

1. Village Board Special Meeting Agenda

Documents:

[04.01.2020 VB AGENDA.PDF](#)

1.1. Employee Manual Section 3.02 - Emergency Closing Leave

Documents:

[V.3.B EMPLOYEE MANUAL POLICY 3.02 FINAL.PDF](#)

Village of Cross Plains Board of Trustee Meeting

Special Meeting Notice and Agenda

Rosemary Garfoot Public Library Community Room
2107 Julius St, Cross Plains, WI 53528
(608) 798-3241

Wednesday, April 1, 2020
6:00 pm

Please note that due to current spacing requirements concerning COVID-19, the facility will have limited seating. The Village of Cross Plains will provide opportunities for, and encourage that the public participate virtually or by calling in. The log in information is as follows:

WebEx Conference Link:
<https://meetingsamer3.webex.com/meet/bchang>

+1-408-418-9388
Access Code: 296 035 841 #

Conference telephone line:

- I. Call to Order, Roll Call, and Pledge of Allegiance
- II. Public Comment – This is an opportunity for anyone to address the Village Board on any issue NOT on the current agenda. *Please observe the time limit of 3 minutes.* While the Village Board encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda.
- III. Report of Village Officers
 1. Village President
 2. Village Vice President
 3. Village Administrator/Clerk
 4. Miscellaneous Trustee Reports
- IV. General Business
 1. Discussion and Possible Action Regarding the Village’s Response to COVID-19.
 2. Discussion and Possible Action Regarding the Village’s Leave Policy on Emergency Closings.

V. Adjournment

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the Village Hall at (608) 798-3241 or bchang@cross-plains.wi.us.

Village of Cross Plains

Policy No. 3.02 **Leave Policies**
Issuance Date: **July 22, 2013**
Revision Date: **March 23, 2015; and December 14, 2015**

Amend the following language to:

4. Personal Leave

- A. Department Heads may grant an employee’s request for Personal Leave when important, non-medical circumstances occur that require an employee to miss work to attend to personal affairs that cannot be rescheduled to non-work hours. Such Personal Leave, not to exceed three (3) days per calendar year, shall be deducted from sick leave. Personal leave may only be authorized if the employee has exhausted his vacation benefits.

- B. Each request shall be reviewed by the employee's Department Head. If it is determined that the necessary requirements for Personal Leave have been fulfilled, the Department Head may authorize the use of up to a maximum of twenty-four (24) working hours for that purpose. The Village Administrator, upon the Department Head's recommendation, may extend the Personal Leave up to forty (40) working hours if circumstances warrant. Any request for Personal Leave over 40 working hours shall be approved by the village Board

Add the following language:

10. Leave – Emergency Closings

- A. Purpose. To provide a plan for employees in the event of an emergency closing due to inclement weather or another emergency situation. As a general practice, the Village of Cross Plains makes every effort to maintain its normal schedule of operations. The Village of Cross Plains may close all or parts of operations only in cases of extreme emergency caused by impassible roads, medical emergency, violent weather, energy loss, or other conditions seriously endangering the health and safety of employees and/or the general public.

B. Reporting to Work.

- (1) For the purposes of this section, “reporting to work” shall mean the conducting of any official Village business no matter the location.

- (2) Each employee accepts the responsibility for reporting to work at the employee's regularly scheduled time, regardless of prevailing weather conditions.
 - (3) Employees not reporting to work will not be paid, however, such employees may use vacation or personal leave or compensatory time to minimize or avoid a loss of wages as a result of the absence.
- C. Responsibility to Close. In the event the Village of Cross Plains is required to close or delay opening for business, or the situation is determined to be severe enough or expected to be severe enough to warrant closing down all or any non-essential operations, the decision will be made by the Village Administrator.
- D. Official Announcements. When the Village Administrator determines that it is necessary to close or delay the opening of all or any operations, the Village Administrator shall communicate the start and end times of the closing or delay to Department Heads via email and by phone who are, in turn, responsible for notifying their employees. The Village Administrator or his/her designee shall also post the start and end times on the Village's website and on the front door of the Village Hall.
- E. Village Closures. In the event that it is necessary to close or delay the opening of any operations per section C above and any or all non-essential employees are required to not report to work, the closure will be treated as a paid holiday for all employees not reporting for work and eligible for holiday pay.
- (1) Essential Personnel. For the purposes of this policy, "essential personnel" include all employees of the Police Department and the Public Facilities Department. The Village Administrator is authorized to designate additional employees as essential personnel based on the circumstances of the emergency situation.
 - a. Essential Personnel who are required to report to work during a closure will be paid as if they are working on a holiday.
 - (2) Personnel Who Desire to Leave Early. Non-essential Employees who desire to leave early when operations have not been shut down may do so with the approval of the Department Head. Employees will only be paid for the time actually worked, but they may use vacation time or compensatory time to minimize or avoid loss of wages as a result of the absence.
 - (3) Making up lost time. With the approval from the respective Department Head, employees may make up lost time so long as the make-up time is within the same week as the delayed opening or closure.