



**POLICY 2025-01**  
***EMERGENCY VOLUNTEER RESPONSE***

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PURPOSE: The purpose of this policy is to provide guidelines to employees responding to emergencies as first responders during Village work hours.

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**1. INTENT**

Wisconsin State Statutes (103.88) allows volunteer emergency responders to be late or absent from work when responding to an emergency during working hours. The statute does not entitle the employee to wages during an absence. The Village of Hobart appreciates the work of volunteerism of emergency responders and this policy will establish procedures for absence while responding to an emergency during Village work hours.

**2. POLICY**

A. Notifications

1. An employee shall notify the Village no later than 30 days upon joining or becoming an emergency responder.
2. When responding to an emergency during working hours, the employee shall make every effort to notify their direct supervisor of the emergency.
3. When an employee is late for regularly scheduled work, the employee shall make every effort to notify their direct supervisor of the emergency.
4. The employee shall notify the Village upon termination of the emergency responder position.

B. Wages when late or absent due to an emergency response

1. When an employee is late to a regularly scheduled workday while responding to an emergency, they shall not be eligible for their regular wages until arriving to work and notifying their direct supervisor.
2. When an employee must leave during work hours to respond to an emergency, the employee will be eligible for their regular wages if the following parameters are met.
  - a. Employee shall notify their direct supervisor upon leaving.
  - b. The employee returns to work within one (1) hour of the absence and notifies the supervisor upon return to work.
3. If the emergency absence is extended beyond one (1) hour the employee will not be eligible for their regular wage for the entire duration of the emergency.

C. Definitions


1. "Emergency" means a fire, hazardous substance release, medical condition, or any other situation that poses a clear and immediate danger to life or health or a significant loss of property.

2. "Responding to an emergency" includes going to, attending to, and returning from an emergency.

### 3. EFFECTIVE DATE

This policy shall take effect on February 5<sup>th</sup> 2025, and supersedes all previous policies regarding emergency volunteer response.

This policy has been approved by the Board of Trustees of the Village of Hobart, Brown County, Wisconsin, at a regular meeting of the Board, held on February 4<sup>th</sup> 2025.

  
Richard Heidel, President, Hobart Village Board

Attest:

  
Aaron Kramer, Administrator, Village of Hobart, WI

  
Lisa Vanden Heuvel, Village Clerk, Village of Hobart, WI