



**WISCONSIN SUPPLEMENT
2023**

ComplianceHR

Note: This Employee Handbook is not intended to apply to any particular employer or to provide legal advice or opinion. Such advice may only be given when related to specific handbooks and specific fact situations. In no circumstances should any employee handbook be adopted and issued to employees before the final draft has been approved by Littler Mendelson attorneys or other experienced labor counsel. Littler's employee handbook templates generally include policies prompted by federal and state laws in the employee policy context, as well as leave of absence and scheduling policies intended to comply with local laws in major municipalities (i.e., those with 100,000 residents or more). The handbook templates do not include the following: social media policies; drug-testing policies; policies related to municipal laws other than those specified above; or policies specific to government contractors or certain industries. Generally, the templates do not address industry-specific requirements, except where indicated.

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GENERAL INFORMATION

About This Wisconsin Supplement

Dahl Consulting (“The Company”) is committed to workplace policies and practices that comply with federal, state and local laws. For this reason, Wisconsin employees will receive the Company’s national handbook (“National Handbook”) and the Wisconsin Supplement to the National Handbook (“Wisconsin Supplement”) (together, the “Employee Handbook”).

The Wisconsin Supplement applies only to Wisconsin employees. It is intended as a resource containing specific provisions derived under Wisconsin law that apply to the employee’s employment. It should be read together with the National Handbook and, to the extent that the policies in the Wisconsin Supplement are different from, or more generous than those in the National Handbook, the policies in the Wisconsin Supplement will apply.

The Wisconsin Supplement is not intended to create a contract of continued employment or alter the at-will employment relationship. **Only the President/Owner of the Company or that person’s authorized representative has the authority to enter into an agreement that alters the at-will employment relationship and any such agreement must be in writing signed by the President/Owner of the Company or an authorized representative.**

If employees have any questions about these policies, they should contact their Dahl representative.

COMMITMENT TO DIVERSITY

Equal Employment Opportunity

As set forth in the National Handbook, the Company is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with Wisconsin law, which prohibits discrimination and harassment against any employees or applicants for employment based on race, color, creed, national origin, ancestry, age (over 40), sex (including pregnancy, childbirth, maternity leave or related condition), marital status, sexual orientation, certain arrest or conviction records, military service, use or nonuse of lawful products outside of work, disability, genetic information and HIV status. The Company also prohibits discrimination against an employee or applicant because that person declines to attend a meeting or participate in any communication about religious or political matters. The Company will not require an applicant or employee to submit to a lie detector test, except under limited circumstances and in accordance with applicable law. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

Political Opinions

The Company will not discharge or threaten to discharge an employee or take other adverse action for the purpose of influencing the employee's vote in an election or political contribution. The Company also will not attempt to influence employee votes by promising higher wages or other incentives in the terms and conditions of employment.

GENERAL EMPLOYMENT PRACTICES

Access to Personnel Files

Employees who wish to review their personnel file should submit a written request to their Dahl representative. The Company will provide access to the file within seven working days of the request.

Employees are allowed to review their files two times per calendar year. The review will take place at a location reasonably near the employee's place of employment, during normal working hours, unless the Company offers another time or location for the employee's convenience.

Employees are permitted to obtain a copy of their personnel files, but may be required to pay a reasonable copying fee for each page copied, not to exceed the actual cost of reproduction.

Employees involved in a current grievance against the Company may designate, in writing, a representative to inspect personnel records that may have a bearing on the grievance. Employees who wish to designate an agent to inspect the personnel file must indicate that designation in their written request.

The following records are not subject to inspection by employees: records relating to the investigation of possible criminal offenses committed by the employee; letters of reference for the employee; portions of test documents (other than a cumulative score); materials used by the Company for staff management planning; personal information about another employee, the disclosure of which would constitute an unwarranted invasion of that person's privacy; records relevant to any other pending claim between the Company and the employee, which may be discovered in a judicial proceeding; and certain medical records.

Employees who believe that any information in their personnel file is incorrect may submit a written request for a correction to their Dahl representative. If the Company does not agree with the employee's requested correction, the employee may submit a written statement explaining his or her position on the matter. The statement will become a part of the employee's personnel file.

PAY PRACTICES

Meal Breaks for Minors

Minor employees under the age of 18 will be provided at least a 30-minute uninterrupted meal break for each six-hour period of work. Meal breaks will begin reasonably close to 6 a.m., 12 noon, 6 p.m. or 12 midnight, or approximately midway through any six hour work period. During the break employees will be relieved of all duties. The uninterrupted 30-minute meal break will be unpaid for nonexempt employees.

Any employee who is unable to take all of the breaks to which he or she is entitled in accordance with this policy, or who has been prevented or discouraged from taking a break to which he or she is entitled under this policy, should immediately notify their Dahl representative.

All nonexempt employees must record their meal breaks.

TIME OFF AND LEAVES OF ABSENCE

Mandatory Time Off / Day of Rest

The Company will provide employees with at least 24 consecutive hours of rest in every seven consecutive days. The day of rest will not necessarily be provided every seven days. For example, an employee may be scheduled to work 12 consecutive days within a two-week period, with a day of rest on the first and last days of the two-week period.

This policy does not apply in the case of machinery or equipment breakdown or other emergency that requires the immediate services of experienced and competent workers to prevent serious injury, property damage or suspension of necessary operations and such workers are not otherwise immediately available.

Employees who wish to voluntarily waive their right to a day of rest within a seven day period may do so provided they execute a written waiver and voluntarily choose to work on what would otherwise be a day of rest.

Family and Medical Leave of Absence

We recognize that an employee may need to be absent from work for an extended period of time for family and/or medical reasons. Accordingly, the Company will grant time off to employees in accordance with the requirements of the federal Family and Medical Leave Act (“Fed-FMLA”) and the Wisconsin Family and Medical Leave Act (“WFMLA”). Where both the Fed-FMLA and WFMLA apply, the leave provided by each will count against the employee’s entitlement under both laws and must be taken concurrently. An employee who is eligible for leave under only one of these laws will receive benefits in accordance with that law only.

The following policy addresses employee rights under the WFMLA. Employees should refer to the National Handbook for additional detail regarding the Fed-FMLA. All questions concerning this policy should be directed to their Dahl representative.

Under the WFMLA, eligible employees are entitled to take the following leave in each calendar year:

Up to six weeks of family leave for the birth of a child or placement of a child for adoption or as a precondition to adoption;

Up to two weeks family leave to care for a child, spouse, domestic partner or parent suffering from a serious health condition; and

Up to two weeks medical leave for an employee to care for the employee’s own serious health condition that makes the employee unable to perform his or her job.

For purposes of this policy, a “parent” includes a natural, foster, adoptive or stepparent or a legal guardian of an employee or of the employee’s spouse or domestic partner.

Employees may start family leave for the birth or adoption of a child no earlier than 16 weeks before the estimated date of birth or placement for adoption, and no later than 16 weeks after the actual date of birth or placement for adoption. No more than one six-week period of leave may be used by employees for the birth or adoption of any one child.

Eligibility

To be eligible for leave under this policy, employees must have been employed by the Company for more than 52 consecutive weeks, and at least 1,000 hours during the preceding 52-week period.

Reduced Schedule/Intermittent Leave

Employees may take leave for the birth or placement of a child or for a family member’s serious health condition as a partial absence from employment. However, a partial absence must be scheduled to avoid unduly disrupting Company operations.

Employees must provide a proposed schedule for the leave in a reasonably prompt

manner. The schedule must be sufficiently definite to allow the Company to schedule replacements as needed.

An employee may schedule medical leave when medically necessary.

Requesting Leave

Employees who wish to take planned family or medical leave must notify their Dahl representative with reasonable promptness when they become aware of the need for WFMLA leave and should identify the planned dates of the leave. The Company may require employees to provide written notice of the need for leave, except where written notice is not possible because of the need for immediate health care consultation or treatment.

Certification of Health Care Provider

The Company reserves the right to require certification from a health care provider regarding the person requiring care, whether that is the employee or the employee's spouse, child or parent. The Company may request certification: (1) that the employee or the employee's family member has a serious health condition; (2) of the date on which the serious health condition commenced and its probable duration; and (3) of the medical facts regarding the serious health condition. When employees request medical leave for their own serious health condition, the Company may also require a medical certification that explains the extent to which the employee is unable to perform his or her employment duties. At the Company's expense, the Company may also require a second medical opinion regarding an employee's own serious health condition or the serious health condition of an employee's family member. Employees are expected to cooperate with the Company in obtaining additional medical opinions that the Company may require.

Benefits

The Company will continue making contributions for an employee's group health benefits during a leave on the same terms as if the employee had continued to work. This means that, if an employee wants benefits coverage to continue during a leave, the employee must also make any premium payments that the employee is now required to make for the employee or the employee's dependents. The Company may require that employees pay the premiums for up to eight weeks of coverage in advance of the leave, in which case the Company will place the amount into an interest-bearing escrow account in a financial institution and pay the employee's contributions from the account as they become due during the leave. The Company will return the amount in escrow, plus interest, if the employee terminates employment. If the employee ends employment within 30 days after returning from leave under this policy, the Company may deduct its costs for health insurance coverage during the leave from the escrow account.

No loss benefits accrued prior to the leave will occur as a result of leave under the WFMLA, but employees are not entitled to any benefit or position that they would not have been entitled to if they did not take the leave.

Return from Leave

Upon return from leave, employees will be returned to work at the position of employment held by the employee when the leave commenced or, if that position is not available, to one with equivalent benefits, pay, working shift, hours of employment and other terms and conditions of employment.

Employees have no greater right to continued employment or reinstatement than if they had been continuously employed. For example, employment may be terminated in conjunction with layoff or job elimination during a leave of absence the same as if the employee was not on leave.

Substitution of Paid Leave

Leave taken under this policy is unpaid, although depending upon the circumstances, employees may be eligible for short or long-term disability payments and/or workers' compensation benefits under those insurance plans. Also, employees may choose, but are not required, to substitute accrued vacation/paid time off (PTO) benefits for all or a portion of the WFMLA leave. All such payments will be integrated so that employees will receive no more than their regular compensation during this period. The use of paid benefits will not extend the length of a WFMLA Leave.

Military Leave—Federal Active Duty and Federal Government Service

In addition to the military leave rights set forth in the National Handbook, Wisconsin employees who are ordered into federal active duty for 90 days or more will be entitled to a leave of absence. Employees whose services are requested by the federal government for national defense work as a civilian during a national emergency will also be entitled to this leave of absence.

Leave under this policy will be unpaid.

The Company will reemploy employees returning from federal active duty or federal government service, so long as:

- The employee worked in a regular full or part-time (i.e., not temporary) position;
- The cumulative length of the absence for federal active duty or federal government service did not exceed five years, unless extended by law;
- The employee is still qualified to perform the duties of the position;
- The employee provides evidence of satisfactory completion of the duty or service or of discharge from the United States armed forces under conditions other than dishonorable; and
- The employee applies for reemployment and resumes work within 90 days after completion of the duty, service or discharge from the United States armed forces, or within six months after release from hospitalization for a service or duty-related injury or disease.

Upon reinstatement, employees' leave for federal active duty or federal service will not be treated as an interruption of employment (except with regard to pay for the leave period). Returning employees will be entitled to participate in insurance, pensions, retirement plans or any other benefits to the same extent as other employees who took leaves of absence at the time when the employee's federal active duty or federal service leave began.

The Company will not terminate employees returning from leave under this policy, without cause, within one year following the date of reemployment.

Military Leave—National Guard and State Defense Forces

In addition to the military leave rights set forth in the National Employee Handbook, Wisconsin employees may take a military leave of absence for any of the following types of active state service:

Active duty in the national guard of Wisconsin or of any other state or territory of the United States;

Active duty in the State Defense Forces; or

Active service with the state laboratory of hygiene during a state of emergency relating to public health.

Leave under this policy will be unpaid.

Employees who are absent from employment because of active state service are considered to be on furlough or leave of absence and are entitled to receive all rights and benefits not determined by seniority that are generally provided to employees having similar seniority, status, and pay who are on furlough or leave of absence.

Employees who have coverage under the Company's health insurance plan will be able to continue such coverage for themselves and their dependents for 18 months after going into active service, except that coverage will terminate if the employee fails to submit a timely notice of intent to return to employment. Employees who elect to continue healthcare coverage and who are absent from a position of employment for more than 30 days may be required to pay up to 102% of the full premium for that coverage for the period of coverage that exceeds 30 days.

The Company will reemploy employees who are Wisconsin residents and returning from leave for active state service, unless reemployment is impossible or unreasonable because of changed circumstances, reemployment presents an undue hardship for the Company or the position the individual held before leaving to serve was for a brief, nonrecurrent period. Unless one of these exceptions applies, the Company will reinstate employees, as long as:

The cumulative length of the absence and all other absences for active state service or federal active duty does not exceed five years;

The employee's active state service was terminated under honorable conditions;

The employee provided advance written or verbal notice of the obligation or intention to perform active state service; and

The employee timely notified the employer in writing of his or her intent to return to work.

The Company will not deny reemployment to employees who fail to provide the advance notice of state active service, if providing the notice was precluded by military necessity or otherwise impossible or unreasonable under all of the relevant circumstances.

Employees must notify the Company of their intent to return to employment following state active service in accordance with the following timing requirements:

For individuals whose period of service was less than 31 days or was for the purpose of an examination to determine the person's fitness to perform service in the state active services, not later than the beginning of the first full regularly scheduled work period on the first calendar day following the completion of the period of service, safe transport to the individual's residence and an additional eight hour period;

For individuals whose period of service was more than 30 but less than 181 days, not later than 14 days after completion of the period of service;

For individuals whose period of service in the uniformed service was for more than 181 days, not later than 90 days after the completion of the period of service;

For individuals hospitalized for, or convalescing from, an illness or injury incurred in or aggravated during the period of military service, not later than the end of the period necessary to recover (generally not to exceed two years).

Exceptions to the above timing requirements will apply when providing notice is either impossible or unreasonable through no fault of the person. In those cases, notice must be provided as soon as possible.

An employee returning from military leave must provide the Company with the following documentation:

proof that his or her application is timely;

proof that his or her service has not been terminated under other than honorable conditions; and

proof that the employee has not exceeded the maximum amount of leave available.

The Company will not deny reemployment to employees who fail to meet the documentation requirement if the failure occurs because such documentation does not exist or is not readily available at the time of the request. If, however, documentation becomes available subsequent to reemployment establishing that the requirements outlined above were not met, the Company may terminate the employment relationship and any benefits provided.

For 180 days following the date of reemployment after a leave of absence lasting 30-180 days, the Company will not discharge the returning employee without cause. The Company will not discharge employees returning from leave lasting more than 180 days, without cause, for one year following the date of reemployment

Upon return, the employee will be provided with the seniority and the [rights and benefits](#) determined by seniority that he or she had on the date that the military leave began plus the additional seniority and [rights and benefits](#) that he or she would have attained but for the leave.

Civil Air Patrol Leave

Employees who are members of the Civil Air Patrol will be eligible for up to 15 days of unpaid leave per calendar year, but no more than five consecutive days at a time, to respond to emergency missions, so long as the leave of absence does not unduly disrupt the Company's business operations.

Employees must obtain authorization before leaving work to respond to an emergency.

The Company may require that employees seeking leave under this policy provide written verification of their membership in the Civil Air Patrol and may require that employees provide a written statement from their Civil Air Patrol commander certifying participation in Civil Air Patrol activities during the leave of absence.

Emergency Responder Leave

Employees who serve as volunteer emergency responders may arrive late to work or be absent from work in order to respond to an emergency, provided they have complied with the Company's notice requirements set forth below.

For purposes of this policy, "volunteer emergency responder" means a person who is a volunteer firefighter, emergency medical technician, first responder, ambulance driver for a volunteer fire department or fire company, a public agency or a nonprofit corporation.

Time off under this policy will be without pay, except that exempt employees may be paid for partial day absences, as required by law.

Employees must submit a written notification to their Dahl representative within 30 days of being certified as a volunteer emergency responder and must provide notice of any change in their status as a volunteer, including termination of that status.

Employees must make every effort to notify the Company when they will be late to work or absent from work to provide emergency services. If notification is not possible, employees must provide the Company with a written explanation from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider, to explain why prior notice was not given.

Employees who take time off to respond to an emergency may be required to provide a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider, stating that the employee responded to an emergency and listing the time and date of that response.

Election Officials Leave

Employees will be provided with a 24-hour leave of absence on Election Day to serve as an appointed election official. Time off under this policy will be without pay, except that exempt employees may receive pay as required by applicable law.

Employees taking leave under this policy must provide at least seven days' notice of the need for leave and documentation of their appointment from the municipal clerk.

Jury and Witness Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, intimidated or coerced because they served on a jury. In addition to leave for jury service, employees will be allowed time off to appear to testify under a lawfully issued subpoena in an action or proceeding relating to child welfare or a juvenile justice.

Employees on leave for jury duty will be considered to be on a leave of absence during jury service and will be entitled to participate in insurance or other benefits to the same extent as other employees on a leave of absence. Employees returning from leave will be reinstated to their prior position without loss of seniority.

Employees should provide their supervisor with notice of any jury summons or subpoena within a reasonable amount of time after receipt and before their appearance is required. Employees who must be absent for the purpose of complying with a subpoena to testify must provide notice of the absence on or before the first business day after receiving the subpoena. Verification of having served as a juror or witness may also be required.

Time spent engaged in attending court for prospective jury service, serving as a juror or serving as a witness is not compensable except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury duty. Additionally, employees who must be absent to testify regarding a crime against the employer or as a result of an incident involving the employee during the course of his or her employment will be paid for time spent away from work serving as a witness.

Time Off to Vote

The Company encourages all employees to fulfill their civic responsibilities and to vote in public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

Any employee who has less than three consecutive hours outside of working hours to vote while the polls are open may take up to one hour off from work, without loss of pay, to vote. Time off to vote may be unpaid if the employee does not use the time to vote.

Time off to vote will be in addition to any meal break.

Employees must provide notice of the need for time off to vote to their supervisor before Election Day so that the time off can be scheduled to minimize disruption to normal work schedules. The Company may specify the particular time during which the employee may be absent to vote.

Proof of having voted may be required.

Bone Marrow or Organ Donor Leave

Eligible employees will be allowed up to six weeks of unpaid leave in a 12-month period to serve as a bone marrow or organ donor. Leave may be taken only for the period necessary for the employee to undergo and recover from the bone marrow or organ donation procedure.

Employees are eligible for leave if they have worked for the Company for more than 52 consecutive weeks and for at least 1,000 hours during the preceding 52-week period.

Employees who wish to take leave under this policy must provide advance notice of the bone marrow or organ donation in a reasonable and practicable manner and must schedule the donation procedure so that it does not unduly disrupt Company operations (subject to the approval of the donee's health care provider). Employees who seek leave under this policy must provide a certification issued by the health care provider of the bone marrow or organ donee or of the employee (whichever is appropriate) that indicates the following: the donee has a serious health condition necessitating a bone marrow or organ transplant; the employee is eligible and has agreed to serve as a bone marrow or organ donor for the donee; and the amount of time expected to be necessary for the employee to recover from the bone marrow or organ donation procedure.

When the reason for taking bone marrow or organ donation leave overlaps with approved leave under the federal Family and Medical Leave Act and/or the Wisconsin Family and Medical Leave Act, the leaves will run concurrently.

The leave of absence will be unpaid. However, employees may substitute available paid or unpaid leave for portions of bone marrow or organ donation leave under this policy.

During a leave of absence under this policy, the Company will maintain group health insurance coverage in the same manner and under the same conditions that applied immediately before the leave commenced. If the employee continues making any required contribution for participation in the group health insurance plan, the Company will also continue making group health insurance premium contributions as if the employee had not taken the leave.

In most circumstances, upon return from this leave, an employee will be reinstated to his or her original job or to an equivalent job with equivalent pay, benefits, working shift, hours of employment and other terms and conditions of employment. However, an

employee is not entitled to a right, employment benefit or employment position to which he or she would not have been entitled if he or she did not take a leave.

If an employee on bone marrow or organ donation leave wishes to return to work before the end of the leave as scheduled, the Company will reinstate the employee within a reasonable time that does not exceed the original scheduled duration of the leave.

The Company will not discriminate or retaliate against any employee for requesting or taking a leave under this policy or for opposing an unlawful practice related to this policy.

SAFETY AND SECURITY

Smoke-Free Workplace

In accordance with Wisconsin law, the Company prohibits smoking in the workplace and within 15 feet of any window, ventilation intake or entrance to the workplace. If employees wish to smoke they must do so outside the Company's facilities during scheduled work breaks.

Employees wishing to smoke may do so during scheduled work breaks outside Company facilities where smoke does not migrate back into the workplace.

Employees that observe other individuals smoking in the workplace have a right to object and should report the violation to their supervisor or to another member of management. Employees will not be disciplined or retaliated against for reporting smoking that violates Wisconsin law or this policy.

Employees that violate this policy may be subject to disciplinary action up to and including termination.

Cell Phone Use / Texting While Driving

As set forth in the National Handbook, the Company prohibits employees from using cellular phones for business reasons while driving or for any reason while driving for work-related purposes or driving a company-owned vehicle. Employees should also be aware that texting while driving is a violation of Wisconsin law, in addition to being a violation of company policy.

Weapons in the Workplace

In the interest of maintaining a workplace that is safe and free of violence, and in accordance with the policy set forth in the National Handbook, the Company generally prohibits the presence or use of firearms and other weapons on the Company's property, regardless of whether or not the person is licensed to carry the weapon. In

compliance with Wisconsin law, the Company permits those who lawfully possess a firearm to store a firearm or ammunition inside a personal vehicle, even when the vehicle is driven or parked on property used by the Company or used in the course of employment. Such lawfully possessed firearms and ammunition may not be removed from the employees' personal vehicle or displayed to others for any reason.