of the grievance procedure.

### 5.30 Appeal Procedure

Any employee who is discharged, suspended, or reduced in rank or in grade, except during his probation period, may appeal in writing to the appointing authority and if not satisfied may, within five working days after such discharge, reduction, or suspension appeal to the Village Board for review thereof. Upon such review, both the appealing employee and the appointing authority whose action is reviewed shall, within five working days following the date of filing of the appeal to the Village Board, have the right to a hearing and to present evidentiary facts thereat. If the Village Board finds that the action complained of was taken by the appointing authority for any political, religious, racial, national origin, sex, age, or non-merit reasons, the employee shall be

reinstated to his former position without loss of pay for the period of suspension.

#### 5.40 Grievance or Appeal Form

In reducing a grievance/appeal in writing, the following information must be stated with reasonable clearness: the exact nature of the grievance/appeal, the act or acts of commission or omission, the exact date of the act or acts of commission or omission, the identity of the party or parties who claim to be aggrieved, the identity of the party or parties alleged to have caused the grievance, the specific provisions of the personnel code that are alleged to have been violated, and the remedy which is sought.

#### 5.50 Record of Grievance or Appeal

A copy of all correspondence concerning a grievance/appeal and its disposition will be made a part of the employee's confidential personnel file.

## Resignation and Dismissal

### 6.10 Resignation

Any employee who is in good standing may resign from the Village service by presenting his/her resignation in writing at least ten (10) working days prior to the effective date, unless the Village Board agrees to permit a shorter period. All clerical and non-administrative personnel shall submit their resignation to their respective supervisor or department head. All administrative personnel shall submit their resignation to the Village Board. The Village Board may make such investigation as deemed warranted for the purpose of verifying reasons for such resignation. Once a written resignation has been submitted it may not be withdrawn.

### 6.20 Dismissal

Any employee may be dismissed immediately, after disciplinary action stating specific reasons, therefore, who is negligent or inefficient in his/her duties, who is unfit to perform his/her duties, who is found to be guilty of gross misconduct, or who is convicted of any crime involving moral turpitude. When conviction of any crime involving moral turpitude is final, the employee shall have no recourse of appeal to the Board. The employee so dismissed shall receive payment to and including the number of hours worked on the day of dismissal.

### 6.30 Reduction in Force

An employee may be separated without prejudice after ten (10) working days written notice because of lack of funds or curtailment of work.

### 6.40 Cause of Disciplinary Action and/or Dismissal

The following acts or failures to act on the part of employees are proper cause for disciplinary action though charges may be based upon causes and complaints other than those listed herein:

1. Repeated and habitual tardiness or early departure.
2. Unsatisfactory performance of the quantity or quality of work considered standard for the position.
3. Failure to carry out a direct instruction by a superior.
4. Aggravated and habitual inability to get along with fellow workers.
5. Negligent or willful destruction of property while on duty.
6. Intoxication on duty or use of narcotics.
7. Abuse of sick leave.
8. Absence without leave, including failure to notify the department head of injury or sick leave.
9. Discourtesy or offensive conduct or language toward the public or toward other employees.

10. Acceptance of any gratuity or gift for the performance or non-performance of official duties.
11. Conviction of a crime or a misdemeanor involving moral turpitude.
12. Use of the Village position for private gain.
13. Willful violation of personnel rules.
14. Conduct prejudicial to the reputation of the Village government.
15. Mental or physical infirmity or defect which, in the opinion of the Village Board renders the employee incapable for the proper performance of his duties.
16. Damage or negligence in the care and handling of property.

#### 6.50 Disciplinary Actions

Discipline is restricted to the following actions:

1. Face-to-face oral admonishment and warning.
2. A written memorandum or reprimand addressed to the employee warning him of violation, such memorandum to be retained as a permanent record.
3. A recommendation that the normal annual pay increase not be granted.
4. Dismissal.
5. In the event of willful destruction of property, restitution will be made to the Village of Stratton.

Assignments to undesirable tasks, shifts, hours or work, or any measures other than the foregoing shall not be used for disciplinary purposes.

## Staffing

### 7.10 Policy Statement

The policy of the Village Board shall be to employ those persons best qualified to carry out the functions of the Village. To this end the Village of Stratton, Nebraska, shall establish a merit system providing for the appointment and promotion of employees solely on the basis of competence and fitness.

It is the policy of the Village Board to assure that qualified applicants are recruited and employed and that employees are treated equally during their employment without regard to race, creed, color, national origin, religion, age, reliance on public assistance, physical disability, marital status or sex.

### 7.20 Announcement of Available Positions

Reasonable effort shall be made to publicize positions so that all interested persons are informed and qualified persons are attracted to compete. Announcements may be posted in appropriate places throughout the Village and copies may be sent to newspapers, radio stations, educational institutions, professional and vocational societies, public officials, and to such other organizations and individuals as the Village Board or Governing Body may deem appropriate. Announcements may include:

1. Information concerning the time for filing applications.
2. A description of duties and responsibilities of the position.
3. Minimum or additional desirable qualifications.
4. Salary or other compensation.
5. Such other information as will assist interested persons to understand fully the nature of the employment and the procedure necessary to participate.

The appointing authority will make public announcements of all examinations to fill positions at least ten (10) working days before the closing date for receipt of applications.

To assure sufficient numbers of qualified applicants, the appointing authority may continue to accept applications after the originally announced filing date. If the filing date is extended, such action will be appropriately publicized.

The appointing authority may also decide to accept applications for certain examinations without any closing date, in which case the announcement for the position shall so state.

### 7.30 Application and Examination

All applications shall be made on form prescribed by the Board and shall be filed with the appointing authority on or prior to the closing date specified in the announcement or postmarked before midnight of that date. All applications shall be signed and the truth of the statements contained therein certified by such signature.

The appointing authority may give examinations to establish employment and promotion lists. The tests in such examinations may be written or oral; a demonstration of skill; an evaluation of experience and education; an interview designed to determine general fitness for the position; physical tests of strength, stamina or dexterity; or a combination of these, which shall fairly appraise and determine the merit, qualification, fitness, and ability of competitors. Such test shall be practical in character and shall relate to the duties and responsibilities of the position for which the applicant is being examined and shall fairly test relative capacity and fitness of persons examined to perform the duties of the class of positions to which they seek to be appointed or promoted. An applicant may be required to possess scholastic education qualifications only if the position for which he/she is being examined requires professional or technical knowledge, skills, and abilities.

No question in any application form or in any examination shall be so framed as to elicit any information concerning the political or religious opinions or affiliations or race of any applicant, nor shall inquiry be made concerning such opinions or affiliations and all such disclosures thereof shall be discountenanced except that the Board may require whether any person employed or returned to the Village service advocates the overthrow or change of our government by force or violence.

#### 7.40 Age Requirements

No applicant for employment shall be considered who is less than eighteen (18) years of age, except for certain types of temporary employment upon specific permission of the Board.

No person shall be rehired as a regular employee by the Village who is retired from the Village's employment except that when it is in the best interest of the Village, the retiree may be re-employed for a specific period of time determined by the Village Board.

#### 7.50 Disqualifications

The Village Board may disqualify an applicant or remove his name from an eligible list or take steps to remove such person already hired if:

1. He is found to lack any of the established qualification requirements for the position.
2. He is physically or mentally disabled as to render him incapable of performing the duties of the positions.
3. He is addicted to the habitual or excessive use of drugs or intoxicating beverages.
4. He has made a false statement of material fact in his application.
5. He has failed to submit his application correctly or within the prescribed time limits.
6. He has previously been dismissed from a position in the service for cause or has resigned while charges for dismissal for cause were pending.
7. He has willfully violated the provisions of these rules and regulations.
8. He has been convicted of a felony or of disgraceful conduct.
9. He has established an unsatisfactory employment or personnel record as evidenced by



- reference check of such nature as to demonstrate unsuitability for employment.
10. He is younger than the minimum age prescribed.
  11. For such reasons considered by the Board that employment would be detrimental to the best interests of the Village of Stratton.

Whenever an application is rejected, notice of such rejection shall remain on file and shall not be returned.

#### 7.60 Medical Examinations

Employees may be required to undergo a medical examination by a physician to determine physical and mental fitness to perform work in the position for which application is made.

#### 7.70 Employee Orientation

The department heads and supervisors have a duty to orient all new employees. Such orientation training includes the duties of the position, the hours of work, relationship to the other employees, safety precautions, the rights and obligations of an employee, and information about the unit and department.

#### 7.80 Promotion

All vacancies shall, whenever possible, be filled by promotion of a qualified employee within the Village service. However, the appointing authority may recruit applicants from outside the Village service whenever he has reason to believe that better qualified applicants are available than within the Village service. Promotion within the Village shall be based on the qualification of the person being promoted.

#### 7.90 Probation Period

The probationary period shall begin immediately upon regular appointment from all open, promotional, re-employment, and transfer lists. When the employee first reports for work, he shall be notified of the fact that he will be on probation for the first ninety (90) days.

During that time, the supervisor shall observe his work with particular care, train, and advise the employee in the performance of his duties, and let him know whether he is progressing satisfactorily.

After satisfactory completion of any such period, the person shall be certified to such position within the personnel system but unsatisfactory performance shall be grounds for dismissal by the appointing authority during such period.

In some cases it is possible to extend the probationary appointment past the 90 day period if it has been determined that circumstance may have prevented an employee from

properly demonstrating his ability to perform satisfactorily.

#### 7.100 Residency Requirement

It is the policy of the Village that employees live within the Village limits of Stratton. However, at the discretion of the Board of Trustees this policy may be waived. This policy shall not preclude recruitment or hiring from outside the Village limits of Stratton. If an employee living outside the Village limits cannot report to work because of weather conditions, the time lost shall be deducted from his/her wages.

#### 7.110 Re-employment

An employee who is separated from service with the Village for more than thirty (30) days because he/she resigned or because his/her position came to an end, may be re-employed in either a regular or temporary position by complying with all the requirements of a new employee. He/she shall once again serve a probationary period regardless of whether he/she had probationary or regular status prior to separation.

## Performance Evaluation and Career Development

### 8.10 Performance Evaluation Process

The system of performance appraisal may be used for purposes of promotion, dismissal, demotion, reductions in force, and reinstatements, as well as to keep employees advised of what is expected of them and how well they are meeting these expectations.

Performance appraisal may be governed by the following:

1. The appraisal of work performance provides recognition for effective performance and identifies aspects of performance which could be improved.
2. Performance appraisal is a continuing responsibility of all supervisors, and supervisors shall discuss performance informally with each employee as often as necessary to insure effective performance throughout the year.
3. Each supervisor may discuss with the employee his overall work performance at least once in each 12 calendar months for the purpose of informing the employee of the caliber of his work, helping the employee recognize areas where performance could be improved, and developing with the employee a plan for accomplishing such improvements.
4. Performance appraisals may be appealed on the basis of abuse, harassment, or discrimination.
5. Each employee shall be given a copy of the written appraisal governing his own performance, if so desired, and the original will be placed in his permanent personnel file.

### 8.20 Frequency of Reports

Annual performance reports may be prepared on all regular employees. Additional reports may be prepared as indicated below:

1. Whenever an employee terminates employment with the Village for any reason except for retirement or death, unless a report has been rendered in the preceding 90 days.
2. Whenever an employee is going to be absent from the job for a period of 30 days or more because of Layoff, Military Leave, or approved Leave of Absence, unless a report has been rendered in the preceding 90 days.
3. A special report may be submitted whenever the supervisor desires to record instances of performance worthy of recognition, either favorable or unfavorable.

### 8.30 Review of Performance Report

1. The supervisor shall sign the report.
2. The supervisor shall discuss the report with the employee being rated, pointing out obvious weaknesses, strong points, etc.
3. The employee being rated shall indicate by signature that the report has been

discussed with said employee. Signature of employee does not imply agreement with the report. If the employee desires, a written statement may be submitted that shall be attached to the report and becomes a permanent part thereof.

4. The report shall then be reviewed by the department head who will indicate review by signature on the appropriate line. Department head, if so desired, may add comments to the report, but in no case shall the department head change the report itself.

#### 8.40 Preparation of Report

1. Reports shall be typed or legibly written with ink.
2. Reports shall be prepared in two (2) copies. The original shall be retained in the personnel file, and the second copy shall be furnished to the employee.
3. The supervisor's evaluation of the employee shall be indicated by checking the appropriate box opposite each of the performance elements. The official may wish to comment in the remarks section of each element as to strengths, weaknesses, etc. Insofar as is possible, each element should be considered independently.
4. The overall evaluation of the employee should be consistent with ratings given for the elements.
5. Additional sheets may be used if necessary to justify the rating.
6. The supervisor should rate the employee on the overall performance and not on a few isolated instances of outstanding or sub-standard performance.
7. All erasures and strikeouts must be initialed by the employee and individual doing the rating.

#### 8.50 Records to Be Maintained

The Village Clerk shall maintain the following listed personnel records:

1. Individual vacation and sick leave record.
2. Copy of each position description form.
3. Copy of each performance record.
4. Copy of any corrective and/or disciplinary action correspondence.
5. Copy of suspension notices.
6. Copy of any favorable communications including evidence of self-improvement efforts.
7. Copy of unfavorable communications.
8. Copy of in service training records.
9. Copy of time sheets.

#### 8.60 Maintenance of Records

All personnel records and files shall be retained for a period of five (5) years or more or until such time as to satisfy state and federal requirements.

#### 8.70 Public Review of Records

Except for examinations, personal histories, and other such confidential papers as may otherwise be specified in these rules or by action of the Village Board, records of personnel shall be public record. Such records shall be open to inspection by the public during regular office hours at reasonable times and in accordance with such procedures as the Board may provide.

#### 8.80 Training and Development

The Village Superintendent or the Village Board shall establish appropriate training programs for Village employees in order that services rendered to the Village may be more effective. Such training programs may include formal courses, seminars, workshop demonstrations, assignment of reading matter, or such other methods as may be available for improving the effectiveness and broadening the knowledge of employees in the performance of their respective duties. Employees are encouraged to develop and further their job skills and personal potential by participation in available training programs. Such training programs shall be conducted during regular working hours except when work schedules interfere.

Employees are encouraged to participate in conferences, conventions, and meetings which have a direct relationship to the employee's position and the Village's services. Approval for attendance at such conferences, conventions, and meetings shall be obtained from the Village Superintendent or the Village Board.

## Political Activity, Ethics, and Conduct

### 9.10 Political Activity

No person employed by the Village of Stratton may:

1. Use his official authority or influence for the purpose of interfering with or affecting the results of an election or a nomination for office.
2. Directly or indirectly coerce, attempt to coerce, command or advise an employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.
3. Be a candidate for the office of Trustee on the Village Board of Stratton. Any employee desiring to hold such office shall resign his position upon filing for the office.

A person employed by the Village of Stratton retains the right to vote as he chooses and to express his opinions on political subjects and candidates.

### 9.20 Ethics

No employee shall accept any gift, favor, or service that might reasonably tend improperly to influence him in the discharge of his official duties.

No employee shall use, or attempt to use, his official position to secure special privileges or exemptions for himself or others, except as may be otherwise provided by law.

No employee shall receive any compensation for his services as an employee of the Village from any source other than this or which he is an employee, except as may be otherwise provided by law, or agreement entered into by the Village.

### 9.30 Conflict of Interest

If an employee is an officer, director, agent, or a member of, or owns a controlling interest in any corporation, firm, partnership, or other business entity which is subject to the regulations of, or which has substantial business commitments from the Village of Stratton, he shall file a sworn statement disclosing such interest.

### 9.40 Outside Employment

No employee shall accept employment in any business or professional activity which he might reasonable expect would require him to disclose confidential information acquired by him by reason of his official position.

No employee shall accept other employment which might impair his independence of judgment in the performance of his duties.

#### 9.50 Internet and Phone Use

In accordance with Nebraska state law, Village employees will not use the telephone or the Internet for personal gain or to support or oppose ballot issues, except for incidental or de minimis use.

Employees also shall not use the Internet or phone for personal use when it interferes with job function, accessibility, or otherwise costs the Village of Stratton, except for incidental or de minimis use.

#### 9.60 Harassment Prohibited

Civility and respect for each individual's privacy and dignity are required of all employees. Any conduct which is inconsistent with these principles is simply not acceptable and will not be tolerated. More specifically, any form of harassment on the job or related to the job, including sexual harassment, is absolutely prohibited and may result in severe corrective action, possibly including discharge from employment.

Harassment is broadly defined to include any conduct which is personally demeaning or offensive, and tends to equate a person's worth to his/her gender, race, religion, age, disability status, or other personal traits, rather than his/her ability to perform the job and contribute to the success of the Village. Without limiting the breadth of this definition, harassment specifically includes:

1. Sexual harassment in any form. Sexual harassment is defined as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
2. Harassment on the basis of any other improper factor, such as race, color, religion, age, national origin, marital status, or disability. As with sexual harassment any conduct which could be offensive and create an intimidating, hostile, or offensive working environment on the basis of one of these factors, is improper and strictly prohibited.

An employee or any other who feels that he/she has been harassed by any supervisor, client, coworker, vendor, or other persons in the workplace, or who has witnessed harassment of another, has several options. Whenever possible, the person doing the harassing should be told, politely but firmly, that such conduct is not acceptable. In any case, any person who is aware of potentially harassing conduct or who has any concern about a possible violation of this policy should follow the grievance procedure.

#### 9.70 Drug or Alcohol Use

Employees may not work under the influence of alcohol or illegal drugs. Department Heads or Village Board members may require testing for drug or alcohol use during an employee's normal working hours. Tests will be conducted on Village time and will be paid for by the Village (including transportation costs). Refusal to take the test may result in disciplinary action up to and including dismissal. Additionally, an employee who refuses to take the test will be sent home without pay for at least the rest of the work day.



## Personnel Management

### 10.10 Governing Body

The Village Board shall:

1. Be authorized and directed to administer a personnel system for the Village employees.
2. Have the duty, power, and authority to employ such persons, make such expenditures, require such reports, make investigations, and to take such other actions as it deems necessary or suitable to that end.
3. Have the power and authority to adopt, amend, or rescind such rules and regulations as may be necessary for proper administration of this act.
4. Any employee who is dismissed or demoted after completing his probationary period of service may within thirty days after such dismissal, demotion, or suspension, appeal to the Board for review thereof.

I, \_\_\_\_\_, employee of the Village of Stratton, Nebraska, hereby acknowledge the receipt of a complete set of Personnel Policies of the Village of Stratton, Nebraska, as approved by the Village Board of Trustees. I further acknowledge that it is my own responsibility to read and know the contents of this Policy.

\_\_\_\_\_  
Employee Signature

### Internet & Phone Use

In accordance with Nebraska state law, Village employees will not use the telephone or the Internet for personal gain or to support or oppose ballot issues, except for incidental or de minimis use.

Employees also shall not use the Internet of phone for personal use when it interferes with job function, accessibility, or otherwise costs the Village of Stratton.

For Pool Employees: Cell phones are only to be in the bath house in storage and off while you are on duty. Cell phones shall not be in use at all when on deck. Violation of this rule will result in disciplinary action.

I have read, understand, and agree to the above policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

Printed Employee Name

Village Superintendent

### General Responsibilities

The person employed as Village Superintendent is responsible for the general supervision and administration of public utilities owned and operated by the Village, together with the maintenance of the streets and alleys, and the preservation and care of all property owned by the Village. The Village Superintendent is responsible for the supervision of all purchasing for the Village, the management and supervision of employees, and recommends to the Village Board the appointment and compensation of such employees and assistants as necessary to perform the duties herein.

### Authority & Accountability

The Village Superintendent works under the direction and supervision of the Village Board, to whom he is directly accountable.

### Job Qualifications

1. Thorough knowledge of construction materials, electrical components, plumbing skills, and approved standards of safety as related to structural specifications.
2. Skills in the use and maintenance of all equipment used in completion of departmental work.
3. Ability to establish and maintain effective working relationships with co-workers and the general public.
4. Possession of a valid State of Nebraska driver's license.
5. Technical ability in electrical usage, water, and sewer.
6. Ability in engineering and surveying.
7. Knowledge of methods and techniques used in operation of a sanitary landfill site.
8. Ability to prepare reports and maintain records.
9. Ability to evaluate and schedule repair work at proper time.
10. Ability to plan, assign, and supervise the work of skilled, semi-skilled, and unskilled subordinates engaged in complex work activities.
11. Considerable experience in general labor, or a combination of training and experience which provides the required knowledge, abilities, and skills.
12. Knowledge of the use and care of tools and equipment used and mechanical ability.
13. Knowledge of the hazards involved in the various types of work usually performed and of appropriate safety and precautionary measures required.
14. Considerable knowledge of materials, methods, and techniques commonly used in construction and maintenance activities, particularly in the construction, maintenance, and repair of municipal streets, water facilities, storm sewer systems, and electrical distribution systems.
15. Ability to establish and maintain effective working relationships with co-workers and the general public.
16. Considerable knowledge of proper safety practices and procedures.
17. Ability to obtain licenses required by federal, state, or municipal laws for the duties of the position.

## Characteristic Duties

The duties of the position include but are not limited to the following:

1. Directs and manages the activities and personnel of the department.
2. Works with department personnel in all aspects of maintenance, repair, and construction as related to the department.
3. Performs all survey work, maintains plat maps and water maps.
4. Designs and takes extensions of water and sewer lines, paving, stakes property and new buildings, stake curbs and gutters.
5. Maintains working relationship with various local, state, and federal agencies.
6. Orders and purchases supplies and equipment.
7. Maintains water tower, prepares water samples.
8. Inspects electric and plumbing in new homes.
9. Performs related work as required.
10. Assigns work to subordinates, checks their progress and accuracy, trains new personnel.
11. Checks, review, and recommends approval or disapproval of all promotions, salary increases, or varied disciplinary actions for personnel within the street and sanitation departments.
12. Investigates complaints and takes necessary action to remedy conditions which have brought complaints.
13. Performs such construction activities as sanitary and storm sewer line construction and water main extensions.
14. Cleans and unclogs sewer lines.
15. Performs various street maintenance duties as cleaning gutters, spreading salt, and removal of snow from Village streets and other Village-owned property, picks up fallen tree limbs and branches.
16. Performs grounds keeping and building maintenance activities such as mowing grass, watering grass, and cleaning.
17. Repairs streets - pouring and shoveling asphalt, raking, tamping and smoothing asphalt, operating compactor, and filling depressions with slag or gravel.
18. Repairs and maintains water pumps and lift stations to ensure proper function.
19. Drives automotive equipment as needed.
20. Performs digging and replacing of water lines.
21. Uses proper techniques of solid waste disposal and maintenance of Landfill site.
22. Maintains and repairs all Village mechanical equipment, park equipment, and buildings.
23. Cleans and repairs water tank and lagoon, and takes water samples as required by State.
24. Reads electric and water meters.
25. Operates generators in emergency situations.
26. Maintains and repairs primary and secondary lines and substations.
27. Available on-call for emergency power outages; assists surrounding communities upon request in emergency situations.
28. Assists other departments as needed.
29. Assists in overall maintenance and repair of all equipment and facilities utilized by the department.

---

Employee's Signature

---

Chairperson, Village Board of Trustees

## Village Clerk/Treasurer

### General Responsibilities

This is responsible administrative work relating to a wide range of municipal administrative functions. The work involves responsibility for accounting, revenue administration, treasury management, repairing, maintaining, and attesting to the official records of actions taken by the Village Board in regular and special meetings. The Village Clerk is custodian of official books and records of the Board, Treasurer, and Village Election Officer. An employee of this class works with some freedom of action, particularly on the policy and administration aspects of the work. The data and recommendations which he/she prepares are essential to policy and administrative determinations made by the Village Board. Work is performed in accordance with general instructions and directions from the Village Board through the Chairperson of the Board.

### Authority and Accountability

The Village Clerk works under the direction and supervision of the Chairperson of the Board to whom he/she is accountable.

### Job Qualifications

1. Thorough knowledge of the principles, methods, and practices of municipal finance.
2. Thorough knowledge of modern office practices and procedures and standard office and accounting equipment.
3. Considerable knowledge of the principles and practices of public administration.
4. Considerable knowledge of the approved principles and standard practices of centralized, budgetary, and accrual accounting, treasury management, revenue and license administration, budgeting, etc.
5. Knowledge of the State laws and Village ordinances governing operations of the Village Treasurer's functions.
6. Knowledge of the legal requirements relating to the keeping and preservation of Board minutes and records.
7. Knowledge of the organization of Village government and legal powers and duties of Village officials, and of the rules of procedures for Village Board meetings.
8. Ability to plan, organize, and direct the work of regular and part-time office assistants.
9. Ability to prepare and submit clear, concise, and accurate reports either orally or in writing.
10. Ability to establish and maintain working relationships with other employees, governmental officials, and the general public.

### Characteristic Duties

The duties of the position include but are not limited to the following:

1. Directs the planning, organizing, and the maintenance of central accounting systems including posting of expenditures, accounting controls, fiscal and capital budget, investment program, bond program, and other related activities.
2. Supervises preparation of statements and reports on Village financial affairs to administrative officials, Village Board, and the general public; directs preparation of revenue, expenditures, debt, cost, and other statements.
3. Consults with and advises Village legislative and executive officials on the financial conditions of the Village, and makes recommendations for specific courses of action.
4. Directs the maintenance of all special assessment records; directs administration of Village privilege license tax provision, including enforcement, collection, and auditing.
5. Directs receipt, deposit, and investment of all Village monies, together with records thereof.
6. Prepares agenda for all formal board meetings; attends all meetings of Village Board; and keeps official record of all Board actions.
7. Answers questions, distributes minutes on Board meeting, and issues information concerning Board action.
8. Checks and attests to official actions of the Board, supervises preparation, indexing, and filing of official minutes; keeps the corporate seal of the Village.
9. Performs related work as required.
10. Receives inquiries from the public by letter, phone, or in person, and furnishes information or directs the inquiry to the proper source for an answer.
11. Supervises the planning, coordinating, and reviewing of the preparation of the municipal budget; reviews budget periodically to compare with revenues and expenditures; performs related budget and fiscal work.
12. Supervises preparation of material for public reporting.

---

Employee Signature

---

Chairperson, Board of Trustees

## Hall Custodian

### General Responsibilities

This position requires a person to work independently and on occasion as a team member to accomplish a specific task. The position involves manual skills and special knowledge acquired through on-the-job training or experience. Employee is expected to use judgment and discretion in carrying out work methods and procedures.

### Authority and Accountability

The Custodian is hired by the Village Board and works under the direction and supervision of the Village Superintendent to whom he/she is accountable.

### Job Qualifications

1. Experience in general labor, or a combination of training and experience which provides the required knowledge, abilities, and skills.
2. Knowledge of the use and care of tools and equipment used and mechanical ability.
3. Knowledge of the hazards involved in various types of work usually performed and of appropriate safety and precautionary measures required.
4. Ability to understand and carry out both oral and written orders and work assignments.
5. Considerable knowledge of materials, methods, and techniques commonly used in custodial work.
6. Ability to mix cleaning solutions to proper proportions using concentrated cleaning agents for a variety of surfaces.

### Characteristic Duties

The duties of the position include but are not limited to the following:

1. Dry mops floors, dusts and polishes furniture, walls, and woodwork.
2. Cleans lavatories, commodes, and other fixtures.
3. Collects and disposes of refuse.
4. Uses ladders and/or scaffolds to clean windows, blinds, and change light bulbs.

---

Employee

---

Chairperson, Board of Trustees



## Lifeguard

### General Responsibilities

Performs public safety and recreational work in supervising swimming and enforcing regulations at the municipal swimming pool. This is a part-time and temporary position.

### Authority and Accountability

The Lifeguard works under the direction and supervision of the Pool Manager to whom he/she is directly responsible.

### Job Qualifications

1. Possession of Advanced Lifesaving, Cardiopulmonary Resuscitation, and First Aid certification. Water Safety Instructor's Certification is desirable.
2. Ability to react responsibly in emergency situations.
3. Ability to enforce regulations in a firm manner while maintaining good public relations.
4. Physical ability to carry out a water rescue.
5. Knowledge of swimming techniques.

### Characteristic Duties

The duties of this position include but are not to limited to the following:

1. Supervises swimmer compliance with safety relations.
2. Rescues swimmers in trouble and administers CPR and First Aid when necessary.
3. Performs all related duties as required.
4. Evaluates the Pool Manager 3 times during the pool season.
5. Attendance required at bi-monthly meetings on Pool and on training.

---

Employee

---

Pool Manager

## Lifeguard Rules to Live By

1. Keep order and make sure all rules of the pool are followed by all swimmers and pool personnel that are not on deck.
2. The guard in the south chair is primarily responsible for the deep end, but must also be aware of what is going on in the shallow end. He/she also make the decision if and when any game will be allowed in the deep end, upon approval of the manager on duty.
3. The guard on the north side of the pool is responsible for the shallow end, but also must be aware of what is going on in the deep end.
4. No visiting is allowed! Your attention must be on the pool and swimmers at all times. It shall also be a new rule for swimmers to not bother the lifeguards while on duty.
5. There shall be no loitering of friends or relatives during your working hours on deck. Every lifeguard will be given breaks during their shifts, so do all visiting during the time.
6. All lifeguards on deck will be expected to wear mandatory identifying lifeguard apparel. This only applies to while on deck, not while on break.
7. All lifeguards on deck must have a lifesaving tube within arm's reach at each station. If you move around, move it with you.
8. All lifeguards will be expected to uphold a Drug, Tobacco, and Alcohol Free workplace.
9. All lifeguards will be responsible to look at posted schedules and know when they have to work. If time off is needed please advise early enough so that schedule changes can be made. All long-term vacation time will have to be approved by the manager and the assistant manager. They will be covering for you. Make sure you know what time you are supposed to be at work and make sure you are on time. Each pool employee will have a sign-in sheet and will enter date and time when starting and ending each work day. Each employee will sign such sheet stating that all hours entered were worked. Employees not entering such information will not be paid. Each employee should also be aware that there will little or no overtime hours this season.
10. All lifeguards will be expected to be available to help out with swimming lessons and midnight swims that will be scheduled.
11. All lifeguards will be scheduled to help with the clean-up of the pool and pool area, bath house, and help make sure the pool cover is in place each night and removed each morning.
12. Watch and listen for bad weather. If bad weather comes up while the pool is open make sure all swimmers are out of the water safely and immediately. Pool shall be closed until weather clears. When there is little activity (i.e. only one or two patrons in the pool for one hour), the Manager will have the authority to close the pool for the day. Such closings will be noted on the time sheets.
13. Lifeguards are expected to know and follow all pool rules and to enforce them at all times including:
  - Make sure when anyone jumps off the side, they jump away and that no flips or sailor dives are done from the side.
  - Make sure no one plays with or tries to remove the drain cover.
  - Make sure all swimmers entering the deep end can swim over and back next to the rope on the shallow side.
  - Make sure no one plays on or around the ladders at any time.
  - No one is to hang or swing on the center rope at any time.
  - No one should be allowed to hang onto or touch the basketball rims. This could make

them fall and cause an injury to someone.

- No diving or jumping from the lifeguard stations except for rescue situations
14. Lifeguards will be expected to log all disciplinary action taken on swimmers in a log book. Patrons not abiding by all safety rules will be asked to leave. Any minor being asked to leave because of these violations will not be permitted to return without their parents present. Any adult being asked to leave for these violations will not be permitted to return without permission from a Village Board member.
  15. All lifeguards will rotate during the 50 minute swimming periods. With three on duty, there will be one at each position on deck and one in the bath house on break.
  16. Disciplinary procedures for not meeting expectations can include verbal reprimand, written reprimand, suspension or termination of employment.

---

Employee

---

Pool Manager

## Pool Manager

### General Responsibilities

Performs supervisory and specialized work in directing the operation of the municipal swimming pool. Involves responsibility for the safe and effective operation of the pool. Part-time, temporary position.

### Authority and Accountability

The Pool Manager works under the direction and supervision of the Village Board to whom he/she is directly responsible.

### Job Qualifications

1. Possession of a First Aid Certificate, a CPR Certificate, Lifeguard Certificate, and a Pool Operator's license.
2. Knowledge of the methods, materials, tools, and equipment used in the operation and maintenance of public swimming pools.
3. Knowledge of departmental procedures and policies as applied to the operation of swimming pools and to the maintenance of related records and reports.
4. Ability to organize a pool operation and to effectively supervise others.
5. Ability to establish and maintain effective working relationships with employees and the public.
6. Will need to keep a discipline book for patrons and lifeguards.
7. Will need to evaluate the Lifeguards twice a season. The first evaluations will be due at the end of June and the second will be due by the last day of the season.

### Characteristic Duties

The duties of the position include but are not limited to the following:

1. Plans schedules and supervises the work of lifeguards and swimming instructors. Schedules should be as equitable as possible. Schedules will be kept on file and turned in with the time sheets.
2. The Pool Manager will keep daily time sheets and sign-in sheets for each employee. Both the manager and Lifeguard will sign such sheets before being submitted to the Village Clerk. Time and sign-in sheets will be submitted to the Clerk on each Monday for the prior week.
3. Ensures that all rules and regulations are properly enforced.
4. Administers first aid as required.
5. Ensures that the pool is cleaned and that the building and facilities are kept in orderly condition and that the pool water is properly tested and treated.
6. Sees that all accidents are properly taken care of and recorded.
7. Performs related duties.

---

Employee

---

Chairperson, Board of Trustees

## Librarian

### General Responsibilities

Performs specialized work in the operation and management of the public library. Part-time position.

### Authority and Accountability

The Librarian works under the direction and supervision of the Library Board to whom he/she is directly responsible.

### Job Qualifications

1. Considerable knowledge of the theories and principles of library science.
2. Considerable knowledge of library reference materials and tools of research.
3. Knowledge of reader interest levels of books and authors.
4. Ability to establish and maintain effective working relationships with staff and patrons.
5. Ability to give or receive and carry out written and oral supervision.
6. Ability to express oneself written or orally.

### Characteristic Duties

The duties of this position include but are not limited to the following:

1. Maintains circulation and reference files and collections of books and materials.
  2. Aids patrons and staff in locating and obtaining materials.
  3. Demonstrates and assists in use of reference sources, such as book or card catalogs or periodical indexes.
  4. Uses Dewey or OCLC systems in cataloging or reference duties.
  5. Supervises inputting by library assistant of cataloging data from work forms to OCLC or Dewey.
  6. Provides information on library activities, facilities, rules, and services.
  7. Compiles lists of materials according to subject or interest.
  8. Catalogs and classifies materials in accordance with approved methods.
  9. Recommends and orders books and other materials.
  10. Receives and issues materials for circulation or other use in library.
  11. Maintains and evaluates usage statistics for library media.
  12. Plans, directs, or carries out special projects, such as library displays or promotions.
  13. Directs subordinates in routine library functions.
  14. Performs related work as required.
-

Employee

Library Board Member

## Maintenance Worker (Temporary)

### General Responsibilities

This position involves the efficient and responsible performance of work requiring manual skills or special knowledge acquired through on-the-job training or experience. Employee is expected to use judgment and discretion in carrying out known work methods and procedures. An employee in this position will be required to drive and operate equipment. Full-time or part-time, temporary position.

### Authority and Accountability

The Maintenance Worker works under the direction and supervision of the Village Superintendent to whom he/she is accountable.

### Job Qualifications

1. Considerable experience in general labor, or a combination of training and experience which provides the required knowledge, abilities, and skills.
2. Knowledge of the use and care of tools and equipment used, mechanical ability.
3. Knowledge of the hazards involved in the various types of work usually performed and of appropriate safety and precautionary measures required.
4. Ability to understand and carry out both oral and written orders and work assignments.
5. Considerable knowledge of materials, methods, and techniques commonly used in construction and maintenance activities, particularly in the construction, maintenance, and repair of municipal streets, water facilities, storm sewer systems, and electrical distribution systems.
6. Ability to establish and maintain effective working relationship with supervisors, co-workers, and the general public.
7. Knowledge of electrical equipment, metering equipment, electrical wiring, and all other aspects of electrical components.
8. Considerable knowledge of proper safety practices and procedures.
9. Ability to obtain licenses required by federal, state, or municipal laws in order to fulfill position duties.

### Characteristic Duties

The duties of the position include but are not limited to the following:

1. Performs such construction activities as sanitary and storm sewer line construction and water main extensions.
2. Cleans and unclogs storm sewer lines.
3. Performs various street maintenance duties as cleaning gutters, spreading salt, and removal of snow from Village streets and other Village owned property, picks up fallen tree limbs and branches.

4. Performs grounds keeping and building maintenance activities such as mowing grass, watering grass, and cleaning.
5. Repairs streets - pouring and shoveling asphalt; raking, tamping, and smoothing asphalt; operating compactor; and fills depressions with slag or gravel.
6. Repairs and maintains water pumps and lift stations to ensure proper function.
7. Drives automatic equipment as needed.
8. Performs digging and replacing of water lines.
9. Uses proper techniques of solid waste disposal and maintenance of landfill site.
10. Maintains and repairs all Village mechanical equipment, park equipment, and buildings.
11. Cleans and repairs water tank and lagoon; takes water samples as required by State.
12. Reads electric and water meters.
13. Sets metering equipment and transformer banks and runs electrical wiring and lines.
14. Operates generators in emergency situations.
15. Maintains and repairs primary and secondary lines and substations.
16. Repairs lightening damage, replaces metering equipment, repairs and maintains street lights, and provides preventive maintenance of all electrical equipment and components.
17. Available on-call for emergency power outages; assists surrounding communities upon request in emergency situations.
18. Assists other departments as needed.
19. Assists in overall maintenance and repair of all equipment and facilities utilized by the department.

---

Employee

---

Chairperson, Village Board of Trustees



## Assistant Village Superintendent

### General Responsibilities

This position involves the efficient and responsible performance of work requiring manual skills or special knowledge acquired through on-the-job training or experience. Employee is expected to use judgment and discretion in carrying out known work methods and procedures. An employee in this position will be required to drive and operate equipment.

### Authority and Accountability

The Assistant Village Superintendent works under the direction and supervision of the Village Superintendent to whom he/she is accountable.

### Job Qualifications

1. Considerable experience in general labor, or a combination of training and experience which proves the required knowledge, abilities, and skills.
2. Knowledge of the use and care of tools and equipment used, mechanical ability.
3. Knowledge of the hazards involved in the various types of work usually performed and of appropriate safety and precautionary measures required.
4. Ability to understand and carry out both oral and written orders and work assignments.
5. Considerable knowledge of materials, methods, and techniques commonly used in construction and maintenance activities, particularly in the construction, maintenance, and repair of municipal streets, water facilities, storm sewer systems, and electrical distribution systems.
6. Ability to establish and maintain effective working relationships with supervisors, co-workers, and the general public.
7. Knowledge of electrical equipment, metering equipment, electrical wiring, and all other aspects of electrical components.
8. Considerable knowledge of proper safety practices and procedures.
9. Ability to obtain licenses required by federal, state, or municipal laws in order to fulfill position duties.

### Characteristic Duties

The duties of the position include but are not limited to the following:

1. Performs such construction activities as sanitary and storm sewer line construction and water main extensions.
2. Cleans and unclogs storm sewer lines.
3. Performs various street maintenance duties as cleaning gutters, spreading salt, and removal of snow from Village streets and other Village owned property, picks up fallen tree limbs and branches.

4. Performs grounds keeping and building maintenance activities such as mowing grass, watering grass, and cleaning.
5. Repairs streets - pouring and shoveling asphalt; raking, tamping, and smooth asphalt; operating compactor; and fills depressions with slag or gravel.
6. Repairs and maintains water pumps and lift stations to ensure proper function.
7. Drives automotive equipment as needed.
8. Performs digging and replacing of water lines.
9. Uses proper techniques of solid waste disposal and maintenance of landfill site.
10. Maintains and repairs all Village mechanical equipment, park equipment, and buildings.
11. Cleans and repairs water tank and lagoon; takes water samples as required by State.
12. Reads electric and water meters.
13. Sets metering equipment and transformer banks, and runs electrical wiring and lines.
14. Operates generators in emergency situations.
15. Maintains and repairs primary and secondary liens and substations.
16. Repairs lightening damage, replaces metering equipment, repairs and maintains street lights, and provides preventive maintenance of all electrical equipment and components.
17. Available on-call for emergency power outages; assists surrounding communities upon request in emergency situations.
18. Assists all other departments as needed.
19. Assists in overall maintenance and repair of all equipment facilities utilized by the department.

---

Employee

---

Chairperson, Village Board of Trustees