WISCONSIN STATE ADDENDUM

This addendum to the MCAD Handbook (the "Wisconsin Addendum") applies to all eligible employees working in the state of Wisconsin. The Wisconsin Addendum modifies and supersedes some, but not all, of the policies set forth in the Handbook. To the extent there are any inconsistencies between the Handbook and the Wisconsin Addendum, the terms of the Wisconsin Addendum shall control. If you have any questions regarding the application of the Wisconsin Addendum, please contact Human Resources.

The College will provide employees with all required state notices and posters.

Equal Opportunity Employment

In addition to the protected classifications outlined in our general Equal Employment Opportunity policy, the College also prohibits any form of discrimination or harassment based on arrest record, conviction record, military service, use or nonuse of lawful products off the employer's premises during nonworking hours, and declining to attend a meeting or to participate in any communication about religious matters or political matters.

Voting Leave

Eligible employees are entitled to up to three (3) successive hours away from work for the purpose of voting in elections. Employees must notify the College of his or her absence prior to election day. Employees may apply available, accrued paid leave for a voting-related absence; otherwise, time away from work to vote is unpaid.

Bone Marrow and Organ Donation

Employees may take up to six (6) weeks leave in a 12-month period for the purpose of serving as a bone marrow or organ donor. To be eligible, you must have been employed for at least 1000 hours during the past 52 consecutive weeks. The employee must provide the College with written verification that the employee is to serve as a bone marrow or organ donor, and leave may be taken only for the period necessary to undergo and recover from the procedure. Employees should contact the Human Resources Department with questions related to leave under this policy.

Personnel Files

The College will permit a current or former employee, not more than seven days after receipt of a written request, an opportunity to review and copy the employee's personnel documents that are or have been used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, termination or other disciplinary action, and certain medical records not more than two requests in a calendar year. Such inspection shall take place during regular working hours near the employee's place of employment unless a more convenient time and place for the employee are arranged.

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