District Full-Time Employee Benefits

1300.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the offering of Western Lakes Fire District benefits for sworn and non- sworn full-time employees. All full-time employees of the Western Lakes Fire District have the responsibility to comply with and ensure that they are adequately trained, fully understand, and comply with this policy. All full-time employees of the Western Lakes Fire District have the responsibility to learn and follow this policy. All full-time employees of the Western Lakes Fire District have the responsibility to ensure they do not accept or take any benefit other than those for which the employee may be eligible under this policy.

1300.2 POLICY

The Western Lakes Fire District Employee Benefits Policy outlines the benefits available to full-time sworn and non-sworn employees, establishing clear guidelines for eligibility, coverage, and expectations for professional conduct. Benefits, which may include health, dental, life insurance, retirement programs, and various leave types, are subject to Board approval and periodic revision. The policy does not create a contract of employment, and the Board retains discretion to modify or revoke benefits as needed.

1300.3 DEFINITIONS

Non-Sworn Hourly Full-Time Employees (Apprentice) – Employees of the Western Lakes Fire District that are employed within the Department's paid Apprenticeship program and scheduled to work on average 56 hours per week and have not been sworn as full-time employees of the Western Lakes Fire District by the Fire Board and Fire Commission. The Fire Board has designated these employees as only eligible for certain benefits for a limited class of employee benefits as part of their full-time employment package with the Western Lakes Fire District, only as expressly identified within this policy

Non-Sworn Salaried Full-Time Employees – Employees of the Western Lakes Fire District that are hired and scheduled to work at least 2,080 hours in a calendar year. The Fire Board has designated these employees as eligible for benefits, only as expressly identified under this policy.

Sworn Full-Time Employees – Employees of the Fire Western Lakes Fire District that are hired and scheduled to work a full-time schedule, whether that is a full-time forty hours per week schedule of at least 2,080 hours in a calendar year or a schedule for shift employees working 12, 24, 48 or other combination of hour shifts (for example, from 2496 hours to 2912 hours per year), and have been sworn as full-time employees of the Western Lakes Fire District by the Fire Commission and Fire Board. The Fire Board has designated these employees as eligible for benefits, only as expressly identified under this policy.

Hourly Employee Group – Sworn full-time employees paid hourly who are scheduled to work Monday through Friday.

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Hourly Shift Employee Group – Sworn full-time employees paid hourly who are scheduled to work rotating forty-eight hour shifts which include weekends and holidays.

Salaried Exempt Employee Group – Sworn and non-sworn full-time employees paid a salary responsible for administrative tasks, who are scheduled to work any variation of the above.

1300.4 DISTRICT POLICY FOR BENEFITS

This Policy sets forth employment policy guidelines regarding benefits and general expectations of professional behavior and conduct which employees are expected to follow. This Policy informs employees about what the employer may generally expect from the employees so as to guide employees in their professional duties and in fulfilling their responsibilities as public servants.

None of the statements or policies are meant to create any contract of employment, nor do they imply that the employer is guaranteeing any benefits or employment for any person This Policy is not nor is it intended to be construed as an employment contract or to guarantee any rights to employees. Final interpretation and implementation of any of the policies or rules in this Manual are vested solely with the Board through the Fire Chief. The Policies and any benefits identified herein are subject to change at any time by the Board and the applicable provider for certain benefits and the benefits offered will be reviewed and revised periodically.

This Policy eliminates and supersedes any prior policy governing benefits or any memorandum of understanding between the District and any employee. Any wages, benefits and conditions of employment applicable herein are not available to any employee who is subject to a collective bargaining agreement unless such benefits, wages, or conditions of employment are bargaining for and explicitly agreed to be incorporated into any collective bargaining agreement, and except that such employees shall follow any rules of conduct established herein.

This Policy is Bifurcated into two sections:

- Section 1: Benefits for sworn full-time employees and non-sworn salaried employees
- Section 2: Benefits for non-sworn full-time employees (Apprentices)

1300.5 SECTION 1: BENEFITS FOR SWORN FULL-TIME EMPLOYEES AND NON-SWORN SALARIED EMPLOYEES

1300.5.1 EMPLOYMENT PACKAGE

Sworn full-time employees of the Fire District and non-sworn full-time salaried employees will be provided with the following employee benefits as part of their full-time employment package with the Fire District as identified here in Section 1. The Fire Board approves the policy and the benefits outlined in the policy and reserves its right to make any changes at any time to this policy and the benefits afforded herein. Changes to this policy may also result from changes to a benefit directed by the District or made by the carrier as well as changes to the carrier itself. The Fire Board will approve the employee's wage step at time of hire and review additional steps annually. The Fire Board may establish a mutually agreed upon employment contract with salaried employees that

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differs from this policy, provided such contract must be in writing, approved by the Board at a duly-noticed meeting of the Board, and intended to be a contract.

1300.5.2 REGULARLY SCHEDULED HOURS

I. Employees will be assigned their regular scheduled hours/shift. These hours, both as to number and the schedule and frequency thereof, may be changed by the Fire Chief based on the needs of the District.

A. Hourly Employees (Fire Inspector)

(a) Weekly hours will be 40 hours and scheduled Monday through Friday as assigned by the Chief.

(b) The work period should consist of twenty-eight (28) days.

B. Hourly Shift Employees (48-hour shifts)

(a) The normal workweek shall average fifty-six (56) hours per week. The work period should consist of twenty-eight (28) days.

(b) Each shift works two (2) consecutive 24-hour shifts, followed by four (4) consecutive days off.

C. Hourly Shift Employees (other than 48-hour shifts)

(a) The work week for employees who have not met the 207(k) FLSA exemption shall be 7 days.

(b) The shift schedule and hours shall be set by the Fire Chief

D. Salaried Exempt Employees or as determined by Fire Board

(a) Hours of shift may be one of the following shifts based on employment classification.

(a) Battalion Chief

i. Each shift works two (2) consecutive 24-hour shifts, followed by four (4) consecutive days off.

ii. The normal workweek shall average fifty-six (56) hours per week. The work period should consist of twenty-eight (28) days.

iii. At the sole discretion of the Fire Chief, and upon review of the circumstances (including but not limited to major incidents, extended operational periods, or significant administrative projects), a Battalion Chief may be granted flexible shift days off. The granting of flexible shift days off is entirely at the discretion of the Fire Chief and is not an accrued benefit, entitlement, or mandatory form of compensation for additional hours worked. Any time off granted shall be mutually agreed upon between the Battalion Chief and the Fire Chief (or their designee) to ensure the continuity of command and operations. Such flexible time off shall be

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documented and entered into the timekeeping system under a designated category, as "Flexible Time". Consistent with their classification as Salaried Exempt employees, Battalion Chiefs are not eligible to accrue or receive overtime pay or compensatory time off for additional hours worked. This flexible shift day policy is a discretionary management tool and does not constitute or imply the provision of compensatory time as defined by the Fair Labor Standards Act (FLSA) or any other relevant labor law.

(b) Finance Manager, Human Resource Manager, Deputy Chief, Assistant Chief, and Chief

i. The positions will average 40 scheduled hours Monday through Friday per week with at least 40 hours of the work being performed between 6 a.m. and 6 p.m. At the sole discretion of the Fire Chief, and upon review of the circumstances (including but not limited to major incidents, extended operational periods, or significant administrative projects), salaried staff may be granted a flexible work schedule in a given week. The granting of flexible work days is entirely at the discretion of the Fire Chief and is not an accrued benefit, entitlement, or mandatory form of compensation for additional hours worked. Any time off granted shall be mutually agreed upon between the salaried employee and the Fire Chief (or their designee) to ensure the continuity of administrative, command, and operations. Consistent with their classification as Salaried Exempt employees, these positions are not eligible to accrue or receive overtime pay or compensatory time off for additional hours worked. This flexible shift day policy is a discretionary management tool and does not constitute or imply the provision of compensatory time as defined by the Fair Labor Standards Act (FLSA) or any other relevant labor law.

ii. These positions will involve regularly scheduled meetings, trainings, and call backs, which, in any given week, may require more than 40 hours of work to be performed and, times, require work to be performed outside of the standard workday.

iii. The Chief Officer positions will cover a rotating schedule as the senior advisor/secondary chief, in addition to their regular hours. These shifts include nights, weekends, and holidays. This may include regularly scheduled shifts, or as needed at the discretion of the Chief.

1300.5.3 EXTRA WORK TIME:

I. The Chief or the Chief's designee may offer employees additional work hours at any time based on the needs of the Fire District.

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II. Based on staffing or other reasons, the Chief or designee may mandate any employee to work based on the needs of the Fire District. These hours may be offered in a manner deemed appropriate by the Chief. For example, the Chief may follow a rotational method, starting with the most senior hourly employee continuing until the hours are picked up and continuing through the hourly employees each calendar year.

III. To the extent practical, the Chief will try to avoid mandating an employee during the two days before or after a scheduled vacation or personal day. Mandating can occur the day of an open shift as necessary, however the Chief or designee will attempt to give employees as much notice as possible.

1300.5.4 EMPLOYEE SHIFT TRADES:

I. The District reserves the right to deny a trade if the trade request results in disrupting the District staffing for company officers, driver operators, or paramedic staffing or results in the District incurring overtime to have adequate qualified personnel.

II. The District reserves the right to assign Acting positions when trades are made between Officers and non-Officers.

III. Employees shall submit their trade requests to the Chief or designee utilizing the Fire District's online scheduling software simultaneously.

IV. The Fire District shall not be liable for any overtime payment due because of employees' trade of work hours.

V. The Fire District shall not be held liable for tracking or enforcing shift trades between employees.

VI. An employee's recourse in the event of an unfilled trade is to the other employee who is the trading partner and not the District. The District shall not be involved in remedying an unfulfilled trade between employees.

VII. The Chief may hold either or both trading partners accountable for failing to fill a trade and creating a vacancy.

VIII. Should the employee covering the trade utilize any leave benefit during the scheduled trade when the District must bring in another employee to fill those hours, then those missed hours covered by another employee will be charged against the employee's applicable leave balance. Leave hours used while not working the expected trade time are not paid to the employee utilizing the applicable leave time.

IX. Should an employee be mandated to work, the employee that was originally scheduled to work and obtained coverage through a trade is exempt of the mandating on the day being worked unless an emergency arises.

1300.5.5 OVERTIME/COMPENSATORY (COMP) TIME:

The Fair Labor Standards Act (FLSA) and its state counterpart, requires that positions be designated as exempt or non-exempt for considerations of overtime pay.

I. Non-Exempt Employees: The Fire District has established a special "7(k) work period" for its firefighters, which increases the FLSA overtime thresholds beyond the normal 40-hour week. This is permitted according to FLSA rules contained in, 29 USC §207(k).

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Firefighters covered under these special work periods are entitled to FLSA overtime only for hours worked in excess of the threshold set by the Department of Labor. The District uses a 28-day work period, which means firefighters are entitled to FLSA overtime only for hours actually worked over 212 during that 28-day period. The Fire District has opted to pay overtime in the form of cash at a rate of one and a half times the employee's hourly wage, and does not utilize or permit accrual of compensatory time by Non-Exempt Employees.

II. Exempt Employees: Exempt employees are not eligible for FLSA or other overtime. The Fire District does not utilize or permit accrual of compensatory time by Exempt Employees.

1300.5.6 OFF DUTY RESPONSE TO INCIDENTS

I. Hourly Employees that are not currently on duty and capable of responding, may respond to the station for any incident which results in an "Paid-on-Call" or "All Available" response for the employees' station unless otherwise designated by the Chief or the Chief's designee.

1300.5.7 SENIORITY

I. All newly hired employees or employees moved to full-time status shall serve an eighteen (18) month probationary period. Upon completion of said probationary period, the employee shall be granted seniority rights from the date of full-time hire or transfer.

II. The probationary period may be extended at the discretion of the Chief.

III. Probationary employees and any other employee who is not a subordinate, as defined by the District, serve at-will and may be disciplined or discharged at the sole discretion of the Chief without recourse. Only those sworn full-time employees designated as subordinates by the District who are non-probationary are entitled to statutory protections identified in Wisconsin Statutes Section 62.13(5).

IV. Seniority is granted at the discretion of the Fire Chief at the time of full-time hire or a promotion.

1300.5.8 RESIDENCY REQUIREMENTS

I. Residency requirements, where applicable, are defined in the official job description for each position within the District. Employees should refer to their respective job description for any applicable residency obligations. Chief Officers are subject to a residency requirement as specified in the Chief Officer job description. All other District employees have no residency requirement unless expressly stated in their individual job description.

1300.5.9 EVALUATIONS

I. All full-time employees will complete an annual evaluation process. The evaluation will consist of a self-evaluation completed by the employee and a supervisor evaluation. Evaluations will be completed by at least two supervisors. The Chief will sign off on all evaluations and partake in the evaluation process for all full-time employees. If an

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employee feels that there is a discrepancy in their evaluation, then they may review their evaluation with the Chief.

II. Probationary employees will receive evaluations during their probationary period. These evaluations will be completed by at least two supervisors. The purpose of these evaluations is to monitor the progress of the probationary employees and to provide feedback to them on their status.

1300.5.10 WAGES

I. The Fire District will identify wage rates for each of the full-time job classifications as identified in the Pay Rate Policy Appendix B. Employees will be paid through the Fire District's direct deposit system. The Fire Board will review the wage rates for each classification and make adjustments, as it deems appropriate. Employees must earn progression through the step program based on their annual employment evaluation. Employees scoring in the top two tiers may be eligible for a full step, employees scoring in the middle tier may be eligible for a half step, and employees scoring in the bottom two tiers may receive an adjustment based on adjustments to the step bracket they are currently in, as approved by the Fire Board. Once an employee reaches the maximum step, they are eligible for a percentage increase based on factors determined by the Board.

A. Lateral employees will be offered a compensation step at the time of hire at the discretion of the Fire Chief.

II. The Fire Chief shall, at their sole discretion, assign individuals to Acting Positions. The compensation for these assignments shall be identified in the Pay Rate Policy Appendix B, as approved by the Fire Board.

1300.5.11 HEALTH AND DENTAL INSURANCE

I. The Fire District may offer full-time employees health insurance according to Policy 1301 which allows employees to continue to participate in the Fire District's health insurance plan as permitted by the plan and the law. The Fire District may pay a portion of the premium at its sole discretion, unless otherwise required by law. The Fire District may change the insurance carrier, the plan design, and plan at its sole discretion and with or without notice, unless otherwise required by law.

1300.5.12 HEALTH INSURANCE - RETIREES

I. Except as stated herein, employees who retire from the Fire District may continue to participate in the Fire District's health insurance plan as permitted by the plan and the law. Any such participation is subject to the employee paying 100% of the required premium.

1300.5.13 LIFE INSURANCE

I. At its sole discretion, unless otherwise required by law, the Fire District may pay the premium for life insurance for full-time employees in the insurance plan selected by the Fire District. The Fire District may change the insurance carrier, the plan design, and plan at its sole discretion and with or without notice, unless otherwise required by

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law. The Fire District may allow employees to utilize a payroll deduction in order to voluntarily obtain additional coverage which is funded by the employee.

1300.5.14 LIFE INSURANCE-RETIREES

I. Except as stated herein, employees who retire from the Fire District may continue to participate in the Fire District's health insurance plan as permitted by the plan and the law. Any such participation is subject to the employee paying 100% of the required premium.

1300.5.15 125 CAFETERIA/ FLEXIBLE SPENDING ACCOUNT

I. The Fire District may authorize and establish of Section 125/Flexible Spending Account for employees under applicable IRS regulations. Employees may use the Section 125 program to make health insurance premium contributions on a pre-tax basis.

1300.5.16 DEFERRED COMPENSATION PROGRAM

I. Fire District may authorize employees to participate in the Wisconsin Retirement System's Deferred Compensation Program or other program selected by the District. This is a self-funded program paid for by employees.

1300.5.17 WISCONSIN RETIREMENT SYSTEM

I. The Fire District may pay the employer's share in the Wisconsin Retirement System for an eligible participating employee (this includes any eligible employee of the Fire District, regardless of their classification), which is calculated by the Wisconsin Employee Trust Fund as a percentage of your WRS earnings. Employees are required to contribute the employee share, which is calculated by the Wisconsin Employee Trust Fund as a percentage of your WRS earnings. All eligible employees shall be participants in the Wisconsin Retirement System.

1300.5.18 PERSONAL LEAVE

I. The District may offer personal leave to eligible full-time employees within the classifications of Sworn Full-Time Employees including: Hourly Employees, Hourly Shift Employees, and Salaried Exempt Employees as well as to non-sworn Salaried Exempt Employees.

A. Personal leave is available for use beginning January 1st each year.

B. Personal leave must be used during the calendar year which it is earned.

C. Personal leave has no other cash value and unused time is not eligible for payout.

II. Personal Leave Submission and Approval:

A. Hourly Shift Employees (averaging 56-hour workweek)

(a) Personal time off

(a) Forty-eight (48) hours

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(a) Twenty-four (24) hours if hired on or after July 1

(b) Personal leave may be requested 24 hours in advance of a scheduled shift.

(c) All requests are subject to approval by the Chief. Dependent on staffing, no more than two (2) of the full-time hourly employees scheduled per shift/ day may be absent at a time, at the discretion of the Chief.

(d) Personal leave may only be taken in half- or full-day increments, either at the beginning or end of a scheduled shift.

(a) A half day of paid leave for a 56-hour employee is 12 hours of paid leave and a full day is 24 hours.

(b) At the Discretion of the Chief, use of time in less than half or full day increments may be approved for extenuating circumstances and may result in more than two full-time employees off during that time.

(e) When submitted two weeks in advance, hourly shift employees and salary exempt 24-hour shift employees may utilize personal time in six (6) hour allotments.

B. Salary Exempt 24-hour shift employees (Battalion Chiefs)

(a) Personal time off

(a) Forty-eight (48) hours

(a) Twenty-four (24) hours if hired on or after July 1

(b) The Chief has the authority to grant additional personal leave in increments of eight hours, at the exclusive discretion of the Chief.

(b) Personal leave may be requested 24 hours in advance of a scheduled shift.

(c) Personal leave may only be taken in half- or full-day increments, either at the beginning or end of a scheduled shift.

(a) A half day of paid leave for a 56-hour employee is 12 hours of paid leave and a full day is 24 hours.

(b) At the Discretion of the Chief, use of time in less than half or full day increments may be approved for extenuating circumstances.

(d) When submitted two weeks in advance, salary exempt 24-hour shift employees may utilize personal time in six (6) hour allotments.

C. Hourly Employees (Fire Inspector)

(a) Personal time off –

(a) Twenty-four (24) hours

(a) Twelve (12) hours if hired on or after July 1

(b) Personal leave may be requested the day before a scheduled shift.

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(c) Personal leave may only be taken in half- or full-day increments, either at the beginning or end of a scheduled shift.

(d) A half day for an hourly (40-hour) employee is 4 hours of paid leave and a full day is 8 hours.

(e) At the Discretion of the Chief, use of time in less than half or full day increments may be approved for extenuating circumstances.

(f) Personal leave may be approved based on District operational needs at the discretion of the Fire Chief.

D. Salary Exempt Employees (Chief, Assistant Chief, Deputy Chief, Human Resources Manager, Finance Manager)

(a) Personal time off:

(a) Human Resource Manager and Finance Manager – Twenty-four (24) hours

(a) Human Resource Manager and Finance Manager - Twelve (12) hours if hired on or after July 1

(b) Chief, Assistant Chiefs, and Deputy Chiefs - Forty (40) hours

(a) Chief, Assistant Chief, and Deputy Chiefs - Twenty (20) hours if hired on or after July 1

(c)

(d)

(b) Personal leave may be requested the day before a scheduled shift.

(c) Personal leave may only be taken in half- or full-day increments, either at the beginning or end of a scheduled shift.

(d) A half day for a salaried exempt (40-hour) employee is 4 hours of paid leave and a full day is 8 hours.

(e) At the Discretion of the Chief, use of time in less than half or full day increments may be approved for extenuating circumstances.

1300.5.19 VACATION LEAVE

I. The District may offer vacation leave to eligible full-time employees within the classifications of Sworn Full-Time Employees including: Hourly Employees, Hourly Shift Employees, and Salaried Exempt Employees as well as to non-sworn Salaried Exempt Employees.

II. Vacation leave is available for use beginning on January 1st each year and is earned over the course of the calendar year based on time worked and paid leave used and is prorated based on separation of employment or any unpaid leave (prorated based on days not worked due to separation or unpaid leave in the year divided by scheduled workdays in the year).

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III. For new hires, vacation time is prorated for the residual of that year for earning and for use during the rest of the calendar year of employment based on full months worked for the remainder of the year.

A. For example, if an employee is hired on June 13, 2023, then the employee receives the equivalent of 6/12 of vacation leave which is available for earning over the remainder of the year and use for the remainder of the calendar year provided the employee does not have any unpaid leave or separation of employment.

IV. The employee is fronted vacation leave on January 1 for earning and use during the calendar year subject to earning such leave as noted in Section A above.

A. Increases in vacation leave allotments occur in the calendar year after the employee's anniversary date.

B. For example, if an employee is hired on April 13, 2020, then the employee receives the increase in vacation after five years of service beginning on January 1, 2025 provided the employee has no break in full-time service.

V. Vacation leave must be used during the calendar year which it is earned.

A. If an employee opts to not utilize their vacation time during the calendar year, unused vacation time at the maximums listed below may be submitted for payout:

(a) Hourly Employee

(a) 40 hours

(b) Hourly Shift Employee

(a) 56 hours

(c) Salary Exempt Shift Employee

(a) 56 hours

(d) Salary Exempt Administrative and Uniformed Employees

(a) 40 hours

B. The employee must submit this request in writing to the Chief and Human Resources by September 30th annually.

C. Carryover of up to one week of vacation (56 hours for hourly shift and salary exempt shift employees; 40 hours for hourly employees and salary exempt administrative and uniformed employees) may only be approved by the Chief under extenuating circumstances following a written request to the Chief and Human Resources, which is reviewed and approved by the Chief.

D. Vacation leave that is used but unearned must be repaid to the District and may be deducted as an overpayment from an employee's paycheck to the extent permitted by law.

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E. The Fire District may provide its eligible full-time employees with up to the following amounts of vacation annually as follows based on full-time hire date and subject to any proration as identified in this policy:

VI. Hourly Employees (Averaging 40-hour workweek)

A. Vacation time

(a) Up to eighty (80) hours during first year of employment. (equivalent to two weeks)

(b) Up to one hundred and twenty (120) hours after four years of employment. (equivalent to three weeks)

(c) Up to one hundred and sixty (160) hours after nine years of employment (equivalent to four weeks).

(d) Up to two hundred (200) hours after eighteen years of employment (equivalent to five weeks).

VII. Hourly Shift Employees (averaging 56-hour workweek)

A. Vacation time

(a) Forty-eight (48) hours during first year of employment.

(b) One hundred and forty-four (144) hours after first year of employment.

(c) Two hundred and forty (240) hours after five years of employment.

(d) Two hundred and eighty-eight (288) hours after nine years of employment.

(e) Three hundred and thirty-six (336) hours after thirteen years of employment

(f) Three hundred and sixty (360) hours after seventeen years of employment.

(g) Three hundred and eighty-four (384) hours after nineteen years of employment

VIII. Salaried Exempt Employees (Battalion Chiefs)

A. Vacation time

(a) Two hundred and eighty-eight (288) hours first year of employment as a salaried exempt employee.

(b) Three hundred and eighty-four (384) hours after two years of employment as a salaried exempt employee.

IX. Salaried Exempt Employees (Finance Manager, Human Resource Manager, Deputy Chief, Assistant Chief, and Chief)

A. Vacation time

(a) One hundred and sixty (160) hours first year of employment as a salaried exempt employee (equivalent to four weeks).

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(b) Two hundred (200) hours after two years of employment as a salaried exempt employee (equivalent to five weeks).

1300.5.20 UNPAID TIME OFF:

I. When an employee has exhausted all other types of leave, they may submit a written request for unpaid time off.

II. Unpaid time off is granted at the discretion of the Chief, and it may be ended at any time, to the extent permitted by law, at the Chief's discretion.

1300.5.21 VACATION APPROVAL:

I. Approval by employee type:

A. Hourly Shift Employees

(a) All requests are subject to approval by the Chief. Dependent on staffing, no more than two (2) of the full-time hourly employees scheduled per shift/ day may be absent at a time, at the discretion of the Chief.

B. Hourly Employees (Fire Inspector)

(a) All requests are subject to approval by the Chief.

C. Salary Exempt Employees (Battalion Chiefs)

(a) All requests are subject to approval by the Chief.

D. Salary Exempt Employees (Finance Manager, Human Resource Manager, Deputy Chief, Assistant Chief, and Chief):

(a) All requests are subject to approval by the Chief.

II. All vacation submitted outside the annual pre-pick process is approved based on date of submission, seniority, and at the discretion of the Chief.

III. Vacation time may only be taken in half- or full-day increments, either at the beginning or end of a scheduled shift.

A. A half day of paid leave for a 40-hour employee is 4 hours of paid leave and a full day is 8 hours of paid leave.

B. A half day of paid leave for a 56-hour employee is 12 hours of paid leave and a full day is 24 hours of paid leave.

C. A half day of paid leave for a salaried exempt (40-hour) employee is 4 hours of paid leave and a full day is 8 hours of paid leave.

IV. Employees shall submit their vacation requests utilizing the District's online scheduling software.

V. Vacation Time that is not pre-picked must be requested at least one (1) week preceding the requested time off, or at the Chief's discretion.

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A. Salary Exempt Employees (Chief, Assistant Chief, Deputy Chief, Human Resources Manager, Finance Manager) may request vacation time the day before their scheduled shift.

B. All leave is approved at the Chief's discretion.

1300.5.22 VACATION PRE-SELECTION:

I. Pre-Picked vacation selection by employee type:

A. Hourly Shift Employees:

(a) Selection shall be by a process established by the Chief. Such a process may include, for example, selection by the order of the seniority as a full-time employee on or before December 1 of the preceding year, providing that staffing and qualification levels as established by the Chief are maintained. The Chief may set blackout days or days when only one person is permitted off.

(b) Under a selection by seniority process, each shift will gather on an agreed-upon date prior to December 1 of the preceding year to select vacation. Selection of leave will occur in a series of rounds until all days are selected or the remaining days are opted to be left open. If two people have selected the same days off, it will be considered closed.

(a) Round 1 and 2 will each be selected as consecutive 48-hour allotments

(b) Round 3 and subsequent rounds will be selected as 48 hours per round, but can be selected as separate 24 hour shifts that are not consecutive

(c) Rounds continue until all employees have pre-picked their vacation for the calendar year

(c) Not more than two (2) full-time employees of the shift may be off on any given workday due to vacation or personal benefit time.

(d) Employees may opt not to select and leave open vacation leave for the upcoming year; a maximum of two (2) twenty-four-hour shifts may be left open during the pre-picking process.

B. Hourly Employees (Fire Inspector)

(a) Starting on or before December 1st of the previous year, hourly employees may select leave days for approval the following year.

(b) Leave may be granted based on the needs of the District. The Chief may set blackout days or days when only one person is permitted off.

(c) All leave is approved at the discretion of the Fire Chief.

C. Salary Exempt Shift Employees (Battalion Chiefs)

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1. Starting on or before December 1st of the previous year, salary employees may select leave days for approval the following year.
2. May not take off more than 2 of the following holidays: New Year's Day, Memorial Day, 4th of July, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve
3. Leave may be granted based on the needs of the District.
4. All leave is approved at the discretion of the Fire Chief.
5. Where all vacation time has not been scheduled by September 30, the Chief may designate the remaining days.

D. Salary Exempt Employees (Deputy Chief, Assistant Chief, and Chief):

(a) Starting on or before December 1st of the previous year, salary employees may select leave days for approval the following year.

(b) The employee shall avoid picking leave during their assigned secondary chief rotation.

(c) Leave may be granted based on the needs of the District.

(d) All leave is approved at the discretion of the Fire Chief.

E. Salary Exempt Administrative Staff: (Finance Manager, Human Resource Manager)

(a) May pre-pick leave for the following year as soon as the schedule software permits.

(b) All leave is approved at the discretion of the Fire Chief.

1300.5.23 CANCELLATION OR RESCINDING OF LEAVE TIME:

I. Vacations may be canceled by the Chief in his/her sole discretion. The Chief will strive to only cancel vacation in the event of an emergency arising from disaster or catastrophe or serious unforeseen shortage of manpower; however, other circumstances may require the cancelation of vacation.

II. Rescinding Leave

A. Rescinding of approved leave is at the discretion of the Chief.

B. Hourly shift employees:

(a) Hourly shift employees may request to rescind and reschedule leave usage:

(a) Up until one week prior to the day of which the leave is scheduled, unless the vacancy created by the leave request has been filled with another employee.

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(b) Should an employee wish to rescind leave after the vacancy created was filled by another employee, it cannot be done so without the approval of the Chief.

(c) An employee who fills a vacancy created by a leave request has the right of refusal to forfeit the assigned time and allow leave to be rescinded.

C. Salary Exempt Employees (Battalion Chiefs)

(a) Salary Exempt Employees (Battalion Chiefs) may request to rescind and reschedule leave usage:

(a) Up until one week prior to the day of which the leave is scheduled, unless the vacancy created by the leave requested has been filled with another employee.

(b) An employee who fills a vacancy created by a leave request has the right of refusal to forfeit the assigned time and allow leave to be rescinded.

D. Salary Exempt Employees (Finance Manager, Human Resource Manager, Deputy Chief, Assistant Chief, and Chief) may rescind scheduled leave at any time provided it does not have an impact on operational staffing following approval of the Chief.

III. Where all vacation time has not been scheduled by September 15, notice shall be provided of the need to schedule remaining vacation time. If the remaining vacation time is not scheduled by September 30, the Chief may designate the remaining days.

1300.5.24 ILLNESS/ DISABILITY AFTER VACATION APPROVAL:

I. Any illness or disability which occurs after an approved vacation has begun is considered vacation and no other benefit will be paid during that time.

1300.5.25 LEAVE OF ABSENCE:

I. Employees do not earn vacation benefits while on an unpaid leave (not classified as FMLA leave) of absence exceeding 30 days, unless otherwise required by law.

1300.5.26 HOLIDAY TIME:

I. The Fire District has identified the following ten (10) days as recognized holidays: New Year's Eve, New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, and Christmas Day.

II. Hourly Employees (Averaging 40-hour workweek)

A. Will receive paid time off when the above holiday falls on a regularly scheduled day of work provided the employee worked or used paid leave on the work days preceding and after the holiday. The Chief and Human Resources Manager will provide a memorandum annually of the observance dates of Holidays.

III. Hourly Shift Employees (averaging 56-hour workweek)

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A. Will receive twelve (12) hours of pay on each of the holidays listed above, as the holiday passes during the year and regardless if that employee is working the specific holiday or not provided the employee worked or used paid leave on the work days preceding and after the holiday.

B. Hourly Shift Employees are required to work scheduled holidays based on the shift rotation

IV. Salaried Exempt Battalion Chiefs

A. Salaried Battalion Chiefs are required to work scheduled holidays based on the Duty Chief shift rotation.

V. Salaried Exempt Employees

A. The Chief, Assistant Chief, Deputy Chief, Finance Manager and Human Resources Manager will receive paid time off when the above holiday falls on a regularly scheduled day of work provided the employee worked or used paid leave on the work days preceding and after the holiday. The Chief and Human Resources Manager will provide a memorandum annually of the observance dates of Holidays.

B. These positions may be scheduled to work holidays based on the needs of the District.

1300.5.27 SICK LEAVE/SHORT-TERM DISABILITY

I. Paid sick leave is earned by eligible full-time employees within the classifications of Sworn Full-Time Employees, Hourly Employees, Hourly Shift Employees, and Sworn and non-Sworn Salaried Exempt Employees. An eligible employee who has earned sick leave hours may be eligible for sick leave for any period of absence from employment due to personal illness, bodily injury, exposure to contagious disease, or pregnancy, where the employee is too sick, injured, or restricted to perform the functions of the employee's job or other meaningful activity.

II. Accrual:

A. Hourly and Salaried Shift Employees (averaging 56-hour workweek): Sick leave may be accrued at the rate of eighteen (18) hours per full month worked (including use of paid leave during that month), with a maximum total accumulation of 1,411 hours. Sick leave is not earned during periods of unpaid leave or during less than a full month of paid service. Illness extending beyond earned sick leave will be charged against earned paid leave.

B. Hourly and Salaried Employees (assigned to a 40-hour workweek): Sick leave may be accrued at the rate of twelve (12) hours per full month worked (including use of paid leave during that month), with a maximum total accumulation of 1,008 hours. Sick leave is not earned during periods of unpaid leave or during less than a full month of paid service. Illness extending beyond earned sick leave will be charged against earned paid leave.

C. When an employee moves from one hourly schedule to an alternative hourly schedule, the bank of accrued sick leave hours shall be converted using a

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formula as determined by the Chief so as not to give a windfall or penalty to the employee.

III. Eligible employees hired by the District may be credited for sick hours from their current employer up to the District's maximum. Proof of these hours are required for credit.

IV. Sick leave may be taken for an immediate family member with medical or dental appointments, for attending the day of surgery for an immediate family member, and when necessary to attend to immediate family members who are too sick to provide care for themselves. Absences due to illness or injury to employee's family other than stated above will be charged to vacation time, unless such leave is protected by the Wisconsin Family Medical Leave Act where the employee may be eligible to substitute.

V. The immediate family consists of the spouse, dependent children and/or parent. Spouse is defined as an employee's lawful husband or wife, including those in same sex marriages. Dependent child means biological, adopted, foster, stepchild, legal ward, or a child of a person standing in loco parentis who is a under the age of 18 or if over 18, incapable of self-care due to a mental or physical disability which the employee is responsible for and only if that child is living with the employee. Parent is defined as biological, adoptive, step, foster or any other individual who stood in loco parentis for the employee when he/she was a minor.

VI. Sick leave must be submitted using the Fire District's online scheduling software. Sick leave is approved on an individual basis by the on-duty battalion chief or scheduling; however, the Chief shall have sole discretion over any sick leave request.

VII. Employees who call in sick must contact the on-duty battalion chief at least an hour before the start of their workday and may be asked to identify the anticipated duration of the leave, the timeline when the condition began, whether the employee is seeking treatment, and the specific duties the employee is unable to perform. Failure to do so will result in that day being charged against vacation time as well as discipline up to and including discharge.

VIII. Because sick leave is a valuable benefit not available to others, because it is meant to be used in deliberate limited circumstances, and because sick leave use has a substantially disruptive and costly effect on the workforce and the District, sick leave misuse harms the District and breaches the trust that others must have in that employee, and thus sick leave misuse may be treated as theft, dishonesty, and other rule violations resulting in substantial disciplinary consequence of discharge.

IX. Scheduled sick leave may be taken for medical or dental appointments in one-hour increments provided approval has been received from the Chief. Employees should make every effort to avoid scheduling medical and dental appointments during work hours.

X. At the discretion of the Fire Board, absences due to serious illness or injury extending beyond earned sick leave may be extended based on an employee's past work record and performance and any other legal requirements.

XI. The Fire District may require a doctor's excuse or other requested documentation to verify illness of the employee or immediate family members when the employee seeks to use paid leave or for any other legitimate reason. Employees must notify the Chief

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as soon as they become aware, or at least 30 days in advance for the need for time off for any anticipated absence, including elective type medical situations (surgeries, procedures, etc.).

XII. If sick leave is used immediately prior to or immediately following the use of other paid leave such as vacation or personal leave, then the employee must furnish a doctor's excuse or other requested documentation identifying the duration of the need for leave, the specific duties the employee could not perform, and whether any follow up treatment is occurring, along with other information requested by the District.

XIII. In the discretion of the Chief, a doctor's excuse or other requested documentation must be provided upon return to work or sick leave will not be paid for the days of absence. An employee who fails to follow proper call in procedures, whose absences are excessive, or constitute suspicious use may be denied sick leave use or required to furnish a doctor's excuse or other requested documentation for any absence, regardless of length, as determined by the Chief.

XIV. No pay will be granted at separation of employment for any unused accumulated sick leave.

XV. For employees who retire from employment with the District and who are eligible to receive paid sick leave under this policy, the District may offer a retirement benefit which may include establishing a retiree Health Reimbursement Account for the retiring employee. The District may deposit annually the Employee's remaining accrued sick leave which exceeds the maximum accumulation of 1,008 hours or 1,411 earned for respective classification during the past year into a Health Reimbursement Account. Sick leave which exceeds the maximum accumulation of 1,008 hours or 1,411 hours for respective classification at the end of the calendar year will be deposited into the employee's Health Reimbursement Account at a rate of $20.00 per hour, for use for qualifying purposes at the time the HRA benefit is used. There shall be no cash payout of sick leave available or any other payment. The employee shall be responsible for payment of administrative fees for the account. The HRA plan will control for purposes of plan administration. For purposes of the benefits in this Policy, to retire is distinct from resignation, and to retire means to end employment with the District to begin receipt of normal retirement benefits through the Wisconsin Retirement System and not pursuant to any early or disability retirement program, and with the intention of retiring and not accepting foreseeable employment elsewhere.

The District reserves the right to modify or not offer this benefit at any time. Any employee seeking use of this benefit should consult his or her own personal tax advisor to address any personal income tax issues that may exist at that time.

1300.5.28 LONG TERM DISABILITY

I. Full-time Employees covered under the Wisconsin Retirement System (WRS) may be eligible for permanent disability benefits if they become disabled while they are employed. The terms and conditions of that plan change from time to time, and specific details can be obtained from the WRS.

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1300.5.29 WORKERS COMPENSATION

I. Each employee of the Fire District is covered by Worker's Compensation insurance in the event of an injury at work which requires a doctor's attention. This insurance is fully paid by the Fire District. Any accident, however minor, must be reported to the Duty Chief immediately, so the proper forms can be completed and filed with the necessary parties.

II. Should an employee lose work time or incur medical expenses because of a work-related accident, the employee may be eligible for compensation in accordance with the terms of this insurance program and the laws of the State of Wisconsin.

1300.5.30 FAMILY AND MEDICAL AND ORGAN DONOR LEAVE

I. Employees are directed to Policy #600.011 and 600.012 to understand their rights, obligations, and the process for requesting and using leave under the State and Federal Family Medical Leave Act and Organ Donor leave laws.

1300.5.31 FUNERAL LEAVE

I. The Fire District will allow full-time employee's funeral leave as follows: three (3) consecutive calendar days for the death of a parent, spouse, brother, sister, child, or grandparent of an employee or of the employee's spouse. In the case of other family members, a one (1) day leave is allowed. The Chief may authorize additional leave to be deducted from the employee's applicable leave bank. Funeral leave shall be used within 14 days of the death, or at the discretion of the Chief for extenuating circumstances.

1300.5.32 MILITARY LEAVE

I. An employee requiring military leave will be afforded such leave as required by state and federal laws. Employees are directed to the General Leave Policy or the FMLA Policy, to understand their rights, obligations, and the process for requesting and using leave.

1300.5.33 OTHER LEAVE

I. An employee requiring leave of absence from the District must notify the Chief as soon as the need for leave arises. The District may require the employee to exhaust all paid leave, as applicable and to the extent such leave is subject to use, before granting unpaid leave. Leaves of absence are considered on a case by case basis and based on the individual circumstances facing the District and the employee. Unless otherwise required by law, the Chief shall have sole discretion to grant or deny any request for other leave, and such leave shall be unpaid if the employee is not otherwise required to exhaust all paid leave available to them, as applicable and to the extent any such leave is subject to use. Employees are directed to the General Leave Policy, to understand their rights, obligations, and the process for requesting and using leave.

1300.5.34 CLOTHING ALLOWANCE

I. The Fire District will provide sworn full-time employees an annual clothing allowance for the purchase of clothing or equipment necessary to meet uniform policy, and

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prorated for years of partial service. The Fire District will provide eligible employees with turnout gear in addition to the annual clothing allowance.

II. Sworn Full-time Employee Allowance

A. $600 per calendar year

1300.5.35 COMMUNICATION ALLOWANCE

I. The Fire District will provide Salaried Exempt Employees a District paid cell phone or allowance of $45 per month.

1300.6 SECTION 2: BENEFITS FOR NON-SWORN FULL-TIME EMPLOYEES (APPRENTICES)

1300.6.1 EMPLOYMENT PACKAGE

I. Non-Sworn Full-Time Employees of the Fire District are only eligible for a limited class of designated employee benefits as part of their full-time employment package with the Fire District, and only as expressly identified within Section 2 of this policy. The Fire Board approves the policy and the benefits outlined in the policy and reserves its right to make any changes at any time to this policy and the benefits afforded herein. The Fire Board will approve the employees wage at time of hire, and review additional adjustments annually. The Fire Board may establish a mutually agreed upon employment contract with employees that differs from this policy and such contract must be in writing, approved by the Board at a duly-noticed meeting of the Board, and intended to be a contract. Non-sworn Full-time employees serve as at-will employees.

1300.6.2 REGULARLY SCHEDULED HOURS

I. Employees will be assigned their regular scheduled hours/shift. These hours, both as to number and the schedule and frequency thereof, may be changed by the Fire Chief based on the needs of the District.

A. Each shift works two (2) consecutive 24-hour shifts, followed by four (4) consecutive days off.

B. The normal workweek shall average fifty-six (56) hours per week. The work period should consist of twenty-eight (28) workdays.

C. Employees are not compensated hourly during mandatory classroom attendance as part of apprenticeship program, and will be removed from these regularly scheduled hours on the schedule if they have class during a regularly scheduled shift.

D. The Chief or the Chief's designee may offer employees additional hours at any time based on the needs of the Fire District. Based on staffing or other reasons, the Chief or designee may mandate any employee to work based on the needs of the Fire District. These hours may be offered in a manner deemed appropriate by the Chief

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1300.6.3 EMPLOYEE SHIFT TRADES

I. Apprentice employees are able to make trades with other Apprentice employees if approved in advance by the Chief or designee.

II. Employees shall submit their trade requests to the Chief or designee utilizing the Fire District's online scheduling software simultaneously.

III. The Fire District shall not be liable for any overtime payment due because of employees' trade of work hours.

IV. The Fire District shall not be held liable for tracking or enforcing shift trades between employees.

V. An employee's recourse in the event of an unfilled trade is to the other employee who is the trading partner and not the District. The District shall not be involved in remedying an unfulfilled trade between employees.

VI. The Chief may hold either or both trading partners accountable for failing to fill a trade and creating a vacancy.

VII. Should the employee covering the trade utilize unpaid leave during the scheduled trade, then those hours will be charged to the employee utilizing the unpaid leave.

1300.6.4 OVERTIME AND COMPENSATORY TIME

I. Overtime is available for payment as cash when required by law. Non-sworn full-time employees are not eligible to accrue compensatory time.

1300.6.5 SENIORITY

I. The seniority date for Non-Sworn Full-Time Employees shall be their first date of hire; however, if a Non-Sworn Full-Time Employee is eventually hired as a Sworn Full-Time Employee or into any other sworn employee classification, that individual shall be considered a "newly hired employee" under this Policy and, as such, shall be subject to a full probationary period from their date of hire into the sworn position, and their date of hire into the sworn position shall be considered the "date of full-time hire" for purposes of seniority.

1300.6.6 RESIDENCY REQUIREMENTS

I. Non-Sworn Full-Time Employees may stay at the fire stations and do not need to maintain residency within 35 miles of the District's Headquarters at 1400 Oconomowoc Parkway, Oconomowoc WI 53066.

1300.6.7 HEALTH AND DENTAL INSURANCE

I. The Fire District may offer Non-Sworn Full-Time Employees health insurance according to the District Health Insurance Policy which allows employees to continue to participate in the Fire District's health insurance plan as permitted by the plan and the law. The Fire District may pay a portion of the premium at its sole discretion, unless otherwise required by law. The Fire District may change the insurance carrier, plan design, and plan at its sole discretion and with or without notice, unless otherwise required by law.

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1300.6.8 LIFE INSURANCE

I. At its sole discretion, unless otherwise required by law, the Fire District may pay the premium for life insurance for Non-Sworn Full-Time Employees in the insurance plan selected by the Fire District. The Fire District may change the insurance carrier, the plan design, and plan at its sole discretion and with or without notice, unless otherwise required by law. The Fire District may allow employees to utilize a payroll deduction in order to voluntarily obtain additional coverage which is funded by the employee.

1300.6.9 125 CAFETERIA/ FLEXIBLE SPENDING ACCOUNT

I. The Fire District may authorize and establish of Section 125/Flexible Spending Account for employees under applicable IRS regulations. Employees may use the Section 125 program to make health insurance premium contributions on a pre-tax basis.

1300.6.10 DEFERRED COMPENSATION PROGRAM

I. Fire District may authorize employees to participate in the Wisconsin Retirement System's Deferred Compensation Program or other selected program. This is a self-funded program paid for by employees.

1300.6.11 WISCONSIN RETIREMENT SYSTEM

I. The Fire District may pay the employer's share in the Wisconsin Retirement System for an eligible participating employee (this includes any eligible employee of the Fire District, regardless of their classification) calculated by the Wisconsin Employee Trust Fund as a percentage of your WRS earnings. Employees are required to contribute the employee share which are calculated by the Wisconsin Employee Trust Fund as a percentage of your WRS earnings. All eligible employees shall be participants in the Wisconsin Retirement System.

1300.6.12 UNPAID LEAVE, FMLA AND MILITARY LEAVE

I. Non-Sworn Full-Time Employees are eligible for up to one week of unpaid time off, equivalent to 72 hours during the first year of service.

II. In the second and third year of service, the employee is eligible for up to two weeks of unpaid time off, equivalent to 144 hours each year.

III. All requests are subject to approval by the Chief. Dependent on staffing, no more than one (1) of the Non-Sworn Full-Time employees scheduled per shift/day may be absent at a time, at the discretion of the Chief. Apprentice School Leave does not apply.

IV. An employee requiring FMLA or military leave will be afforded such leave as required by state and federal laws. Employees are directed to the General Leave Policy or the FMLA Policy to understand their rights, obligations, and the process for requesting and using leave

1300.6.13 VACATION AND PERSONAL TIME, HOLIDAY TIME, AND SICK LEAVE

I. Non-Sworn Full-Time Employees are not eligible to earn or utilize any paid vacation, sick, or personal leave benefits.

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II. Non-Sworn Full-Time Employees are not eligible for paid time off on holidays.

III. Non-Sworn Full-Time Employees will receive twelve (12) hours of pay on each of the holidays listed in section 1300.5.26, as the holiday passes during the year and regardless if that employee is working on the specific holiday, but provided the employee is working their regular shifts before and after the holiday or using their bank of allotted unpaid leave. An employee is not eligible for holiday pay if the employee is in unpaid status or on an authorized unpaid leave of absence.

1300.6.14 SHORT OR LONG TERM DISABILITY

I. Non-Sworn Full-Time Employees are not eligible for District-paid short-term or long-term disability benefits.

1300.6.15 FUNERAL LEAVE

I. Non-Sworn Full-Time Employees are not eligible to earn or receive paid funeral leave.

1300.6.16 WORKERS COMPENSATION

I. Each employee of the Fire District is covered by Worker's Compensation insurance in the event of an injury at work which requires a doctor's attention. This insurance is fully paid by the Fire District. Any accident, however minor, must be reported to the Duty Chief immediately, so the proper forms can be completed and filed with the necessary parties. Should an employee lose work time or incur medical expenses because of a work-related accident, the employee may be eligible for compensation in accordance with the terms of this insurance program and the laws of the State of Wisconsin.

1300.6.17 CLOTHING ALLOWANCE

I. Non-Sworn Full-Time Employees shall be eligible to receive the standard clothing allowance up to $600.00 per calendar year for uniforms, prorated for years of partial service. The District will provide turnout gear.

1300.6.18 OFF-DUTY RESPONSE TO INCIDENTS

I. Employees that are not currently on duty and capable of responding, may respond for any incident which results in an "Paid-on-Call" or "All Available" response for the employee's station unless otherwise designated by the Chief or the Chief's designee.

1300.7 REVISION/ REPLACEMENT HISTORY

REVISION HISTORY

- 03-27-2017 Initial publication.
- 05-22-2017 Revision of personal, vacation, and sick time language
- 12-20-2017 Revision of salaried employee vacation time, and Deputy Chief hours.
- 09-24-2018 Revision, increased full-time uniform allowances.
- 08-26-2019 Revision of personal, vacation, and hour allowances following legal review.

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- 01-25-2021 Added Human Resource Manager, adjusted vacation time for salaried staff from 56 hours to 48 hours, reduced clothing allowance.
- 12-15-2021 Revision of sworn benefits, addition of non-sworn full-time hourly employees.
- 02-28-2022 Updates to vacation and personal time submission
- 12-19-2022 Update to hours for Salaried Exempt positions, increase of personal time for hourly and salaried exempt positions
- 10-23-2023 Update to 48/96 schedule, vacation selection, added Finance Manager
- 12-18-2023 Adjustments to vacation selection, holiday observance, and non-sworn full-time holiday compensation.
- 11-25-2024 Updates to sick time accrual for hourly and salaried shift employees, vacation and personal time accrual of salaried exempt positions.
- 11-09-2026 Updates to vacation accrual for hourly and salaried shift employees, accrual years and total days for each year.

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