

Voicemail and Calendar Cheat Sheet

Situation	Need to update voicemail greeting	Need to mark calendar	Outlook color coding to use	Need to update out of office email message
Working offsite		X (if 4 hours or more)	Working Elsewhere	
Off the grid— unavailable— for 4+ hours		X	Purple (out of office)	
Off the grid— unavailable— for 8+ hours	X	X	Purple (out of office)	X
On vacation	X	X	Purple (out of office)	X
In a meeting/ appointment		X	Blue (busy)	

Note: you can always mark an event on your calendar as private so that any details you include in the description are not visible to other employees; the color coding is still visible.

LEAPP CHEAT SHEET

Suggested Voicemail Greeting

Hi, you've reached the voice mailbox of Laura Kushner. Please leave a message. I return calls on the same business day or at least within 24 hours. Otherwise, you may e-mail me at l-k-u-s-h-n-e-r@lmc.org. Thanks!

Out of Office Messages

Turn on your out-of-office message whenever your normal response time changes significantly.

Always turn on your out-of-office message when you will be offline for two or more consecutive business days.

I will be unavailable December 21-26th, 2020. I will begin returning e-mails on December 27. League offices are closed on December 24 and 25, 2017. Please ask for anyone in the HR Department by calling 1-800-925-1122 or 651-281- 1200 or e-mail us at hrbenefits@lmc.org. *Someone will return your call or e-mail within a few hours. Thanks!

*Ask you supervisor what is appropriate for your department.

Exempt Only	Non-Exempt Only	BOTH exempt/ non- exempt
<p>Not required to record hours worked on any given day, or to record when you are performing work</p> <p>Do need to record paid leave time taken</p> <p>During a leave of absence, must record specific hours worked and paid leave time taken</p>	<p>Still required to record actual hours worked, for each day worked</p> <p>All hours over 40 still must be approved by supervisor before worked. Will continue to be paid for more than 40 hours of work per week at a rate of time and one-half overtime (or compensatory time off) as indicated on timesheet.</p> <p>Paid for 40 even if worked somewhat less</p>	<p>If you are absent/unplugged for two full consecutive work days, then you must take paid leave for both days</p> <p>Weekends and holidays not considered work days.</p> <p>If no work is done on both a Friday and the following Monday, you must take two days of vacation, sick leave (as appropriate) or leave without pay</p>

LEAPP* Tip Sheet

*League Empowerment and Performance Program

What does LEAPP really mean?

LEAPP is the League's work culture program. The basic idea of LEAPP is that as League employees, we all have results we are working towards achieving for our cities



and for our fellow co-workers. Those results are our primary focus. When and where our work is performed is something each of us can determine,

as long as we continue to meet our results. With that said, in a team environment, employees regularly check in with each other and with their supervisors to ensure adequate coverage prior to "unplugging" for a day or more. Your supervisor approves your results and is the primary person who determines whether you are meeting them. You and your supervisor will talk about your results often during your employment but especially during your annual performance evaluation.

What are the basic ground rules?

Yep, there are a few. Here are the most important ones:

Keep your calendar up to date. It's important that your coworkers are able to schedule appointments with you. Also, the League is being flexible with you so please return the favor by being flexible about changing your personal commitments if someone is struggling to find a time that works for everyone and your calendar is the hold-up.

Tip: If you're going to be unavailable for four or more hours, update your calendar to reflect that.

Tip: If you're working offsite, show that time as "working elsewhere."

Be responsive. Stay up to date on your e-mails and voicemails. Return e-mails and calls on the same business day as much as possible but always within 24 hours.

Tip: It's perfectly fine to leave a voicemail or send an e-mail that says, "I don't have your answer yet but I'm working on it; I should have it by (Friday)."

Tip: An ideal voicemail message is one that tells the caller when they can expect a return phone call.

LEAPP is a privilege, not a right. Under the LEAPP program, you only need to take vacation when you are gone for more than one full day. This gives you a lot of flexibility! With great flexibility, comes great responsibility ... to meet your results and give the League your best effort on your job duties.

Tip: We expect and understand that employees will use the flexibility of LEAPP and sometimes that means less than a 40-hour work week, even for a non-exempt employee. If this occurs every week for an extended period of time, we might question whether there's a need for a full-time position

Tip: Non-Exempt employees who check their e-mail from home need to count that as "hours worked" and record it on their timesheet. That's the law.

LEAPP means you are treated like an adult. Make your own decisions, spend your time the way that makes sense for your life. Just make sure you're giving back as much as you're getting.



Work Remote (WR) Guidelines

Objective

Wisconsin Municipal Mutual Insurance Company (WMMIC) considers work remote (WR) to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. WR allows employees to work away from the office for part of their regular workday or workweek. WR is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not a company-wide benefit, and it in no way changes the terms and conditions of employment with WMMIC.

Guidelines

1. WR is defined as an informal arrangement for employees to work outside the office. Other informal, short-term arrangements may be made for employees to the extent practical for the employee and the organization, if approved by management.
2. Consistent with the organization's expectations of information security for employees working at the office, employees working remotely under these guidelines are expected to ensure the protection of proprietary company and customer information accessible while off- site. This would include regular password maintenance, using the company provided computer, connecting to the VPN, company provided mobile device and any other steps appropriate for the job and the environment.
3. WR employees must be available during their respective (normal) core business office hours, unless noted on their outlook calendar.
4. WR does not apply to any hours an employee may work on Saturday or Sunday. WMMIC does not require employees to work on weekends. An employee may be on work status if they are travelling or if approved by management.
5. WR employees under these guidelines are expected to track, account for, record and promptly report to WMMIC all time worked.
6. All work rules and laws that apply at the office, such as but not limited to, discrimination and harassment rules and laws, workers' compensation laws and workplace conduct rules, apply to WR employees under these guidelines.
7. WMMIC will not provide additional hardware, software or home internet connection. WR employees must supply all equipment necessary to be able to work remotely.
8. Employee must to keep their outlook calendar up to date and be accessible by instant messaging when working remotely.



9. WR is *not* designed to be a replacement for appropriate child care.
10. The availability of WR as a flexible work arrangement for employees of WMMIC can be discontinued at any time at the discretion of the employer (without any notice).
11. Non-exempt employees are expected to be in the office for **30 hours**
12. Exempt employees are expected to be in the office for **15 hours**.
13. All employees may choose to do their hours in the office as full days or may consider half days throughout the week.
14. An offsite meeting / mediation or hearing off site is considered a remote day.
15. If a nonexempt employee is taking PTO or if there is a holiday during the week the nonexempt employee may still take a WR day if approved my management.
16. Employees on WR will be required to attend meetings. WR is not an excuse to deny meeting attendance. Employees are expected to be in the office for staff and section meetings. If the employee does need to work remote this should be communicated to management and the employee should plan to attend via web meeting.
17. WMMIC expects the sections do their best to be sure there is one Workers' Compensation and one liability adjuster in the office at all time. Employees are responsible for coordinating this coverage with their respective teams.
18. Employees may not work remotely more than two Fridays in a row without approval from management. If necessary, WMMIC management will assign a Friday/Monday WR rotation. Employees may not work remotely on a Friday and the following Monday on a routine basis.
19. Working remote should be scheduled on a week-by-week basis. Management will not work around remote days for scheduling meetings more than a week in advance.

Exceptions to the guidelines may be given on a case by case basis and should be approved by management.

Questions on these Guidelines should be directed to the Operations Manager or Executive Director.

I acknowledge I have read and understand these guidelines.

Date

Employee Signature