

Village of Lake

Hallie



Police Chief Employment

Agreement

November 13, 2020

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## **Article 1 – Conditions of Employment – Probationary Period**

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Section 1: A new Police Chief shall work under the provisions of this Agreement, on a probationary period for 12 months (1 year). During the training period (up to the first 2 months) the new Chief will earn 90% of the starting wage. After completing the first 2 months, the Chief will earn 100% of the starting wage. While on the probationary period, the Police Commission can discharge the employee at will.

## **Article 2 - Clothing**

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Section 1. The uniform allowance shall be \$500.00 per year and paid by the direct purchase of items or with the submission of a receipt in accordance with rules established by the Village Board.

## **Article 3 – Management Rights**

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Section 1: The Village possesses the sole right to operate the Village government and all management rights as indicated by the Village Handbook.

## **Article 4 – Employee Grievance Procedure**

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Section 1: The grievance procedure is in the Village Handbook

## **Article 5 – Physical Requirements**

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Section 1: The Physical Requirements are listed in the Village Handbook and determined by the Police Commission as needed.

## **Article 6 – Leave of Absence**

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Section 1: The Leave of Absence guidelines are listed in the Village Handbook.

## **Article 7 – Funeral Leave**

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Section 1: Funeral Leave guidelines are listed in the Village Handbook.

## **Article 8 – Discipline and Discharge**

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Section 1. Non-bargaining Village Employees work at the pleasure of the Village Board. The Village Board shall follow all hiring and firing practices that State law requires. The Village has established a Police Commission in accordance with State Statutes (61.65(1)(b)2).

Section 2. The Village recognizes the principle of progressive discipline. It is recognized that there may be certain serious offense which may reasonably require a departure from normal sequence of progressive discipline.

## **Article 9 – Work Curtailment**

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Section 1: Work Curtailment guidelines are listed in the Village Handbook.

## **Article 10 – Termination of Employment**

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Section 1: Separation (Termination) of Employment guidelines are listed in the Village Handbook.

## **Article 11 – Work Week and Hours of Work**

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Section 1: The Police Chief is responsible to set their own work week and hours of work consistent with the duties outlined in their Job Description. This is a salary position with flexible work hours with oversight direction from the Village Board and Police Commission.

## **Article 12 – Exempt Employees**

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**Section 1: Exempt Employee.** An Exempt Employee is one who is salaried and has supervisory and management responsibilities that require that person to be available to their departments at various times. The Exempt Employee will receive an annual salary that will be divided among 26 pay periods per year.

**Section 2: Hours of Work.** It will be expected that management (Department Head) will make themselves available when needed. The Department Head will work a minimum of 40 hours per week (2080 hours or more per year) with oversight direction from the Village Board and Police Commission.

## **Article 13 – Use of Department Vehicle**

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**Section 1:** The Police Chief may use a village owned vehicle for official business and may use that vehicle to travel to and from village duties, training, and their Lake Hallie residence. This vehicle would be considered a “take home” squad.

**Section 2:** The Police Chief would be expected to take emergency police action if necessary while operating this vehicle, if that action could be accomplished in a safe manner.

**Section 3:** The Police Chief may use a department vehicle for conducting personal business in the Village of Lake Hallie. This includes the transportation of family members or friends.

**Section 4:** It is understood that department vehicles not on official police business shall not be used or parked at locations that would bring discredit upon the department or community. These places include but are not limited to the following businesses:

- a. Primary business is the selling of alcohol.
- b. Nude and exotic entertainment.
- c. Primary business is the selling of items related to drug trafficking.

## **Article 14 – Holidays**

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Section 1: Employee covered by this Agreement shall be entitled to paid holidays each year each as in the following: Ten personal days will be allocated not associated with any holidays.

## **Article 15 – Part-time Employment**

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Section 1: The Police Chief will be allowed to be employed part-time for organizations other than the Village of Lake Hallie. This is providing that such employment does not interfere with any duties or responsibilities of this full-time position. Such employment may include working as a Law Enforcement Officer in situations that the Village is able to bill the organization that has hired the Chief. These situations may include Mutual Aid requests, Grant work, and Private sector employment. In each situation, the total cost of the Police Chief Wages and benefits must be fully reimbursed by the organization involved in the hiring. The Police Chief will keep the Village Police Commission notified of all part-time employment and that employment will be reviewed by the Police Commission as they see fit. If a Commission meeting is not scheduled prior to the beginning of the employment, at a minimum the Chairman of the Police Commission must be contacted.

## **Article 16 - Vacation**

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Section 1: The Police Chief shall be entitled to receive vacations days as follows:

|                   |         |
|-------------------|---------|
| 2021 year.....    | 5 days  |
| 2022 year .....   | 10 days |
| 2023 - 2024 ..... | 15 days |
| 2025 – 2030 ..... | 20 days |
| 2031 - .....      | 25 days |

Section 2: Up to ten days of unused vacation can be carried into the following year. If mutually agreed vacation can be carried from year to year or receive payment for the vacation time.

Section 3: Daily vacation pay shall be 8 hours per day.

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## **Article 17 – Health and Welfare**

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Section 1: Health and Welfare guidelines are listed in the Village Handbook.

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## **Article 18 – Sick Leave**

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Section 1: Sick Leave guidelines are listed in the Village Handbook.

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## **Article 19 – Separation of Employment**

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Section 1: Separation of employment guidelines are listed in the Village Handbook.

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## **Article 20 – Available**

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Section 1: Available space intentionally left blank

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## **Article 21 – Employee Attendance at Meetings**

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Section 1: Attendance of necessary meetings is considered part of the Police Chief's scheduled duties and work hours.

Section 2: The Village of Lake Hallie shall reimburse mileage at the current IRS rate and meals upon receipt when an employee is required to attend training. Reimbursement rates shall be set by the Village Board periodically.

## **Article 22 - Training**

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Section 1: Training meal reimbursement guidelines are listed in the Village Handbook.

## **Article 23 – Wisconsin Retirement Fund**

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Section 1: All contributions will be governed by the Wisconsin State Statutes.

## **Article 24 – Residency Requirement**

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Section 1: The Police Chief is required to establish and maintain a residence in the Village of Lake Hallie during their probationary period. If there is a problem with fulfilling this requirement the employee should notify the Village Board and Police Commission as soon as reasonably possible.

## **Article 25 – Nepotism Policy**

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Section 1: Nepotism Policy guidelines are listed in the Village Handbook.

## **Article 26 – Code of Conduct**

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Section 1: Code of Conduct Policy guidelines are listed in the Village Handbook. Additional guidelines are established by the Police Commission including but not limited to department policies and the job description.

## **Acknowledgment Page**

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Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

LAKE HALLIE POLICE COMMISSION MEMBER

LAKE HALLIE POLICE CHIEF

By: \_\_\_\_\_

By: \_\_\_\_\_