

**CITY OF WEST ALLIS
RESOLUTION R-2024-0495**

**RESOLUTION TO AMEND AND RENUMBER POLICIES REGARDING FLEXIBLE
WORK ARRANGEMENTS, CITY SPONSORSHIP OF EVENTS, COMMUNICATION
STANDARDS, AND INFORMATION SHARING**

WHEREAS, the city seeks to renumber, edit, and reorganize policies to focus and update their content;

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

SECTION 1: **REPEAL** “1437 Emergency Closure” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

R E P E A L

~~1437 Emergency Closure~~ (*Repealed*)

1. **PURPOSE:** To describe the procedures to be followed by the various departments of the City of West Allis, in the event of complete or partial closing of any or all municipal buildings, due to inclement weather, mechanical breakdown, or civil disturbances.
2. **ORGANIZATIONS AFFECTED:** This policy covers all classified and unclassified employees engaged in operations which are of a noncritical nature, that is, those service activities which can be postponed or suspended for short periods of time, without adversely affecting the health, welfare, or safety of the community. This includes such departments as those located in City Hall, Library, and Health (except during epidemic emergencies), as opposed to those departments engaged in critical emergency operations, such as Police, Fire, Public Works (Yard), where government action cannot be postponed or suspended even at great personal risk to involved personnel.
3. **POLICY:** It is the policy of the City of West Allis, to pay only for time worked or services rendered, unless modified by action of the Common Council, labor agreement, or managerial discretion. This policy pertains to cases of emergency arising from inclement weather (cold, heat, snow, tornado, flood); mechanical breakdowns (heating, air conditioning, ventilation, plumbing); and, other similar exigencies (strike, riot, civil disorders), where beginning or continuing operations would jeopardize the health, welfare, or safety of employees on duty.
4. **REFERENCES:** None
5. **PROCEDURES:**
 - a. **RESPONSIBILITY** When a Department Head learns that an emergency or exigency of the type described above has occurred or will occur, he/she will survey the situation, gather pertinent facts, decide tentatively on a course of

action, and render a report with recommendations to the Chief Executive (Mayor) or his/her designee, who will make the final decision consultatively, to suspend all or part of the operation(s). The Mayor will convey final decisions regarding the suspension of operations to the Fire Chief/Designee.

b. GENERAL POLICIES

- i. Notification of Operating Shift. In the event that a shift is in operation, the Department Head, either personally or through subordinate supervisors, will then notify his/her employees of the decision to suspend operations and for how long. If the duration of the shut down is not known, it is the employee's responsibility to obtain the necessary information regarding work schedules and he/she should be instructed where or whom to contact for this information, when it is known.
- ii. Notification of Off Duty Shift. In the event that a shift is off duty at the time the decision is made to suspend operations, it is the responsibility of the Department Head, either personally or through subordinate supervisors, to advise his/her employees of the decision. To this end, each person or team of people responsible for making such employee contact, should have an up to date roster (names and telephone numbers) available, both at the office and at home. Every effort will be made to give employees as much advance notice as possible. In the event that a decision is made to suspend all noncritical operations, the Mayor will notify the following: Office Extension City Administrative Officer 302-8294 Director of Public Works 302-8832 City Clerk/Treasurer 302-8201 Library Director 302-8534 Health Commissioner 302-8637 Fire Chief 302-8901 Police Chief 302-8070 City Administrative Officer will notify: Personnel Manager; Information Services Manager; Finance Manager; Purchasing/Central Services Manager; and Cable Communications Coordinator. Director of Public Works will notify: City Engineer; Director of Development; and Director of Building Inspections. Director of Development will notify: Manager of Economic Development; Planning Manager; and Housing Manager. City Clerk/Treasurer will notify: City Assessor and City Attorney. Library Director will notify: all Library personnel. Health Commissioner will notify: all Health Department and Senior Center personnel. Fire Chief will notify: Radio and TV stations, and all Fire personnel. Police Chief will notify: all Police personnel. All notifications of personnel not specified above, are at the discretion of Department/Division Heads. All personnel will be notified.
- iii. Decisions Relating to Individual Employees. Decisions relating to individual employees will be dependent on their personal circumstances and are left to the discretion of Department Heads and will cover situations such as the following:
 - (1) Early departures of individuals.
 - (2) Excuses for individual absences.
 - (3) Tardiness.

- (4) Illness.
- iv. Charging Lost Time. In all cases of total or partial suspension of operations, due to the declaration of an emergency, all absences and tardiness occurring as a consequence of such emergency, are to be considered excusable, which means that an employee is to be given the choice of charging lost time from among the following alternatives:
 - (1) Holiday entitlement.
 - (2) Vacation entitlement.
 - (3) Accumulated overtime (plus time).
 - (4) Payroll deduction.
- v. Overtime. In no case, will an employee be allowed to work overtime (premium pay) for the sole purpose of making up time that was lost. Make work projects are prohibited. Overtime work is permitted only for vitally necessary work, which cannot be rescheduled and is worked with the advance approval of the Department Head.
- vi. Questions. All questions that employees may have, regarding whether to report to work or not to report to work, are to be directed to their immediate supervisor. Do not call the Police or Fire Departments or City Hall.
- vii. News Media. In the event of inclement weather, employees should monitor one of the following stations for any emergency closing announcements.
 - (1) WISN AM 1130
 - (2) WTMJ AM 620
 - (3) WMIL FM 106
 - (4) WOKY AM 920
 - (5) WLTQ FM 97.3
 - (6) Channel 4 WTMJ TV
 - (7) Channel 6 WITI TV
 - (8) Channel 12 WISN TV

~~Effective Date: 1/1/83~~

~~Revision Date: 1/1/98~~

SECTION 2: **REPEAL** “1454 Work Hours And Schedules” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1454 Work Hours And Schedules (Repealed)~~

1. PURPOSE: To describe the policies and procedures of the City of West Allis in regard to work hours and work schedules.

2. ORGANIZATIONS AND PERSONS AFFECTED: This policy applies to all City of West Allis departments, boards, commissions, and employees except elected officials.
3. POLICY: It is the policy of the City to follow a uniform set of guidelines regarding work hours and work schedules.
4. REFERENCES: City of West Allis Revised Municipal Code Sections 2.07, 2.76(9), 4.04 and 5.115. Collective Bargaining Agreements
5. PROCEDURES: The implementation of work hours and schedules shall be the responsibility of the Department Head, as appropriate, within the following guidelines. Nothing in this policy shall preclude a Department Head from managing Department operations to implement daily, periodic, or other variations from the normal work schedule to accomplish certain tasks under a special circumstance or to reduce overtime on an ongoing basis.
 - a. GENERAL POLICIES – WORK HOURS AND SCHEDULES Nothing in this policy shall be construed as a guarantee or limitation of the number of hours an employee may work in a day or week.
 - i. Hours of Operation. Hours of operation are set by the Revised Municipal Code, Department Head or building policy.
 - ii. Normal Work Day/Week.
 - (1) Full-time employees typically work an 8-hour day/40-hour week, 52 weeks per calendar year.
 - (2) Part-time employee work schedules are considered anything less than full-time.
 - (3) Department of Public Works/Engineering employees working as collectors on incentive routes shall be allowed to “punch out” prior to completing eight (8) hours of actual work in accordance with Departmental policies/procedures/rules/regulations pertaining to the incentive refuse/recyclable collection system; any day of the week may be designated as an “incentive route” day as determined by the Director of Public Works/Engineering or his/her designee.
 - iii. Lunch Hour and Breaks. An employee is granted breaks and a lunch hour, based on the number of hours worked in a day and per Departmental policy. Breaks shall not be used to extend a lunch hour and/or shorten a workday/week (e.g., arrive late or leave early); in other words, “use it or lose it” at its daily designated time.
 - iv. Attendance. Prompt and regular attendance is required from all employees. An employee is required to call in and report absences or tardiness to their supervisor per Departmental policy. An employee who fails to report to work for three consecutive workdays without notice will be deemed to have voluntarily terminated their employment. Tardiness and absenteeism may result in discipline, up to and including termination of employment.
 - v. Overtime. Overtime shall be administered in accordance with Premium Pay Policy 1424.
 - b. GENERAL POLICIES – FLEXIBLE WORK TIME: The overall goal of the

flexible work time schedule is to provide flexibility for the employee's individual/personal circumstances, while at the same time continuing to accomplish all work in an efficient manner and to serve the public's needs. The implementation of flexible work time schedules shall be the responsibility of a Department Head, as appropriate, within the following guidelines.

- i. An employee is eligible to request a flexible work time schedule through their immediate supervisor with final approval granted by the Department Head. Upon Department Head approval (whose decision shall be final), the approved, written flexible work time schedule shall be maintained in the respective office with a copy being provided to the Human Resources Office.
- ii. The flexible work time schedule shall be within the limits of one (1) hour before and one (1) hour after the "normal" office hours of the respective building.
- iii. The "normal" number of hours in a work day/week shall be maintained; adequate staff coverage must also be maintained during the "regular" open hours of the building.
- iv. The flexible work time schedule shall be consecutive and uninterrupted with the exception of breaks and lunch.
- v. Flexible work time schedules shall not adversely affect work; the quality and quantity of work must be maintained so as to not interfere with service to the public and staff.
- vi. Flexible work time schedules shall be granted on the basis of job duties, the need for and availability of supervision, work record, demand, and availability, as determined by each Department Head.
- vii. Responsibility for an employee working under the flexible work time schedule shall remain with the Department Head and immediate supervisor as delegated. (Physical presence of the supervisor is not necessarily required.)
- viii. Small offices having only one type of position are limited in the use of flexible work time schedules. Any use of flexible work time schedules in these situations shall have other staff in that office, or another office, provide coverage for that position's responsibility.
- ix. Expanded work hours into early morning/late evening/weekends/compressed workweek and use of flexible work time solely for the use of accruing time for periodic half-days or full days off shall not be permitted.
- x. No overtime shall be allowed to be incurred as a result of flexible work time schedules.
- xi. Any variations from this policy shall be permitted by exception. A Department Head (on behalf of an employee) may submit a written request for such an exception based on some unique or special need. The request shall be submitted to the City Administrative Officer/Clerk-Treasurer who, after reviewing the request with the employee, immediate supervisor, and Department Head, and after conferring with the Mayor and Human Resources Manager, may

- approve such request for an exception. The decision of the City Administrative Officer/Clerk-Treasurer shall be final.
- xii. The provisions of this policy shall not conflict with any ordinances, other policies, union contracts, or officially approved past practices.

SECTION 3: REPEAL “1454a Request For Flex Hours” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1454a Request For Flex Hours (Repealed)~~

~~Click to view the [Employee Request for Flexible Work Hours Form](#).~~

~~Policy #1454, Work Hours and Schedules, Section 5(b) — FLEX TIME To describe the policies for all departments to follow in the use of flexible work time schedules with respect to "normal" work hours for each respective building when requested by the employee. The overall goal of the flexible work time schedule is to provide flexibility for the employee's individual/personal, while at the same time continuing to accomplish all work in an efficient manner and to serve the public's needs. The implementation of the Flexible Work Time Schedule Program shall be the responsibility of Department Heads, as appropriate, within the following guidelines:~~

- ~~An employee is eligible to request a flexible work time schedule through their immediate supervisor with final approval granted by the Department Head. Upon Department Head approval (whose decision shall be final), the approved, written flexible work time schedule shall be maintained in the respective office with a copy being provided to the Human Resources Office.~~
- ~~The flexible work time schedule shall be within the limits of one (1) hour before and one (1) after the "normal" office hours of the respective building.~~
- ~~The "normal" hour work day/week shall be maintained; adequate staff coverage must also be maintained during the "regular" open hours of the building.~~
- ~~The flexible work time schedule shall be consecutive and uninterrupted with the exception of breaks and lunch.~~
- ~~All flexible work time schedules shall not adversely affect work; the quality and quantity of work must be maintained so as to not interfere with service to the public and staff.~~
- ~~Flexible work time schedules shall be granted on the basis of job duties, the need for and availability of supervision, work record, demand, and availability, as determined by each Department Head.~~
- ~~Responsibility for an employee working under the flexible work time schedule shall remain with the Department Head and immediate supervisor as delegated. (Physical presence of the supervisor is not necessarily required.)~~
- ~~Small offices having only one type of position are limited in the use of flexible work~~

time schedules. Any use of flexible work time schedules in these situations shall have other staff in that office, or another office, provide coverage for that position's responsibility.

- Expanded work hours into early morning/late evening/ weekends/compressed workweek and use of flexible work time solely for the use of accruing time for periodic half-days or full days off shall not be permitted.
- No overtime shall be allowed to be incurred as a result of flexible work time schedules.
- Any variations from this policy shall be permitted by exception. A Department Head (on behalf of an employee) may submit a written request for such an exception based on some unique or special need. The request shall be submitted to the City Administrative Officer/Clerk-Treasurer who, after reviewing the request with the employee, immediate supervisor, and Department Head, and after conferring with the Mayor and Human Resources Manager, may approve such request for an exception. The decision of the City Administrative Officer/Clerk-Treasurer shall be final.

~~These provisions shall not conflict with any ordinances, other policies, union contracts, or officially approved past practices.~~

SECTION 4: REPEAL “1454b Unplanned Absences” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1454b Unplanned Absences~~ (*Repealed*)

1. PURPOSE

To ensure that an adequate number of employees are available to provide continual high quality responsive, efficient, and effective service delivery for the City of West Allis. All employees have an obligation to the taxpayers of City of West Allis, customers, their departments, and fellow employees to strive for timely, regular, and engaged attendance. Such attendance is essential to provide efficient and effective service delivery and responsible utilization of available resources. Unscheduled employee absences adversely affect productivity and efficiency, put additional burdens on employees who do report to work, cause delays in providing service, and create unnecessary costs. Employees are expected to live and work safely, both at home and at work. Employees are further expected not to allow minor ailments or inconveniences prevent them from reporting to work as assigned. Failure to maintain timely, regular and engaged attendance will result in progressive discipline including suspension without pay and/or termination.

2. ORGANIZATIONS AND PERSONS AFFECTED

The policy applies to all City employees and officials except:

- a. Library employees
- b. Police Department employees
- c. Fire Department employees
- d. Municipal Court employees
- e. Elected officials

3. POLICY

It is the policy of the City of West Allis to establish uniform guidelines relating to attendance and absence control.

4. REFERNCES

5. DEFINITIONS

- a. "Chargeable occurrence" means any time any employee uses specified paid leave during a scheduled work shift and any of the following applies:
 - i. The employee requested that same time off in advance and was denied
 - ii. The employee has established a pattern of taking days off, including but not limited to:
 - (1) Extending a weekend, holiday, or scheduled vacation
 - (2) Taking a recurring day of the week or month off
 - (3) Using accrued time soon after it has accrued
- b. "Specified paid leave" means any paid leave other than bereavement/funeral leave, jury duty, military duty, bone marrow and organ donation leaves, or any leave the City must allow under federal or state law.

6. PROCEDURES

- a. Graduated Discipline
 - i. An employee who has a chargeable occurrence shall receive a verbal warning for each of the first 2 chargeable occurrences.
 - ii. If an employee has 3 chargeable occurrences within a 60-day period, the employee shall receive a written warning that any chargeable occurrences in the subsequent 6 months may result in suspension without pay.
 - iii. If an employee has 1 chargeable occurrence within 6 months after receiving a written warning under this policy, the employee may be suspended without pay for 1-5 days and notified that any chargeable occurrences in the subsequent 6 months may result in termination.
 - iv. If an employee has 1 chargeable occurrence within 6 months after being suspended under this policy, the employee may be suspended without pay for 5-10 days or terminated.
- b. Pay Limitations. Any employee who has been suspended under this provision is not eligible for pay increases, steps, or participation in educational achievement, score corps, or pay for performance programs for 12 months after completing the suspension day(s).
- c. Proof for Sick Leave. Employees may be required to provide documentation

that supports the use of sick leave or PTO used as sick leave.

- d. Employee Assistance. An employee who receives a written warning or suspension under this policy may be required to consult with EAP as a condition of employment.

SECTION 5: **REPEAL** “1115 City Sponsorship Policy” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1115 City Sponsorship Policy~~ (*Repealed*)

1. **PURPOSE** The purpose of this sponsorship policy is to set forth guidelines and criteria that determine the circumstances under which the City of West Allis may:
 - a. Sponsor an entity’s event or activity while providing funds, services, or other consideration.
 - b. Accept funds, services, or other consideration from another entity that wishes to sponsor a city event or activity.
2. **ORGANIZATIONS AND PERSONS AFFECTED** This policy applies to all City of West Allis departments, boards, commissions, and to the general public and business community.
3. **POLICY** It is the policy of the City of West Allis to establish standards and follow a uniform procedure for sponsorship of city events and activities and for city-sponsored events and activities.
4. **CLASSIFICATION OF EVENTS**
 - a. **City Event/Activity** An event or activity that is created, planned, and implemented by city officers and employees on behalf of the City. Consistent with this policy, other entities may sponsor city events or activities by providing funding, services, or other consideration to assist the City in carrying on the event or activity.
 - b. **City-Sponsored Event/Activity** An event or activity that is created, planned, and implemented by an entity other than the City. Consistent with this policy, the City may sponsor an event or activity by joining the entity’s cause and providing funding, services, or other consideration to assist the entity in

carrying on the event or activity.

5. CRITERIA FOR SPONSORSHIP

- a. City Events and Activities The Events Committee shall review an entity's purpose and mission to determine whether to accept funds, services, or other consideration from another entity in exchange for sponsorship of the City event or activity.
 - i. Sponsor Eligibility
 - (1) The entity's mission and purpose are not incompatible with the City's Strategic Goals.
 - (2) The entity's logo, reputation, or brand does not reflect negatively on the City.
 - (3) The entity gives to the City editorial control of the content of any communication to the public related to the entity's sponsorship of the City event or activity.
 - ii. Application Process
 - (1) The Events Committee may solicit potential sponsors for City events or activities and accept offers of sponsorship from entities that wish to sponsor a City event or activity. If the Events Committee solicits potential sponsors, the Events Committee shall first solicit entities located in West Allis.
 - iii. Selection Procedure
 - (1) The Events Committee may consider any entity that is eligible for sponsorship of a City event or activity. The Events Committee shall first consider entities located in West Allis before considering entities located outside of West Allis.
 - (2) The Events Committee may select a sponsor for a City event or activity based on the following factors:
 - (A) The significance of the entity to the West Allis community.
 - (B) The value of the funding, services, or other consideration received by the City.
 - (C) The terms under which the entity is willing to sponsor a City event or activity.
 - (D) Any other relevant factor.
 - (3) Upon selecting a sponsor, the Events Committee shall create the terms of the sponsorship and provide a recommendation to the Common Council that the City accept the entity's sponsorship under the terms presented. If the Events Committee selects a sponsor located outside of West Allis, the Events Committee shall note in its recommendation which West Allis entities were considered.
 - (4) The Common Council may consider the Events Committee recommendation and approve, reject, or modify the proposed sponsorship terms.
- b. City-Sponsored Events and Activities The Events Committee shall review an entity's purpose and mission to determine whether the City should join the

entity and sponsor the entity's event or activity. The City will not provide funds, services, or other consideration to an entity unless the entity agrees to abide by this policy.

i. Entity Eligibility

- (1) The entity's event or activity is similar to events or activities hosted by governments.
- (2) The entity's mission and goals in providing the event, service or program:
 - (A) Are compatible with the City's Strategic Goals.
 - (B) Enhance current City programs or core services by providing additional programming, financial and/or in-kind resources, community outreach, staffing, volunteers or other tangible support to the City.
- (3) The entity's event or activity is open to the public and the Events Committee approves the admittance fee, if any.
- (4) The entity's event provides significant citywide value, presented for the anticipated enjoyment and participation by a broad spectrum of the community.
- (5) The entity does not have sufficient funding to cover its costs without City sponsorship.
- (6) The entity must allow the City to adopt the entity's message as official governmental speech. The City will not adopt the message of religious entities, political parties, or political advocacy groups.
- (7) The entity must allow the City to exercise control over the event or activity and any communication regarding the event or activity. Any communications must adhere to the City's branding and logo guidelines. The City must approve of any promotional materials for the event or activity prior to distribution.

ii. Application Process The entity must submit an application along with a written proposal to the Events Committee and must provide the following information:

- (1) The legal name and address of the entity organizing the event or activity.
- (2) A description of the entity, including its purpose and goals or mission.
- (3) Proof of non-profit status for federal income tax purposes.
- (4) The name of the representative with the entity that is prepared to meet and work with a City representative.
- (5) A description of the event or activity and explanation of how it meets the eligibility requirements in this policy.
- (6) The proposed event date(s), including dates for event load-in and load-out, location, event size and scope, and anticipated public attendance.
- (7) A description of the number of volunteers and volunteer

hours anticipated for event coordination and implementation.

- (8) A description of how the event will be marketed and indicate the ways in which the City would be recognized on marketing materials.

iii. Selection Procedure

- (1) The Events Committee shall evaluate the entity's application and proposal.
- (2) The Events Committee shall evaluate the entity and its representatives for their experience in planning and implementing similar events.
- (3) The Events Committee shall determine if sufficient resources exist to allow the City to sponsor the event or activity.
- (4) Upon determining whether the City should sponsor an entity's event or activity, the Events Committee shall create the terms of the sponsorship and provide a recommendation to the Common Council that the City sponsor the entity's event or activity under the terms presented.
- (5) The Common Council, itself or by a committee thereof, may consider the Events Committee recommendation and approve or reject the proposed sponsorship terms.

- iv. Agreement If the Common Council accepts the sponsorship of an entity for a City event or activity or decides to sponsor an entity's event or activity, the City and the entity shall execute an agreement containing the material terms and obligations approved by the Common Council. The Agreement will include a description of the contractual relationship, roles and responsibilities of the City and the entity. Indemnification and insurance may be required as part of the Agreement in accordance with City policy.

~~Effective Date: 11/5/19~~

SECTION 6: **ADOPTION** "P100 General Administration" of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P100 General Administration(*Added*)

SECTION 7: **ADOPTION** "P101 Mission And Vision" of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P101 Mission And Vision(*Added*)

SECTION 8: ADOPTION “P102 Organizational Chart” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P102 Organizational Chart(*Added*)

SECTION 9: ADOPTION “P105 Public Records” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P105 Public Records(*Added*)

SECTION 10: ADOPTION “P110 Emergency Procedures” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P110 Emergency Procedures(*Added*)

1. Emergencies Impacting Operations. If an emergency causes the continued operation of City buildings and/or City services to negatively impact the safety of the public and/or city employees, the following shall apply:
 - a. Mayor’s Authority. The mayor may close City buildings or suspend City services due to that emergency. The mayor or a designee shall notify all department heads as soon as practicable of any City building that is closed or City service that is suspended and the reason for doing so. The mayor or a designee shall also notify local media and post a notice on the City’s website alerting the public to the City building closure and/or suspension of City services.
 - b. Lost Time. Any employee who is unable to work due to an order under this subsection may charge that lost time against any vacation time, holiday time, paid time off, or accumulated overtime. If the employee does not select a method for receiving pay, the lost time shall be charged as a payroll deduction.

2. Communicable Diseases
3. Emergency Management

SECTION 11: **ADOPTION** “P115 Collective Bargaining” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P115 Collective Bargaining(*Added*)

SECTION 12: **ADOPTION** “P120 City Sponsorship Of Private Events” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P120 City Sponsorship Of Private Events(*Added*)

1. General. The City may sponsor an event or activity by joining the entity’s cause and providing funding, services, or other consideration to assist the entity in carrying on the event or activity.
2. Eligibility for Sponsorship. Only events that are created, planned, and implemented by another governmental entity or a non-profit organization may apply for city sponsorship. The Events Committee shall review the applicant's purpose and mission to determine whether the City should join the entity and sponsor the entity’s event or activity. The City will not provide funds, services, or other consideration to an entity unless the following applies:
 - a. The entity’s event or activity is similar to events or activities hosted by governments.
 - b. The entity’s mission and goals in providing the event, service or program:
 - i. Are compatible with the City’s Strategic Goals.
 - ii. Enhance current City programs or core services by providing additional programming, financial and/or in-kind resources, community outreach, staffing, volunteers or other tangible support to the City.
 - c. The entity’s event or activity is open to the public and the Events Committee approves the admittance fee, if any.
 - d. The entity’s event provides significant citywide value, presented for the anticipated enjoyment and participation by a broad spectrum of the community.
 - e. The entity does not have sufficient funding to cover its costs without City

sponsorship.

f. The entity must allow the City to adopt the entity's message as official governmental speech. The City will not adopt the message of religious entities, political parties, or political advocacy groups.

g. The entity must allow the City to exercise control over the event or activity and any communication regarding the event or activity. Any communications must adhere to the City's branding and logo guidelines. The City must approve of any promotional materials for the event or activity prior to distribution.

3. Application Process. The entity should submit an application at least 30 days in advance along with a written proposal to the Events Committee and must provide the following information:

- a. The legal name and address of the entity organizing the event or activity.
- b. A description of the entity, including its purpose and goals or mission.
- c. Proof of non-profit status for federal income tax purposes.
- d. The name of the representative with the entity that is prepared to meet and work with a City representative.
- e. A description of the event or activity and explanation of how it meets the eligibility requirements in this policy.
- f. The proposed event date(s), including dates for event load-in and load-out, location, event size and scope, and anticipated public attendance.
- g. A description of the number of volunteers and volunteer hours anticipated for event coordination and implementation.
- h. A description of how the event will be marketed and indicate the ways in which the City would be recognized on marketing materials.

4. Selection Procedure. The Events Committee shall:

- a. Evaluate the entity's application and proposal.
- b. Evaluate the entity and its representatives for their experience in planning and implementing similar events.
- c. Determine if sufficient resources exist to allow the City to sponsor the event or activity.
- d. Create the terms of the sponsorship and provide a recommendation to the Common Council that the City sponsor the entity's event or activity under the terms presented.

5. Common Council Action. The Common Council, itself or by a committee thereof, may consider the Events Committee recommendation and approve or reject the proposed sponsorship terms. If the Common Council accepts the sponsorship of an entity for a City event or activity or decides to sponsor an entity's event or activity, the City and the entity shall execute an agreement containing the material terms and obligations approved by the Common Council. The Agreement will include a description of the contractual relationship, roles and responsibilities of the City and the entity. Indemnification and insurance may be required as part of the Agreement in accordance with City policy.

SECTION 13: **ADOPTION** “P125 Private Sponsorship Of City Events” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P125 Private Sponsorship Of City Events(*Added*)

1. General. Other entities may sponsor an event or activity that is created, planned, and implemented by city officers and employees on behalf of the City by providing funding, services, or other consideration to assist the City in carrying on the event or activity.
2. Sponsor Eligibility. Using the following factors, the Events Committee shall review an entity’s purpose and mission to determine whether to accept that entity’s funds, services, or other consideration:
 - a. The entity’s mission and purpose are not incompatible with the City’s Strategic Goals.
 - b. The entity’s logo, reputation, or brand does not reflect negatively on the City.
 - c. The entity gives to the City editorial control of the content of any communication to the public related to the entity’s sponsorship of the City event or activity.
3. Application Process. The Events Committee may solicit potential sponsors for City events or activities and accept offers of sponsorship from entities that wish to sponsor a City event or activity. If the Events Committee solicits potential sponsors, the Events Committee shall first solicit entities located in West Allis.
4. Selection Procedure. The Events Committee may consider any entity that is eligible for sponsorship of a City event or activity. The Events Committee shall first consider entities located in West Allis before considering entities located outside of West Allis.
 - a. The Events Committee may select a sponsor for a City event or activity based on the following factors:
 - i. The significance of the entity to the West Allis community.
 - ii. The value of the funding, services, or other consideration received by the City.
 - iii. The terms under which the entity is willing to sponsor a City event or activity.
 - iv. Any other relevant factor.
 - b. Upon selecting a sponsor, the Events Committee shall create the terms of the sponsorship and provide a recommendation to the Common Council that the City accept the entity’s sponsorship under the terms presented. If the Events Committee selects a sponsor located outside of West Allis, the Events Committee shall note in its recommendation which West Allis entities were considered.

SECTION 14: **ADOPTION** “P130 Health Insurance Portability And Accountability” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P130 Health Insurance Portability And Accountability(*Added*)

SECTION 15: **ADOPTION** “P135 Closed Session Of Governmental Bodies” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P135 Closed Session Of Governmental Bodies(*Added*)

SECTION 16: **ADOPTION** “P140 Affirmative Action” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P140 Affirmative Action(*Added*)

SECTION 17: **ADOPTION** “P200 Employees, Volunteers, And City Officers” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P200 Employees, Volunteers, And City Officers(*Added*)

SECTION 18: **ADOPTION** “P400 Workplace Expectations” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P400 Workplace Expectations(*Added*)

SECTION 19: **ADOPTION** “P401 Applicability” of the City Of West Allis

Policies & Procedures is hereby *added* as follows:

ADOPTION

P401 Applicability(*Added*)

This policy applies to all City employees except:

1. Employees of the Library, Police Department, and Fire Department, unless specifically adopted by the Library Board or Police and Fire Commission respectively.
2. Persons holding elective office and municipal court employees.

SECTION 20: **ADOPTION** “P402 Fair Employment” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P402 Fair Employment(*Added*)

SECTION 21: **ADOPTION** “P403 Code Of Ethics” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P403 Code Of Ethics(*Added*)

SECTION 22: **ADOPTION** “P405 Employee Performance Review” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P405 Employee Performance Review(*Added*)

SECTION 23: **ADOPTION** “P410 Attendance” of the City Of West Allis

Policies & Procedures is hereby *added* as follows:

ADOPTION

P410 Attendance(*Added*)

1. Hours of Work

- a. Full-Time Employees. Unless modified in this section or by another policy, full-time employees shall be expected to work five 8-hour days per week, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. Department heads may modify a full-time employee's work schedule in accordance with administrative rules established by the city administrator.
- b. Part-Time Employees. Part-time employees shall be expected to work less than 40 hours per week, with hours determined by department needs and budgetary constraints. The specific schedule for part-time employees shall be set by the department head or supervisor.
- c. Modifications. All employee schedules, whether full-time or part-time, are subject to change based on departmental needs and may include evening and weekend hours as required.

2. Work Location. Employees shall conduct their work from the City building to which they are assigned unless alternate work arrangements are approved by administrative rules established by the city administrator.

3. Improper Use of Paid Time Off. Paid time off is intended to be used during times agreed upon by the employee and the employee's supervisor to ensure continuity of operations or used in situations where the employee faced an unexpected or unpreventable situation that keeps the employee from reporting to work. Any other use of paid time off is an improper use of time off. No employee may improperly use paid time off.

- a. Presumption. The following circumstances will be presumed to be an improper use of paid time off:
 - i. Any instance in which an employee uses paid leave during a scheduled work shift and the employee requested that same time off in advance and was denied.
 - ii. Any instance in which an employee has established a pattern of taking paid time off without the consent of that employee's supervisor, including but not limited to:
 - (1) Extending a weekend, holiday, or scheduled vacation.
 - (2) Taking a recurring day of the week or month off.
 - (3) Using accrued time soon after it has accrued.
 - iii. Any other instance in which the absence is categorized as an improper use of paid time off by administrative rule established by the city administrator.
- b. Overcoming Presumption. Employee may overcome the presumption under this subsection by providing evidence that the employee's absence was due to an unexpected or unpreventable situation that keeps the employee from

reporting to work.

SECTION 24: **ADOPTION** “P415 Free Speech Limits” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P415 Free Speech Limits(*Added*)

1. Dress Code
2. Disclosure of Sensitive Information
3. Speaking as an Employee
4. Speaking as a Private Citizen
5. Political Activity

SECTION 25: **ADOPTION** “P420 Personal Use Of City Resources” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P420 Personal Use Of City Resources(*Added*)

SECTION 26: **ADOPTION** “P425 Use Of Technology” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P425 Use Of Technology(*Added*)

The purpose of this policy is to provide guidelines for city employees on the appropriate use of technology to assist them in performing their job duties.

1. Artificial Intelligence (AI) and Online Resources. Subject to the provisions below, employees are allowed to to use online resources and computer programs that employ an algorithm to create work product based upon the input from the user. The use of AI is encouraged as an efficiency and idea-generating tool. Employees shall take full responsibility for anything they produce with the assistance of AI and online resources.
 - a. Fact-checking and accuracy. Employees must verify through reliable and

distinct sources the accuracy of information obtained from AI or online resources when including it in their work.

- b. Confidentiality and sensitive information
 - i. Employees may not input confidential or sensitive information into AI tools, online sources, or AI-powered assistants because there is no guarantee that information would remain confidential
 - ii. Employees must ensure that the use of AI, online sources, reference materials, or AI-powered assistants does not compromise the privacy or security of organizations or city residents.
- c. Professional judgment
 - i. Employees are expected to exercise professional judgment when using information from AI, online sources, reference materials, or AI-powered assistants.
 - ii. Employees should critically evaluate the information obtained and ensure it is appropriate and relevant to their work.
 - iii. Employees should ensure their work product does not infringe upon copyrights or any other intellectual property.
- d. Reviewing work
 - i. Employees are responsible for reviewing their work to ensure information that is obtained is used accurately and appropriately.
 - ii. Supervisors should periodically review employees' work to ensure compliance with this policy.
- e. Original content and voice
 - i. Information from AI, online sources, reference materials, or AI-powered assistants should never be cited verbatim. Instead, any attribution should be to the original source of the information provided through AI and verified.
 - ii. Employees are expected to use plain and simple language, and make the content easily understandable for the intended audience.

2. Email and Internet Use

3. Social Media

SECTION 27: **ADOPTION** “P430 Media Standards” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P430 Media Standards(*Added*)

The purpose of this policy is to establish guidelines for the visual appearance and content of all print and electronic communications published on behalf of the City. The City is committed to maintaining clear, accurate, and appropriate communications across all platforms.

- 1. Digital Platforms. The City's digital platforms, including its website and social media

accounts, play a crucial role in communicating with the public. The marketing and engagement director is authorized to establish administrative rules regarding the management of these platforms, including the use of third-party links and maintenance of up-to-date information. City employees, officers, and agents shall comply with those administrative rules.

2. Brand Guidelines. The marketing and engagement director is authorized to establish administrative rules regarding the use of city logos, wordmarks, colors, fonts, and messaging tone when communicating with internal and external parties. City employees, officers, and agents shall comply with those administrative rules.
- 3.

SECTION 28: **ADOPTION** “P500 Fiscal” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P500 Fiscal(*Added*)

SECTION 29: **ADOPTION** “P600 Operations” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P600 Operations(*Added*)

SECTION 30: **ADOPTION** “P601 Elected Official Briefing” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P601 Elected Official Briefing(*Added*)

1. Advance Notice. For planned noteworthy public campaigns or initiatives, department heads should brief the mayor and alderpersons in advance of or in conjunction with the public release with comprehensive but concise information.
2. Ongoing Notice. For planned noteworthy public campaigns or initiatives, department heads should provide regular and timely updates on significant developments or changes in the communication strategy throughout the campaign.
3. Subsequent Notice. For unplanned events for which there may be significant media

coverage or social media reaction, department heads should brief the mayor and alderpersons as soon as practicable of the nature of the event and any details that can be publicly released.

SECTION 31: **ADOPTION** “P700 Risk Management” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P700 Risk Management(*Added*)

SECTION 32: **ADOPTION** “P800 Policy And Procedure Violations” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P800 Policy And Procedure Violations(*Added*)

SECTION 33: **ADOPTION** “P801 Discipline” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P801 Discipline(*Added*)

In accordance with this chapter, an employee may be suspended without pay or terminated for violating an applicable policy or procedure.

SECTION 34: **ADOPTION** “P810 Improper Use Of Time Off” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P810 Improper Use Of Time Off(*Added*)

1. Standard Discipline. An employee who improperly uses paid time off should be progressively disciplined for each instance under this procedure.
 - a. A verbal warning for each of the first 2 instances.
 - b. A written warning for the employee's third instance and notice that any further instances in the subsequent 6 months may result in suspension without pay.
 - c. If an employee has 1 instance within 6 months after receiving a written warning under this policy, the employee may be suspended without pay for 1-5 days and notified that any instances in the subsequent 6 months may result in termination
 - d. If an employee has 1 instance within 6 months after being suspended under this policy, the employee may be suspended without pay for 5-10 days or terminated.
2. Nonstandard Discipline. A supervisor may deviate from the standard discipline if there are mitigating or aggravating circumstances.
3. Ineligibility for Certain Benefits. Any employee who has been suspended under this provision is not eligible for pay increases, steps, or participation in educational achievement, score corps, or pay for performance programs for 12 months after completing the suspension day(s).
4. Employee Assistance. An employee who receives a written warning or suspension under this policy may be required to consult with EAP as a condition of employment.

PASSED AND ADOPTED BY THE CITY OF WEST ALLIS COUNCIL SEPTEMBER 03, 2024.


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

Attest

Presiding Officer



Rebecca Grill, City Clerk, City Of
West Allis



Dan Devine, Mayor, City Of West
Allis

