

CHAPTER 23: GENERAL PERSONNEL POLICY

SECTION 23.01 TITLE AND PURPOSE

This ordinance is titled the "Town of Baraboo General Personnel Policy Ordinance". The purpose of this ordinance is to establish the authority for the Town Board to carry out its duties in providing a nondiscriminatory and safe environment for its officers, employees and agents while providing capable and qualified individuals to protect the interests of the Town.

SECTION 23.02 AUTHORITY

The Town Board of the Town of Baraboo has the specific authority, pursuant to Wis. Stat. §§ 19.59, 60.22, 60.32, 60.321, 60.37, 111.31, 111.322 and 111.345, and has the authority to establish certain qualifications, duties, powers, and terms of employment for certain Town employees and Town officers and to establish a written personnel policy.

SECTION 23.04 GENERAL COMPLIANCE

A. STATE AND FEDERAL LAWS

The Town of Baraboo, its officers and its employees will comply with federal and state laws, federal and state regulations, and this ordinance, relating to any possible discrimination by the Town of Baraboo related to hiring, promotion, transfer, compensation, lay off, and termination of any Town employees and non-elected, Town of Baraboo officers.

B. AUTHORITY TO ESTABLISH TERMS OF EMPLOYMENT

The Town Board has, by this Chapter, designated itself as the general authority to hire, compensate, promote, transfer, discipline, terminate, and establish any other terms and conditions of employment for Town employees and for Town non-elected officers.

SECTION 23.05 GENERAL APPLICATION AND HIRING PROCEDURES

The Town of Baraboo shall have a written job description developed, prepared, approved, and published for every employee and non-elected officer position of employment in the Town. These job descriptions shall be updated once, or more, every ten (10) years.

SECTION 23.06 SAFE WORK PLACE

The Town of Baraboo shall comply with Wis. Stat. § 101.11, relating to an employer's duty to furnish a safe work place for the employer's employees. A written safety policy shall be provided for all employees and this policy shall be updated once every year.

SECTION 23.07 ETHICS

Town of Baraboo elected officials may not use their public position or office to obtain financial gain or anything of substantial value for the private benefit of themselves or for an organization with which the official may be associated.

SECTION 23.08 CONFLICT OF INTEREST ACTIONS

A Town of Baraboo official or employee is deemed to have a conflict of interest regarding a matter in which the official or employee is involved, during the discharge of their official duties for the Town, where the action will result in or produce substantial benefit to the Town official or employee or to that person's immediate family.