

**CITY OF WEST ALLIS
RESOLUTION R-2024-0571**

**RESOLUTION UPDATING POLICIES - RELOCATING CODE OF ETHICS,
UPDATING VEHICLE OPERATION POLICIES, RENUMBERING EXISTING
POLICIES**

WHEREAS, the code of ethics applies to City officials and employees and should be found in the City's policies and procedures manual; and

WHEREAS, the City is updating and renumbering policies on a routine basis to improve and promote internal consistency;

NOW THEREFORE, be it resolved by the Council of the City Of West Allis, in the State of Wisconsin, as follows:

SECTION 1: **AMENDMENT** “P302 Positions” of the City Of West Allis Policies & Procedures is hereby *amended* as follows:

AMENDMENT

P302 Positions

The City may employ personnel in all positions approved and funded by the common council. All positions within the City shall be created and maintained using the following procedure.

1. The annual budget shall include a list of the positions within each department and an organizational chart for those positions.
 - a. Each department head shall provide any information requested by the human resources department to specify any position’s duties and responsibilities, educational requirements, skills and ability levels, or any other relevant information.
 - b. For each approved position, the common council shall establish a pay range for that position.
 - c. At any time, a department head may request a change to a budgeted position, a new position, a pay range adjustment, or an adjustment to the department's organizational chart by submitting the request to the city administrator. The city administrator may propose such changes to the common council.
2. The department head may fill any funded position which is vacant with the approval of the human resources department. The human resources department and the affected department head shall follow applicable ordinances, rules, and policies and procedures to fill the new or vacant position.

SECTION 2: **ADOPTION** “P312 Offers Of Employment” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P312 Offers Of Employment(*Added*)

When an offer of employment is made to a person, the City seeks to make that offer in a manner that complies with the law and balances the interests of the City is hiring the best person for the job in a fiscally responsible manner. An offer of employment should follow the standards below.

1. Contents of Employment Offer.
2. Conditions of Employment Offer.
 - a. Background Check
 - i. Driving Record. For any position for which a job duty is driving a vehicle while on City business, the human resources department may obtain a copy of the candidate’s driving record. In order to meet the minimum requirements for employment with the City for a position that requires the operation of a motor vehicle, the following standards will apply:
 - (1) Candidates must possess a valid and appropriate Wisconsin Driver’s License before an offer of employment can be made. In the case of an out-of-state applicant, the offer can be made contingent upon obtaining the appropriate Wisconsin Driver’s License prior to starting employment or within 30 calendar days of employment with proof of a valid out-of-state license.
 - (2) Candidates for certain positions shall possess a valid Wisconsin Commercial Driver’s License before starting employment. In the case of an out-of-state applicant, the offer can be made contingent upon obtaining the appropriate License within a timeframe established by the Human Resources Department in consultation with the appropriate Department Head.
 - (3) Candidate’s driving record will be reviewed according to the following standards. Failure to meet these standards may result in the rejection of the candidate.
 - (A) Possess a valid Wisconsin Operator’s License and/or Commercial Driver’s License.
 - (B) Must have no more than two moving violations in the last 18 months and no more than three moving violations within the last 36 months.
 - (C) No more than one chargeable accident within the last

18 months or more than two chargeable accidents within the past 36 months.

(D) No more than six demerit (6) points within the past 12 months.

(E) No driving under the influence (Wis. Stat. 346.63) or reckless driving (Wis. Stat. 346.62) convictions within the past five years.

ii.

b. Credit Check

c. Reference Check

SECTION 3: AMENDMENT “P315 Compensation” of the City Of West Allis Policies & Procedures is hereby *amended* as follows:

AMENDMENT

P315 Compensation

1. Salary and Wages. Compensation for a new, promoted, or demoted employee should be the minimum of the pay range for that position. However, the department head may offer the employee a wage/salary above the minimum pay only with the approval of the human resources director or the city administrator. After commencing employment in a position, an employee's salary/wage may be increased or decreased under the following conditions:
 - a. Step Increases. Pay rate may increase by 1 step, up to the Control Point, on the employee's anniversary based on a satisfactory performance evaluation and budget availability. However, a department head may delay or cancel an annual step increase if an employee is under an active performance improvement plan authorized by the human resources director.
 - b. Advanced Certification. Upon successful completion of an employee's probationary period or timely successful completion of a required certification, licensure or training, pay rate for that employee may increase up to 2 steps, if authorized by the human resources director.
 - c. Equity. In order to efficiently and timely deal with internal equity issues that occur when an existing employee is compensated at a lower rate of pay than a new employee with less experience in the same classification, an equity adjustment may be made with the approval of the department head, the human resources director and city administrator. If the new employee's higher rate of pay is based on other factors, such as a higher level of education, no equity adjustments shall be paid. Equity adjustments shall only be paid to an existing

employee who is not on probation, has received a satisfactory rating at the most recent performance review, and is in paid status at the time the new employee is appointed. The adjustment shall not exceed the rate of pay of the new employee, shall not be more than 7% and may only be given one time per calendar year. The adjustment must be approved prospectively and must not exceed the maximum of the range. The adjustment shall not create pay compression problems and must be able to be accommodated within the departmental budget.

d. Retention. In order to retain employees, pay adjustments may be provided if approved by the city administrator and the chair of the administration committee.

2. Additional Pay
 - a. Exceptional Effort Bonus
 - b. Educational Achievement Bonus
 - c. Interim Assignment Pay
 - d. Premium Pays
 - i.
3. Overtime and Compensatory Time
- 4.

SECTION 4: AMENDMENT “P320 Expense Reimbursement” of the City Of West Allis Policies & Procedures is hereby *amended* as follows:

AMENDMENT

P320 Expense Reimbursement

1. Education Costs. Education costs are limited to tuition, course materials, books, library fees, laboratory fees, and supplies. An employee is eligible for reimbursement of education costs incurred through enrollment in a course at an accredited academic institution that is authorized to award an academic degree consistent with the following standards:
 - a. The employee must hold a budgeted position of 0.5 FTE or greater.
 - b. The employee must remain employed with the City for 6 months following completion of the approved program.
 - c. An employee cannot receive more than \$1,500 per calendar year for each 1.0 FTE, prorated based on FTE.

- d. An employee cannot receive more than \$6,000 total for each 1.0 FTE, prorated based on FTE.
 - e. The employee must receive advance approval from both their Department Head and the Assistant City Administrator prior to enrolling in the educational program.
 - f. The employee must achieve a grade "C" or equivalent during each calendar year.
 - g. The employee shall attend all classes and complete any coursework during non-working hours or while on approved time off of work. Time devoted to attending the course and completing any coursework is not paid or reimbursable.
 - h. Any course for which reimbursement is requested shall be directly related to the employee's existing job classification or potential promotional job opportunities and shall be subject to the advance approval of both the Department Head of the employee and the Assistant City Administrator.
 - i. An employee requesting reimbursement shall, within 30 days of course completion, provide documentary evidence of satisfactory completion of the course a course description and documentary evidence of reimbursable costs incurred, to include, but not limited to, paid receipts or a cancelled check. Reimbursement shall be made if approved by the Department Head of the employee and Assistant City Administrator according to administrative rule.
 - j. Reimbursement shall not be made to an employee after the amount budgeted by the common council for this purpose has been exhausted in that budget year.
 - k. Reimbursement shall not be made to an employee if reimbursable costs are paid by other sources.
2. Student Loans. An employee is eligible for reimbursement of student loan payments consistent with the following standards:
- a. The employee must hold a budgeted position of 0.5 FTE or greater.
 - b. The employee must remain employed with the City for 6 months following reimbursement of the student loan payment.
 - c. An employee cannot receive more than \$900 per calendar year for each 1.0 FTE, prorated based on FTE.
 - d. An employee cannot receive more than \$4,500 total for each 1.0 FTE, prorated based on FTE.
 - e. The student loans must have been made, insured, or guaranteed under parts B, D, or E of Title IV of the Higher Education Act of 1965; or a health education assistance loan made or insured under Part A of Title VII of the Public Health Service Act, or under Part E of Title VIII of that Act.
 - f. An employee requesting reimbursement shall, within 30 days of making a student loan payment, provide documentary evidence of reimbursable costs incurred. Reimbursement shall be made if approved by the Department Head of the employee and Assistant City Administrator according to administrative rule.
 - g. Reimbursement shall not be made to an employee if reimbursable costs are

paid by other sources.

- h. Reimbursement shall not be made to an employee after the amount budgeted by the common council for this purpose has been exhausted in that budget year.

3. Mileage Reimbursement. If an employee operates a privately-owned vehicle to conduct City business, the employee will be reimbursed on a per mile basis in accordance with the federally approved IRS rate applicable at the time.

- a. In no case will an employee be reimbursed for ordinary home to work travel (i.e., traveling from home before the regular workday and/or returning to their home at the end of their workday) and/or for non-work related/personal travel.
- b. It is the employee's responsibility to maintain their vehicle in such a manner as to ensure safe operation and proper professional appearance.
- c. Motorcycles and/or mopeds are not acceptable and cannot be used under any circumstances to conduct City business and are not eligible for mileage reimbursement. All vehicles must be suitable for the use which employees receive reimbursement.
- d. Employees are required to submit mileage reimbursement information in a form and manner prescribed by the Finance Director. This information is subject to audit. Each Department Head shall be responsible for ensuring the reasonableness of the mileage reimbursement information submitted by their department's employees.
- e. Employees who use their personal vehicles to conduct City business may request and be provided with a magnetic decal, window cling, or other means to identify their vehicle as being on official City business.

SECTION 5: AMENDMENT “P335 Miscellaneous Benefits” of the City Of West Allis Policies & Procedures is hereby *amended* as follows:

A M E N D M E N T

P335 Miscellaneous Benefits

1. Employee Assistance Program. The City recognizes that problems of a personal nature can have an adverse effect on an employee's job performance. It also recognizes that most personal problems can be dealt with successfully when identified early and referred to appropriate resources. The purpose of the Employee Assistance Program (EAP) is to help employees and their family members find healthy solutions for life. All information is confidential and will not jeopardize job security or promotional opportunities. The Human Resources Department oversees and coordinates this program. Eligible employees - this voluntary benefit program is offered to Elected Officials and part-time and regular appointment employees as defined by the West Allis Municipal Code. Those employees defined by the West Allis Municipal Code as provisional, temporary appointment or special employee are ineligible.

2. Pension. The City of West Allis participates in the Wisconsin Retirement System. Employees are eligible for participation in WRS consistent with State law, WRS policies and contribution requirements.
3. Deferred Compensation. The City offers 2 programs that provide a tax benefit to enable employees to save for retirement. The Finance and Human Resources Departments are responsible for these program offerings. Eligible employees – this voluntary benefit program is offered to Elected Officials and part-time and regular appointment employees as defined by the Revised Municipal Code (RMC). Those employees defined by the RMC as provisional, temporary appointment or special employee are ineligible.
 - a. IRS Section 457: Deferred Compensation. Deferred Compensation is an IRS approved method for deferring federal and state income taxes on savings until retirement. Any gains or losses are the investor's responsibility, not the City's.
 - b. Payroll Deduction Roth IRA - A Payroll Roth IRA is simply a Roth IRA funded through contributions that are made directly from employee's pay on an after-tax basis. With Roth IRA's, interest and other earnings on the contributions are tax-deferred – and in some cases, tax-free at the time of withdrawal. Any gains or losses are the investor's responsibility, not the City's.
4. Health Savings Account. This voluntary benefit allows employees to have dollars deducted from their paycheck on a pre-tax basis to pay for medical expenses. The Finance and Human Resources Departments are responsible for this program offering. Eligible employees – this voluntary benefit program is offered to Elected Officials, retiree health insurance program participants, and employees holding a minimum of a 0.5 FTE (full time equivalent) budgeted position who participate in a High Deductible Health Plan (HDHP) offering by the City of West Allis. An Elected Official, employee or retiree who participates in other health insurance (such as a non-HDHP plan or Medicare Parts A and/or B, Medicaid, Title 19), or is claimed as a dependent on someone else's tax return, are ineligible.
 - a. Employees will not be eligible for HSA participation until the month following expiration of any active FSA.
 - b. HSA payroll deductions will be made only for deposit into the City-sponsored financial institution.
 - c. Employee contributions are allowed up to IRS limitations and shall be prorated based upon employee eligibility date.
 - d. The City may contribute to individual employee HSA's. Such contribution shall be established by resolution annually.
5. Flexible Spending. This voluntary benefit allows employees to have dollars deducted from their paycheck on a pre-tax basis to pay for certain planned expenses, such as monthly health and/or dental insurance premiums, medical/dental/vision expenses, and dependent care. The Finance and Human Resources Departments are responsible for this program offering. Eligible employees – this voluntary benefit program is offered to Elected Officials and employees holding a minimum of a 0.5 FTE (full time equivalent) budgeted position.
6. Negotiated Benefits. To the extent allowed by law, the City may extend benefits to employees who are otherwise not eligible, but only if doing so is in the best financial

or risk management interests of the City. No benefits may be offered under this provision unless the specific terms are approved by the city administrator, council president, and chair of the administration committee.

SECTION 6: **AMENDMENT** “P403 Code Of Ethics” of the City Of West Allis Policies & Procedures is hereby *amended* as follows:

AMENDMENT

P403 Code Of Ethics

High ethical standards among officials and employees are essential to the conduct of representative government, improve the quality and integrity of public service, and promote, strengthen and nurture the faith and confidence of those whom the officials and employees serve. Pursuant to Wis. Stat. 19.59(1m), and in addition to the requirements of Wis. Stat. 19.59(1), the City establishes this code of ethics for public officials, employees, and candidates for City offices.

1. Adoption of State Law.
 - a. Definitions. Wis. Stat. 19.42 is adopted.
 - b. Code of Ethics. Wis. Stat. 19.59(1) is adopted.
2. Penalties and Remedies.
 - a. Forfeiture. A person who violates any provision of this code of ethics shall forfeit between \$100 and \$1,000 for each offense.
 - b. Ballot Omission. The city clerk shall omit the name of any candidate from an election ballot who fails to disclose their economic interests in accordance with the requirements of this policy.
 - c. Withholding Payment. The city treasurer shall withhold the payment of salaries or expenses from any local public official or other employee of the City who fails to disclose their economic interests in accordance with the requirements of this policy.
3. Local Ethics Rules. The following provisions prescribing ethical standards of conduct and prohibiting conflicts of interest are adopted pursuant to Wis. Stat. 19.59(3)(e):
 - a. No local public official may intentionally use or disclose information gained in the course of or by reason of their official position or activities in any way that could result in the receipt of anything of value for himself or herself, for their immediate family, or for any other person, if the information has not been communicated to the public or is not public information
 - b. No local public official may use, or attempt to use, their public position to influence or gain unlawful benefits, advantages or privileges for himself, herself or other person.
 - c. No local public official, member of a local public official's immediate family, nor any organization with which the local public official or a member of the

official's immediate family owns or controls at least 10 percent of the outstanding equity, voting rights, or outstanding indebtedness may enter into any contract or lease involving a payment or payments of more than \$3,000 within a 12-month period, in whole or in part derived from City funds, unless the officer has first made disclosure of the nature and extent of such relationship or interest to the person acting for the City in regard to such contract or lease.

- d. No local public official, other than in their official capacity, shall appear before the council, or any committee, board, commission, or authority on behalf of any person other than the official, their spouse, or their minor children.
- e. No local elective official shall vote on any matter when the official or the official's immediate family has a personal financial interest.
- f. No local public official or City employee shall, in their official capacity, do an act which they know is in excess of their lawful authority or which they know they are forbidden by law to do in their official capacity.
- g. No local public official or City employee shall use or permit the use of any City property for personal convenience, use, or profit without council authorization.
- h. No former local public official shall, for compensation, for 12 months following the date on which they cease to be an official, act on behalf of any person other than the City in connection with any judicial or quasi-judicial proceeding or matter which might give rise to a judicial or quasi-judicial proceeding in which the former official participated personally and substantially as a local public official.
- i. No local public official shall grant special consideration, treatment or advantage to any person, beyond that which is available to every other person.
- j. No City employee shall participate in the hiring, promotion, discipline or other personnel activity of an immediate family member.
- k. No City employee shall consider in the appointment, promotion, transfer, suspension or termination of a person any factor other than the fitness and ability of that person to perform the duties of the position in which they are seeking or employed.

4. Statement of Economic Interests

- a. Applicability. The following individuals shall file statements of economic interests on their own behalf on and behalf of their spouse:
 - i. Persons holding local elective office
 - ii. Candidates for local elective office
 - iii. Members of the board of ethics, the community development authority, the plan commission, and the board of police and fire commissioners
 - iv. Local public officials who serve in appointive office which is filled by the mayor, common council, or city administrator and in which the incumbent serves at the pleasure of the appointing authority, except a clerical position, a position limited to the exercise of ministerial action,

or a position filled by an independent contractor.

- b. Timing. Each individual who is required to file a statement of economic interests shall file that statement with the board of ethics within the following time, unless granted an extension for good cause by the board of ethics:
- i. For persons who are not candidates for local elective office in that year, no later than April 30 of that year. The information contained on the statement shall be current as of December 31 of the preceding year.
 - ii. For persons who are candidates for local elective office in that year, no later than the day that person files nomination papers. The information contained on the statement shall be current as of the date of filing.
 - iii. For persons who assume office after March 31, no later than 30 days following the date they assume office if the official has not previously filed a statement of economic interests during that year. The information on the statement shall be current as of the date they assumed office.
- c. Required Disclosures. A person required to file a statement of economic interests shall disclose the following information. Whenever a dollar amount is required to be reported on a statement of economic interest, it shall be sufficient to report whether the amount is not more than \$50,000 or more than \$50,000.
- i. The name and address of the individual required to file.
 - ii. The identity of every organization doing business in or engaged in any transaction with or affecting the City with which the individual required to file or a member of their immediate family is associated and the nature of the association with the organization, except no identification need be made of:
 - (1) Any organization which is described in Sec. 170(c) of the Internal Revenue Code.
 - (2) Any organization which is organized and operated primarily to influence voting at elections, including support for or opposition to present or future candidacy or referendum.
 - (3) Any nonprofit organization which is formed exclusively for social or community service purposes.
 - (4) A trust.
 - (5) A person is the owner of a trust and the trust's assets and obligations, if the person is the creator of the trust and has the power to revoke the trust without obtaining the consent of all of the beneficiaries of the trust.
 - (6) A person who is eligible to receive income or other beneficial use of the principal of the trust is the owner of a proportional share of the principal in the proportion that such person's beneficial interest in the trust bears to the total beneficial

interests vested in all beneficiaries of the trust. A vested beneficial interest in a trust includes a vested reverter trust.

- iii. The identity of every organization or body politic, doing business in or engaged in any transaction with or affecting the City, in which the individual, who is required to file, or that individual's immediate family, severally or in the aggregate, owns, directly or indirectly, securities having a value of \$5,000 or more, the identity of such securities, except that no identification need be made of a security or issuer of a security when it is issued by any government or instrumentality or agency thereof, or any authority or public corporation created and regulated by an act of the Wisconsin Legislature.
- iv. The name of any person doing business in or engaged in any transaction with or affecting the City to whom the individual, who is required to file, or such individual's immediate family, severally or in the aggregate, owes \$5,000 or more, excluding debts on personal residences.
- v. The identity of each payor doing business in or engaged in any transaction with or affecting the City from which the individual, who is required to file, or a member of their immediate family, received \$1,000 or more of their income for the preceding taxable year, except that if the individual who is required to file identifies the general nature of the business in which they or their immediate family is engaged, then no identification need be made of a decedent's estate or an individual payor, not acting as a representative of an organization. In addition, no identification need be made of a payor from which dividends or interest is received.
- vi. If the individual, who is required to file, or a member of their immediate family, received \$1,000 or more of their income for the preceding taxable year from a partnership, corporation electing to be taxed as a partnership under subchapter (s) of the Federal Internal Revenue Code, or service corporation under sec. 180.99 of the Wisconsin Statutes, in which, the individual or a member of their immediate family, severally or in the aggregate, has a 10% or greater interest, the identity of each payor from which the organization received \$1,000 or more of its income for its preceding taxable year, except that if the individual who is required to file identifies the general nature of the business in which they or their immediate family is engaged, then no identification need be made of a decedent's estate or an individual person, not acting as a representative of an organization. In addition, no identification need be made of persons not doing business in or engaged in any transaction with or affecting the City or from which dividends or interest are received.
- vii. A description of the real property in the City in which the official or a

member of their immediate family holds an interest, other than their principal residence, and the nature of the interest held. An official's interest in real property does not include a proportional share of interest in real property, if the official's pro rata share is less than 10% of the outstanding shares or is less than an equity value of five thousand dollars \$5,000.

viii. The identity of each person from which the official received any gift or gifts having an aggregate value of more than \$100 within the taxable year preceding the time of filing; except, the source of a gift need not be identified if the donor is the donee's parent, grandparent, child, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, uncle, aunt, niece, nephew, spouse, fiancé, or fiancée.

SECTION 7: ADOPTION “P605 Operating Vehicles and Equipment” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P605 Operating Vehicles and Equipment(*Added*)

This policy is established to create a uniform standard governing the privilege of operating vehicles and/or equipment within the scope of employment and in setting forth the procedures to reimburse employees for the personal use of their privately owned vehicle while discharging duties for the City. In addition to the provisions of this document, employees are required to comply with State and local traffic laws and City/Departmental Safety and Work Rules.

1. Authorization to Operate City Vehicles and Equipment. No City employee may operate a City-owned vehicle or City-owned equipment without approval from that employee's department head. An authorized employee may only operate equipment or a vehicle under the conditions of that approval, which may be withdrawn at any time by the department head. The conditions of that approval shall be at least:
 - a. Maintaining a valid Wisconsin driver's license that is appropriate for the type of vehicle or equipment operated. If the employee's driver's license is affected by a restriction, suspension, or revocation that would affect their ability to legally operate a vehicle/equipment on City business, the employee shall inform their supervisor of that change in licensure no later than the next business day.
 - b. Proficiency in operations. If an employee is unfamiliar with the operation or maintenance of a vehicle or piece of equipment, it is their responsibility to request instruction on proper procedure from their supervisor.
 - c. Vehicle Upkeep. Keeping the windows and the interior clean at all times. The

- last employee to operate equipment or a vehicle is responsible for ensuring that the interior of the vehicle/equipment is free of litter and other debris at the end of each work day.
- d. Lawful operation. An employee operating City equipment or vehicles shall comply with all traffic laws while operating. If an employee receives a traffic violation or citation on City business, the employee shall notify their department head no later than the next business day. Forfeitures associated with citations received while operating a City vehicle or equipment while working shall be paid for by the City. Forfeitures associated with citations received while operating a City vehicle or equipment while not working shall be paid for by the employee.
 - e. Notification of accidents. An employee involved in a vehicle accident where a person is struck or property is damaged is required to immediately notify the police department and their department head in accordance with administrative rules established by that department head.
 - f. Use exclusively for City business. City-owned vehicles/equipment are to be only used to conduct official City business unless specifically authorized for personal travel by the department head in accordance with that department head's administrative rules. Usage shall be planned to ensure efficient and economic operation.
 - g. Safe operation. Prior to operating a vehicle on City business, an employee shall inform their supervisor of anything that may negatively impact that employee's ability to safely operate a vehicle.
 - h. Professional appearance. While operating a City vehicle, no employee may smoke or vape, play excessively loud music, or act in an aggressive manner toward others.
- 2. Training. If the department head deems training necessary , the department head should provide training for employees who operate City-owned vehicles or equipment.
 - 3. Inspections. Department heads should cause all vehicles and equipment assigned to that department to be routinely inspected and repaired as deemed necessary by the department head.
 - 4. Records. Department heads should maintain a log that identifies the productivity of each vehicle or piece of equipment assigned to that department and identifies the expenses associated with owning that vehicle or equipment.
 - 5. Review of Driver's Record. The City may review driving records of any employee who is authorized to operate a City vehicle or City equipment at any time.

SECTION 8: **REPEAL** “1107 POLICY DELETED (This Policy Left Blank Intentionally)” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1107 POLICY DELETED (This Policy Left Blank Intentionally)~~ (Repealed)

SECTION 9: **REPEAL** “1110 Compensation And Pay Administration” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1110 Compensation And Pay Administration (Repealed)~~

1. PURPOSE

To describe the policies and procedures of the City of West Allis in regard to requirements for promotions, compensation and pay administration for all positions and appointments, promotions, or demotions of individuals therein.

2. ORGANIZATIONS AND PERSONS AFFECTED

This policy applies to all City of West Allis departments and employees as specified herein.

3. POLICY

It is the policy of the City of West Allis to follow a uniform set of procedures in regard to creating, maintaining, and administering pay ranges for all positions and appointments, promotions, transfers, and/or demotions of individuals therein.

4. REFERENCES

City of West Allis Policies & Procedures -

- a. Policy No. 1402 – Recruitment, Selection and Employment
- b. Policy No. 1422 – Performance Management and Review Process
- c. Policy No. 1104 – Internship Policies & Procedures
- d. Policy No. 1107 – Required Approvals for Filling Vacant, Budgeted Positions
City of West Allis Revised Municipal Code Section 2.76(10)

5. COMPENSATION AND PAY ADMINISTRATION

The overall procedures to be followed in compensation and pay administration shall be as follows:

- a. The Department Head shall determine their Department’s organizational needs and identify the type of position desired. The Department Head shall contact Human Resources (HR) to determine information needed to specify the position’s duties and responsibilities, educational requirements, skills and ability levels, etc.
- b. The Department Head shall prepare a Job Description Questionnaire (JDQ) and proposed position description and submit to HR for review. HR shall finalize said documents and attain concurrence with the Department Head.
- c. For new positions, or where an existing position has substantial changes, HR shall submit the JDQ to the job evaluation consultant for a recommendation on an appropriate salary range and FLSA classification and provide the recommendation to the City Administrator (CA) for approval. If an existing position remains the same, or has minimal changes, the existing salary range is used.
- d. The CA shall review any new or modified pay range. If the CA concurs with

the new or modified pay range, the CA shall submit a salary/wage ordinance update to the Common Council for consideration.

- e. Once the pay range has been established, the CA shall submit the Department Head's request to fill the new or vacant position to the Common Council for consideration with a recommendation.
- f. HR and the Department Head shall follow applicable ordinances, rules, and policies and procedures to fill the new or vacant position. (Examples: hiring process, completion and submittal of Personnel Action Form, request to fill, etc.)
- g. A position's pay is established within the existing pay range as specified in the salary/wage ordinance.

6. COMPENSATION AT TIME OF APPOINTMENT

- a. Generally, a new or promoted employee should be placed at the minimum of the pay range. However, the Department Head may request to offer a new or the promoted employee a wage/salary between the beginning pay range through the Control Point, and may extend that offer provided the HR Director concurs. If the Department Head and HR Director do not concur, a determination from the CA shall be required. If the Department Head desires to offer the new or promoted employee a wage/salary greater than the Control Point, the request must be approved by the CA after consultation with the HR Director.

7. ADVANCEMENT IN SALARY SCHEDULE, ANNIVERSARY DATES, AND ADJUSTMENTS

- a. Following the initial new or promoted appointment, movement within the pay range up to the Control Point shall generally be in annual steps on the employee's anniversary date of appointment to the position based on a satisfactory performance evaluation.
- b. Upon successful completion of an employee's probationary period or timely successful completion of a required certification, licensure or training, a Department Head may request advanced movement within the pay range up to the next step or two, if the HR Director concurs and the department's salary account can accommodate.
- c. Additional movement, or movement beyond the Control Point, shall occur in conjunction with the exceptional performance process in Policy 1113.
- d. Delayed movement within the pay range shall be based on Department Head discretion and in conjunction with a Performance Improvement Plan authorized by the HR Director.
- e. Placement within a new or different pay range resulting from a demotion shall follow the same procedures outlined above.
- f. Freezing or redlining of pay rates under certain circumstances may occur as recommended by the Department Head and approved by the CA after consultation with the HR Director.
- g. Pay ranges shall be adjusted as determined by the Common Council, as established in salary/wage ordinances.

8. PROMOTIONS AND RECLASSIFICATIONS

- a. Employees who are in good standing, have received a satisfactory rating at their last performance review, and are in paid status are eligible for promotions. Additionally, employees who hold provisional, temporary or emergency appointments are not eligible for promotion.
- b. Vacant authorized positions may be filled through in accordance with Policy #1402– Recruitment, Selection and Employment or if there is an employee whose knowledge, skills, abilities meet the requirements of the position and the Department Head wishes to promote the employee, a request outlining the basis for the promotion shall be submitted to the Human Resources Director for consideration. In the case of the latter, when the Human Resources Director does not agree that the employee should be promoted, the City Administrator shall review the request and make the final determination.
- c. Current employees who are promoted to a new position or whose position has been reclassified shall receive a rate of pay that is at least 3-7% above their pre-promotion rate or the minimum of the new pay range. The higher rate is subject to approval by the Department Head, HR Director, and CA, and shall be based on the level of knowledge, skill, and ability of the promoted/reclassified employee. In no case shall the higher rate of pay exceed the top of the salary grade for the position.

9. EQUITY AND RETENTION ADJUSTMENTS

- a. In order to efficiently and timely deal with internal equity issues that occur when an existing employee is compensated at a lower rate of pay than a new employee with less experience in the same classification, an equity adjustment may be requested by the Department Head subject to the approval of the HR Director and CA. If the new employee's higher rate of pay is based on other factors, such as a higher level of education, no equity adjustments shall be paid. Equity adjustments shall only be paid to an existing employee who is not on probation, has received a satisfactory rating at the most recent performance review, and is in paid status at the time the new employee is appointed. The adjustment shall not exceed the rate of pay of the new employee, shall not be more than 7% and may only be given one time per calendar year. The adjustment must be approved prospectively and must not exceed the maximum of the range. The adjustment shall not create pay compression problems and must be able to be accommodated within the departmental budget.
- b. In certain circumstances, adjustments may be provided for retention purposes subject to approval by the CA and Chair of the Administration and Finance Committee.

10. OTHER PROCEDURES

- a. Elected Officials The salary ranges for the Mayor, Alderpersons, Municipal Judge, and City Attorney for the respective four (4) year terms, are as recommended by the CA and approved by the Common Council in Salary Ordinances prior to the beginning of the nomination period for said offices.
- b. Miscellaneous Positions The salaries for the below-listed miscellaneous positions are as recommended by the CA, in consultation with the HR

Director and the related Department Head(s), and approved by the Common Council in Salary Ordinances. Said positions include but are not limited to: Part-Time Cleaner, Provisional Laborers, Seasonal Laborers, Lead Library Page, Library Page, Election Inspectors, Special Voting Deputy, BINS part-time Inspectors, Police Background Investigators, Police Community Service Officers, Security Installers, Night Parker Takers, WISH Child Care Providers, Co-Facilitator (WISH), and Market Attendant.

- c. Interns and Co-Op Positions The pay ranges for Intern and Co-op positions are established by the CA, in consultation with the HR Director and the related Department Heads. Individuals start at the beginning of the pay range unless otherwise approved by the CA. Incremental adjustments within the pay range are as recommended by the Department Head based on completion of semester work and satisfactory performance.

~~Effective Date: 12/18/12~~

~~Revision Date: 5/21/19~~

SECTION 10: **REPEAL** “1406 POLICY DELETED (This Policy Left Blank Intentionally)” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1406 POLICY DELETED (This Policy Left Blank Intentionally) (Repealed)~~

SECTION 11: **REPEAL** “1414 POLICY DELETED (This Policy Left Blank Intentionally)” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1414 POLICY DELETED (This Policy Left Blank Intentionally) (Repealed)~~

SECTION 12: **REPEAL** “1418 POLICY DELETED (This Policy Left Blank Intentionally)” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1418 POLICY DELETED (This Policy Left Blank Intentionally) (Repealed)~~

SECTION 13: **REPEAL** “1419 POLICY DELETED (This Policy Left Blank Intentionally)” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1419 POLICY DELETED (This Policy Left Blank Intentionally) (Repealed)~~

SECTION 14: **REPEAL** “1421 POLICY DELETED (This Policy Left Blank Intentionally)” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1421 POLICY DELETED (This Policy Left Blank Intentionally) (Repealed)~~

SECTION 15: **REPEAL** “1425 POLICY DELETED (This Policy Left Blank Intentionally)” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1425 POLICY DELETED (This Policy Left Blank Intentionally) (Repealed)~~

SECTION 16: **REPEAL** “1426 POLICY DELETED (This Policy Left Blank Intentionally)” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1426 POLICY DELETED (This Policy Left Blank Intentionally) (Repealed)~~

SECTION 17: **REPEAL** “1428 POLICY DELETED (This Policy Left Blank Intentionally)” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1428 POLICY DELETED (This Policy Left Blank Intentionally) (Repealed)~~

SECTION 18: **REPEAL** “1431 POLICY DELETED (This Policy Left Blank Intentionally)” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1431 POLICY DELETED (This Policy Left Blank Intentionally) (Repealed)~~

SECTION 19: **REPEAL** “1433 POLICY DELETED (This Policy Left Blank Intentionally)” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1433 POLICY DELETED (This Policy Left Blank Intentionally) (Repealed)~~

SECTION 20: **REPEAL** “1439 POLICY DELETED (This Policy Left Blank Intentionally)” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1439 POLICY DELETED (This Policy Left Blank Intentionally) (Repealed)~~

SECTION 21: **REPEAL** “1453 POLICY DELETED (This Policy Left Blank Intentionally)” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1453 POLICY DELETED (This Policy Left Blank Intentionally) (Repealed)~~

SECTION 22: **REPEAL** “1455 POLICY DELETED (This Policy Left Blank Intentionally)” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1455 POLICY DELETED (This Policy Left Blank Intentionally) (Repealed)~~

SECTION 23: **REPEAL** “1456 POLICY DELETED (This Policy Left Blank Intentionally)” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1456 POLICY DELETED (This Policy Left Blank Intentionally) (Repealed)~~

SECTION 24: **REPEAL** “1457 POLICY DELETED (This Policy Left Blank Intentionally)” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1457 POLICY DELETED (This Policy Left Blank Intentionally) (Repealed)~~

SECTION 25: **REPEAL** “1460 POLICY DELETED (This Policy Left Blank Intentionally)” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1460 POLICY DELETED (This Policy Left Blank Intentionally) (Repealed)~~

SECTION 26: **REPEAL** “1461 POLICY DELETED (This Policy Left Blank Intentionally)” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1461 POLICY DELETED (This Policy Left Blank Intentionally) (Repealed)~~

SECTION 27: **REPEAL** “1462 POLICY DELETED (This Policy Left Blank Intentionally)” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1462 POLICY DELETED (This Policy Left Blank Intentionally) (Repealed)~~

SECTION 28: **REPEAL** “1468 Vehicle/Equipment Operation, Driving Policy And Mileage Reimbursement” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1468 Vehicle/Equipment Operation, Driving Policy And Mileage Reimbursement (Repealed)~~

1. **PURPOSE** The purpose of this policy is to set forth the policies and procedures to be followed by all City departments and employees regarding vehicle/equipment operation, driving privileges, and mileage reimbursement. It is the City’s intent to establish and maintain a high level of professionalism and awareness of safety among its drivers and operators.
2. **ORGANIZATIONS AND PERSONS AFFECTED** This policy applies to all City of West Allis departments, boards, commissions, and employees of the City of West Allis.
3. **POLICY** This policy is established to create a uniform standard governing the privilege of operating vehicles and/or equipment within the scope of employment and in setting forth the procedures to reimburse employees for the personal use of their privately owned vehicle while discharging duties for the City. In addition to the provisions of this document, employees are required to comply with State and local traffic laws and City/Departmental Safety and Work Rules.
4. **REFERENCES** City of West Allis Revised Municipal Code Sections 2.095(4) and 2.76(20) City of West Allis Policies and Procedures, Policy 1435 – Safety Program

City of West Allis Policies and Procedures, Policy 1445 – Safety Belt Use City of West Allis Policies and Procedures, Policy 1447 – Drug and Alcohol Free Workplace City of West Allis Policies and Procedures, Policy 1459 – Traffic Violation and Accident Investigation and Reporting City of West Allis Policies and Procedures, Policy 1480 – Work Area Searches City of West Allis Policies and Procedures, Policy 1482 – DOT Drug and Alcohol Free Workplace City of West Allis Policies and Procedures, Policy 2604 – Emergency Snow Removal Procedures Police, Fire, and Public Works Departments’ Vehicle/Equipment Operation Rules, Regulations, Policies and Procedures

5. RESPONSIBILITIES

- a. City Administrator. It is the responsibility of the City Administrator to annually report to the Administration and Finance Committee of the Common Council the status and operation of the City-owned pool vehicle program as well as the mileage reimbursement totals for the each calendar year.
- b. Department Head.
 - i. It is the responsibility of each Department Head or designee to instruct all existing and new employees of this policy and ensure regular compliance with the policy.
 - ii. A Department Head or their designee shall ensure City-owned vehicles/equipment assigned to their Department are in working condition by coordinating maintenance and repairs as needed.
 - iii. A Department Head or their designee shall ensure that an orientation/training program is developed for City-owned vehicles/equipment assigned to their department and that applicable checklists are developed for these vehicles/equipment.
 - iv. Once a City-owned vehicle/equipment has been assigned to an employee in a department, the Department Head shall be responsible for all inspections, recordkeeping, fuel, maintenance and related expenses for the duration of the assignment.
- c. Supervisory Personnel.
 - i. All individuals with supervisory responsibilities are accountable for the City-owned vehicles/equipment assigned. This responsibility includes random vehicle/ equipment inspections to ensure compliance, instruction of employees in the proper operation and preventative maintenance procedures, ensuring that applicable vehicle/equipment inspections are performed on a daily basis, and that inspection forms are completed and turned in.
- d. Employees.
 - i. It is the responsibility of an employee to maintain an approved and valid Wisconsin Driver’s License at all times and to inform their supervisor, no later than the next business day, of any restriction, suspension or revocation of driving privileges that would affect their ability to operate a vehicle/equipment on City business. Failure to comply with this requirement shall result in disciplinary action up to and including termination.

- ii. An employee is responsible for the inspection of any City-owned vehicle/equipment they use and completing the required documentation. If an employee is unfamiliar with the operation or maintenance of a vehicle or piece of equipment, it is their responsibility to request instruction on proper procedure from their supervisor.
- iii. An employee shall report concerns regarding the vehicle/equipment's operation and condition to their Department Head or designee as soon as practical.
- iv. An employee shall conduct a daily vehicle/equipment inspection or other appropriate checks prior to each day's use of the City-owned vehicle/equipment as required.
- v. An employee shall ensure windows and the interior of City-owned vehicles/equipment are kept clean at all times. An employee is responsible for ensuring that the interior of the vehicle/equipment is free of litter and other debris at the end of each work day.
- vi. An employee receiving a traffic violation or citation on City business shall notify their Department Head or designee no later than the next business day. Citations received regarding the vehicle/equipment shall be paid for by the City.
- vii. An employee involved in an accident is required to immediately notify the Police Department and their Department Head or designee per Policy 1459 – Traffic Violation and Accident Investigation and Reporting and in accordance with any specific Departmental policies/procedures/rules/regulations.

6. GENERAL PROCEDURES

- a. City-owned vehicles/equipment are to be used to conduct official City business. Usage shall be planned to ensure efficient and economic operations.
- b. Driver Eligibility and Guidelines.
 - i. The privilege of operating a vehicle/equipment (personal or City-owned) on City business is up to the discretion of the Department Head and may be withdrawn at the discretion of the City.
 - ii. Prior to driving a City-owned vehicle/equipment on City business, a Department Head shall ensure that an employee signs an Acknowledgement Statement of having read and understood this policy. (Appendix 1)
 - iii. An employee operating a vehicle/equipment on City business shall operate in compliance with vehicle laws of the jurisdiction in which the vehicle/equipment is being driven.
 - iv. An employee operating a vehicle/equipment on City business shall operate in accordance with any license requirements, endorsements (e.g., tanker), or restrictions (e.g., corrective lenses).
 - v. An employee shall not use or be under the influence of alcohol or illegal drugs at any time during the course of the workday, while performing work related duties and responsibilities, and/or while

- operating a vehicle/equipment on City business.
- vi. An employee shall notify his/her supervisor of any potential adverse effects from any prescription medication that may impair his/her work and/or driving performance.
- vii. Failure to comply with City policy, loss of driving privileges, or fraudulent reporting of vehicle/equipment use may result in disciplinary action up to and including termination and/or loss of the privilege to operate a vehicle/equipment on City business. Loss of driving privileges will be reviewed on a case-by-case basis in consultation with the HR Department.
- viii. An employee who is required to use a vehicle/equipment to perform City business must maintain a satisfactory driving record. The City will review driving records on a periodic basis, at least annually. The Department Head shall submit the names of said employees to the Safety and Training Coordinator to be enrolled into the Department of Motor Vehicle's Driver Public Abstract Request System (PARS).

c. Prohibitions.

- i. An employee is prohibited from using City-owned vehicles/equipment for personal use. Use during lunch and breaks may be permitted with permission from an employee's Department Head or designee.
- ii. An employee is prohibited from smoking in City-owned vehicles/equipment.
- iii. An employee is prohibited from using City-owned vehicles/equipment to attend worker's compensation appointments, including but not limited to medical, physical therapy, occupational therapy, X-ray/Laboratory, etc.
- iv. An employee is prohibited from taking City-owned vehicles/equipment to their residence if they live outside of the City's boundaries unless specifically authorized by Department policy.
- v. An employee may not allow non-employees to operate, ride in or on any City vehicles/equipment unless specifically authorized by Department policy.

7. CITY-OWNED POOL VEHICLES

- a. Definition. A pool vehicle is a City vehicle not assigned to the Public Works, Fire or Police Departments.
- b. Assignment.
 - i. An Employee, who does not have a specific vehicle assigned to them by their Department, and who accumulates a large amount of miles through their duties and responsibilities, may be eligible to be assigned a pool vehicle by the City Administrator.
 - ii. Mileage of an employee assigned a pool vehicle shall be reviewed on an annual basis.
 - iii. Adjustments for assignment of a pool vehicle for an employee will be

made as necessary and as the number of pool vehicles fluctuates.

c. Vehicle Mileage Log.

- i. A Vehicle Mileage Log shall be maintained for each pool vehicle on a form found in Appendix 2 or as approved by the Department Head.
- ii. All drivers of pool vehicles must complete the Vehicle Mileage Log on a daily basis, indicating all destinations and mileage. Completed Logs shall be electronically submitted monthly to the Department Head.
- iii. Vehicle Mileage Logs shall be reviewed quarterly by the City Administrator.

d. Maintenance & Vehicle Condition.

- i. Daily equipment checks, and other checks as required, shall be conducted by assigned employees prior to each day's use of the pool vehicle. A condition report (Appendix 3) shall be electronically submitted to the assigned employee's Department Head for review monthly or as issues arise.
- ii. The assigned employee of a pool vehicle shall ensure the windows of the vehicle are kept clean at all times.
- iii. The assigned employee of a pool vehicle is responsible for ensuring that the interior of the vehicle is free of litter and other debris at the end of each work day.
- iv. Department Heads of employees assigned a pool vehicle shall be responsible for ensuring regular maintenance of vehicles is completed timely. The City will maintain contracts and accounts with outside businesses to perform such maintenance.
- v. Employees assigned a pool vehicle are responsible for reporting observed operating/mechanical problems to their Department Head. The Department Head shall be responsible for coordinating appropriate maintenance and repair.
- vi. Repairs on vehicles will be done on a case by case basis after consultation with the affected Department Head, City Administrator and Public Works Fleet Division. Consideration will be given to eliminate use of vehicles whose repair costs exceed the amount which would be paid if mileage reimbursement was done instead.
- vii. To ensure compliance with the maintenance of City-owned pool vehicles, the supervisor and/or assigned employee shall be responsible to inspect City vehicles on a random basis.

8. REIMBURSABLE MILEAGE This section applies to any employees who operate privately owned vehicle to conduct City business.

- a. Employees required to provide their own vehicle will be reimbursed on a per mile basis in accordance with the federally approved IRS rate.
- b. In no case will an employee be reimbursed for ordinary home to work travel (i.e., traveling from home before the regular workday and/or returning to their home at the end of their workday) and/or for non-work related/personal travel.
- c. Employees must maintain the same level of insurance per state requirements.

- d. Employees must provide acceptable proof of Insurance to the Finance Department within fourteen (14) days of any request.
 - e. All maintenance, operating, insurance and other expenses are the responsibility of the employee. It is the employee's responsibility to maintain their vehicle in such a manner as to ensure safe operation. The employee's insurance company shall be considered primary.
 - f. If the employee's regular vehicle is out of service or otherwise unavailable, it is the employee's responsibility to provide an alternate vehicle.
 - g. Motorcycles and/or mopeds are not acceptable and cannot be used under any circumstances to conduct City business and are not eligible for mileage reimbursement. All vehicles must be suitable for the use which employees receive reimbursement.
 - h. It is the employee's responsibility to inform their insurer of the circumstances under which the vehicle is operated (business use).
 - i. Employees are required to submit mileage reimbursement information in a form and manner prescribed by the Finance Director. This information is subject to audit. Each Department Head shall be responsible for ensuring the reasonableness of the mileage reimbursement information submitted by their department's employees.
 - j. Employees who use their personal vehicles to conduct City business may request and be provided with a magnetic decal, window cling, or other means to identify their vehicle as being on official City business.
9. PRE-EMPLOYMENT DRIVING STANDARDS
- a. The following standards will be applied uniformly by the City prior to an offer of employment. These standards are subject to change at any time at the discretion of the City.
 - b. The Human Resources Department will obtain a copy of the candidate's driving record from the West Allis Police Department.
 - c. In order to meet the minimum requirements for employment with the City for a position that requires the operation of a motor vehicle, the following standards will apply:
 - i. Candidates must possess a valid and appropriate Wisconsin Driver's License before an offer of employment can be made. In the case of an out-of-state applicant, the offer can be made contingent upon obtaining the appropriate Wisconsin Driver's License prior to starting employment or within 30 calendar days of employment with proof of a valid out-of-state license.
 - ii. Candidates for certain positions shall possess a valid Wisconsin Commercial Driver's License before starting employment. In the case of an out-of-state applicant, the offer can be made contingent upon obtaining the appropriate License within a timeframe established by the Human Resources Department in consultation with the appropriate Department Head.
 - iii. Candidate's driving record will be reviewed according to the

following standards. Failure to meet these standards may result in the rejection of the candidate.

- (1) Possess a valid Wisconsin Operator’s License and/or Commercial Driver’s License.
- (2) Must have no more than two moving violations in the last 18 months and no more than three moving violations within the last 36 months.
- (3) No more than one chargeable accident within the last 18 months or more than two chargeable accidents within the past 36 months.
- (4) No more than six demerit (6) points within the past 12 months.
- (5) No driving under the influence (Wis. Stat. 346.63) or reckless driving (Wis. Stat. 346.62) convictions within the past five years.

~~ACKNOWLEDGEMENT STATEMENT POLICIES AND PROCEDURES FOR DRIVERS OF CITY-OWNED VEHICLES/EQUIPMENT PP 1468—Appendix 1 v1 (03/2017)~~

~~To: All Drivers of City-Owned Vehicles/Equipment~~

~~An employee who drives City-owned vehicles/equipment are required to read Policy 1468 and sign this Acknowledgement Statement. The signed statement will be retained in an employee’s personnel file. Only drivers who have signed this Acknowledgement Statement may operate City-owned vehicles/equipment.~~

~~Acknowledgement: I have reviewed and understand the following policies on the dates indicated. I am aware that a violation of these policies and procedures would be cause for disciplinary action.~~

Date	Initials	Policy Name	Policy #
		Revised Municipal Code Sections	2.095(4) and 2.76(20)
		Safety Program	1435
		Safety Belt Use	1445
		Drug and Alcohol Free Workplace	1447
		Traffic Violation & Accident Investigation & Reporting	1459
		Work Area Searches	1480
		DOT Drug and Alcohol Free Workplace (required for CDL)	

	holders only)	1482
	Emergency Snow Removal Procedures	2604
	Applicable Police, Fire, or Public Works Departments' Vehicle/Equipment Operation Rules, Regulations, Policies and Procedures	

Signature: _____ Print Name: _____

Department: _____ Division (if applicable): _____

Date: _____

Vehicle Mileage Log for _____ (list month/year) PP 1468 — Appendix 2 v1 (03/2017)

Page of		Department	Driver Name:	
License Plate:		Beginning Odometer:	Ending Odometer:	
Date	Daily Travel Activity (must include all destinations)	Start Odometer:	End Odometer:	Driver Initials
Assigned driver's signature				

Total Miles per Month	
-----------------------	--

~~Note: We will work to have this converted for electronic record keeping.~~

~~Condition Report PP-1468—Appendix 3 v1 (03/2017)~~

Department:		Inspected by:		
Date of Condition Report		Mileage		
Vehicle License Number		VIN		
Last Service (enter date)	Oil	Tune Up	Other	
Condition of Vehicle Indicate Satisfactory (S) or Unsatisfactory (U)				
Tires	RF: __S__U	LF: __S__U	RR: __S__U	LR: __S__U
Operation	Steerage: __S__U	Brakes: __S__U	Acceleration: __S__U	Transmission: __S__U
Lights	Front: __S__U	Rear: __S__U	Signal: __S__U	
Exterior (list location)	Scratches	Paint Condition	Dents	
Interior	Cleanliness __S__U	Registration and Insurance Card __Present __Missing	Mileage Forms __Present __Missing	
Other:				

~~Any unsatisfactory item must be corrected as soon as possible. City repair contracts are to be used for repairs. Failure to maintain inspection reports and/or report deficiencies in a timely manner may result in disciplinary action.~~

~~Note: We will work to have this converted for electronic record keeping.~~

~~Effective Date: 5/6/03~~

~~Revision Date: 12/19/17~~

SECTION 29: **REPEAL** “1470 POLICY DELETED (This Policy Left Blank Intentionally)” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1470 POLICY DELETED (This Policy Left Blank Intentionally) (Repealed)~~

PASSED AND ADOPTED BY THE CITY OF WEST ALLIS COUNCIL

	AYE	NAY	ABSENT	ABSTAIN
Ald. Ray Turner	_____	_____	_____	_____
Ald. Kimberlee Grob	_____	_____	_____	_____
Ald. Chad Halvorsen	_____	_____	_____	_____
Ald. Marissa Nowling	_____	_____	_____	_____
Ald. Suzzette Grisham	_____	_____	_____	_____
Ald. Danna Kuehn	_____	_____	_____	_____
Ald. Dan Roadt	_____	_____	_____	_____
Ald. Patty Novak	_____	_____	_____	_____
Ald. Kevin Haass	_____	_____	_____	_____
Ald. Marty Weigel	_____	_____	_____	_____

Attest

Presiding Officer

 Rebecca Grill, City Clerk, City Of West Allis

 Dan Devine, Mayor, City Of West Allis