



Our intention is to have in-person meetings going forward. For the time being, we will hold the City Committee Meetings, Plan Commission, Council and most others at the Community Room at 933 Michigan Avenue. This in-person location will meet the legal requirement for our open meetings.

We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

AMENDED

AGENDA

PERSONNEL COMMITTEE

Members

- Alderperson Kneebone
- Alderperson Olson
- Alderperson Lang
- Alderperson Birr
- Alderperson Donahue

Date and Time:	May 11, 2026 6:25 PM (or immediately following previously scheduled meeting)	Location:	Community Room 933 Michigan Avenue, Stevens Point, WI <u>OR</u> <u>Zoom Teleconferencing</u> Meeting ID: 856 6830 9241 Passcode: 972584 By Computer: Zoom Link By Phone: +1-312-626-6799 (US Chicago)
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Discussion and Possible Action on:

1. Roll Call.
2. Request to renew onsite annual flu vaccine services with Aspirus Health Group, Inc.
3. Request to approve M3's Proposal to Enhance Fiduciary Oversight and Investment Management for City Retirement Plans.
4. ***Employee seeking Public Office per Policy 1.10 Employee Participation in Political Activity- (2) Non-Partisan Activity.
5. Adjourn into Closed Session (approximately 6:35 p.m.) pursuant to Wisconsin State Statute 19.85(1)(c) [considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility] to consider a request for leave of absence without pay.
6. Reconvene into Open Session (approximately 5 minutes after adjourning into closed session) for action on the request for a leave of absence without pay.
7. Adjournment.

PLEASE TAKE NOTICE that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00p.m.

PLEASE TAKE FURTHER NOTICE that a quorum of the Common Council may be in attendance at this meeting.

City Of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594



May 5, 2026

MEMORANDUM

TO: Personnel Committee Members
FROM: Sandy Frasch, HR Manager
RE: Renew Onsite Annual Flu Vaccine Services

As part of the Wellness Program, the City of Stevens Point contracts with Aspirus Health Group, Inc. (Aspirus) to conduct onsite annual flu vaccines.

In 2025, Aspirus' onsite flu clinic fee was \$21.00 per vaccine and a \$67.00 per hour fee.
In 2026, Aspirus' onsite flu clinic fee is \$23.00 per vaccine and a \$69.00 per hour fee.

Staff is requesting to renew onsite annual flu vaccine services with Aspirus for the 2026-2027 flu season for part-time and full-time staff.



**AGREEMENT
BETWEEN
ASPIRUS MEDICAL GROUP, INC.
AND
CITY OF STEVENS POINT**

This Service Agreement (“Agreement”) is made by and between **ASPIRUS MEDICAL GROUP, INC.**, a Wisconsin nonstock, nonprofit corporation, on behalf of its Business Health Department (“Aspirus”), and **CITY OF STEVENS POINT** (“Client”) and is effective as of May 1, 2026 (the “Effective Date”) through April 30, 2027.

In consideration of payment of the fees and costs by Client as set forth below, Aspirus agrees to provide the following support services:

- **Onsite Flu Clinic (“Services”)** **\$23.00** per vaccine
- **Onsite Hourly Fee** **\$69.00** per hour
 - Hourly Fee includes set up and tear down.
 - Travel will be added to hourly fee if greater than 10 miles from nearest Business Health Clinic

2026-2027 Flu clinics start October 1, 2026

Client will pre-order flu vaccines in advance and will be charged for these flu vaccines and hourly fee once services are completed.

Number of boxes (10 doses per box) of vaccines Client is pre-ordering for the 2026-2027 flu season _____

Client will be charged in full for all vaccines ordered above and no returns are accepted.

All fees for the Services rendered by Aspirus to Client pursuant to this Agreement shall be paid by Client no later than thirty (30) days after the date on which the Services were rendered.

All information and data generated by Aspirus in the performance of the services required by this Agreement shall be and remain the property and responsibility of Client. The duly authorized agents of each party hereto have executed this Agreement effective as of the Effective Date.

Onsite Contact: _____ Phone Number: _____
(PLEASE PRINT)

Billing Contact: _____ Phone Number: _____
(PLEASE PRINT)

PO #: _____ Email: _____
(ONLY IF REQUIRED/APPLICABLE)

ASPIRUS MEDICAL GROUP, INC.

Robbin Pederson

Director System Business Services

Date:

CITY OF STEVENS POINT

Name: _____

Title: _____

Date:

City Of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594



May 5, 2026

MEMORANDUM

TO: Personnel Committee Members
FROM: Sandy Frasch, HR Manager
RE: Request to approve M3's Proposal to Enhance Fiduciary Oversight and Investment Management for City Retirement Plans

Nationwide Retirement Solutions currently manages the City of Stevens Point's 457 and Post Employment Health Plan (PEHP) retirement plans. In May 2025, the City appointed Grant Argall of M3 Financial to review the City's retirement plans including pricing, product structure, and investment options.

Grant's initial discussions with Nationwide, Nationwide offered fee concessions and improvements to the investment options and expressed a desire to continue managing the 3.5% fixed PEHP accounts.

M3 Financial can fill a fiduciary role in the City's Nationwide 457 plan and improve investment selection with no change in cost to the program. M3 Financial's fee of .15% would apply to non-fixed assets to ensure individuals in the fixed account do not have a change in crediting rate. Nationwide's revised proposal would offset that cost. This change can be made as a contract update and administrative change; it will not involve a transition process for the City or its employees.

Department Heads have recommended the City engage with M3 Financial to provide independent fiduciary oversight of the Nationwide 457(b) retirement plan.

Key Benefits:

- Fiduciary oversight by an independent, fee-only advisor
- Improved investment selection with no participant impact
- Transparent, participant-friendly fee structure
- No change to participant costs or the City's budget
- No administrative burden or service disruption

We believe this proposal offers a significant enhancement to the management and fiduciary oversight of the City's retirement plans – providing improved investment guidance and oversight with no added cost to City staff or requiring additional resources. We respectfully request approval of the attached M3 Financial Service Agreement to move forward with implementing these improvements.

Wisconsin Deferred Compensation (WDC) program and WRS State Pension will remain unchanged. Grant's review focused solely on the retirement plans administered by Nationwide.

Retirement Plan Advisory Agreement

(For use with Non-ERISA plans)



Plan Profile - Summary of Services - Fees

Effective Date _____

Plan Profile

* = required information

Name of Plan*			
Name of Employer ("Client")*		Address*	
Employer Tax ID*	City*	State*	Zip*
Plan Tax ID (if different than Employer ID)	Phone Number*	Email*	
Name of Recordkeeper/Platform Provider¹*			Plan ID
Advisor Representative(s)*			Comp Code*

Additional information about Client and the Plan may be added to Exhibit A attached hereto. Such information may be updated by a Party without amending this Agreement pursuant to the notice requirements set forth herein.

Summary of Services

Check all that apply. A description of each service may be found in Exhibit B, attached hereto.

Advisory Services	Non-Advisory Consulting Services
<ul style="list-style-type: none"> Investment Advice Capacity <i>(check all that apply)</i> <li style="padding-left: 20px;">Investment Selection and Monitoring <li style="padding-left: 20px;">Default Investment Alternatives <li style="padding-left: 20px;">Third-Party Advisors and/or Managers <li style="padding-left: 20px;">Model Portfolios Investment Manager Capacity <i>(check all that apply)</i> <li style="padding-left: 20px;">Discretionary Investment Selection, Management and Monitoring of Investments <li style="padding-left: 20px;">Default Investment Alternatives <li style="padding-left: 20px;">Third-Party Advisors and/or Managers <li style="padding-left: 20px;">Model Portfolios Investment Policy Statement Non-Discretionary Participant Advice 	<ul style="list-style-type: none"> Service Provider Liaison Plan Governance and Education Participant Enrollment - up to _____ sessions/year Participant Education - up to _____ sessions/year Financial Wellness Services² Plan Search Support/Vendor Analysis Benchmarking Services Assistance Identifying Plan Fees Plan Design Consulting³

¹ If more than one platform provider, please input the additional providers in the Additional Information section in Exhibit A.

² Separate fees may apply.

³ Please see Fee section on next page.

Agreement

This RETIREMENT PLAN ADVISORY AGREEMENT (“Agreement”) is made by and between Global Retirement Partners, LLC (“Advisor”), through its investment advisor representatives associated with (each an “Advisor Representative”), and the above-referenced client (“Client”) regarding each retirement plan identified in the Plan Profile (singularly and collectively, the “Plan”). Advisor and Client shall be individually referred to as a “Party” or collectively, as the “Parties.” This Agreement shall be effective as of the Effective Date upon an authorized designated employee of Advisor signing the Agreement.

1. ACKNOWLEDGEMENT AND DISCLOSURES

- a. Client acknowledges that sufficiently before this Agreement, it received information from Advisor regarding the Services (as defined below), compensation, fiduciary obligations, and any conflicts of interest to make an informed decision to engage Advisor. The information provided included, but was not limited to, Advisor’s Form ADV Part 2 (A and B), Advisor’s privacy policy and this Agreement (“Disclosure Documents”).
- b. Client acknowledges that the Disclosure Documents, including but not limited to Sections 2, 3, 6.a, 6.c, and 10 of this Agreement, satisfy any disclosures required by Applicable Law (as defined below).
- c. In addition to the Termination section herein, Client acknowledges that this Agreement may be terminated without penalty within five (5) business days after entering into this Agreement.
- d. “Applicable Law” includes but is not limited to the Internal Revenue Code (“Code”); federal and state securities laws, rules, and regulations (including the Investment Advisers Act of 1940 (“Advisers Act”)); state retirement plan laws; and privacy and information security laws governing the use, disclosure, and safeguarding of nonpublic personal information.

2. SERVICES

Advisor, through its Advisor Representatives, agrees to provide the services selected above in the Summary of Services, as more fully described in Exhibit B (“Services”). Advisor shall not provide, nor be deemed to be providing, any services to the Plan or Client other than the Services expressly agreed to in this Agreement. Failure to mark a box is an express indication that Advisor shall not perform such service.

- a. **Advisory Services.** For any Advisory Services selected by Client, Advisor and Advisor Representative(s) shall each perform the applicable Services under the standards required under the Advisers Act and any state law applicable to retirement plans.
- b. **Non-Advisory Services.** For any Non-Advisory Consulting Services selected by Client, Advisor and Advisor Representatives shall perform the applicable non-advisory services solely in a capacity that would not be considered fiduciary under the Advisers Act or from time-to-time applicable state law. In addition, Advisor shall provide general educational services about retirement plans for Client and the participants of the Plan.
- c. **Cooperation.** Each Party agrees to cooperate fully in the furtherance of this Agreement. Client shall provide timely and accurate data, documents, and information about the Plan, its participants and beneficiaries, assets, and other relevant information (“Information”) and shall cause or authorize the Plan’s custodian, recordkeeper, administrator, investment providers and other third parties (“Service Providers”) to provide Information to Advisor so that Advisor can perform the Services. Client also authorizes Advisor to obtain

Information from Service Providers that Advisor may reasonably require to perform the Services. Such information includes plan and participant data, and Client consents to the use of such information by Advisor in the furtherance of the Services provided herein.

Client agrees that all Information provided to Advisor shall be true, correct, timely, and complete in all material respects. Client acknowledges that Advisor may rely on such Information without verifying its accuracy, nor shall Advisor guarantee the Information that it receives. Client agrees to promptly notify, or cause the Service Providers to notify, Advisor of any changes or errors in the Information, and promptly provide any updated or additional Information as may be reasonably requested by Advisor.

d. Limitation of Services. Client understands and agrees that in providing the Services:

- (1) Service Providers. Advisor will not act, or assume any duties, as the Plan's custodian, trustee, recordkeeper, third-party administrator, or other service providers to the Plan. Client shall be responsible for selecting and paying fees to these Service Providers.
- (2) Administration. Advisor will not have any discretionary authority or responsibility over the administration of the Plan or for the interpretation of Plan documents, including but not limited to the determination of eligibility or participation under the Plan, benefit claims, vesting, or the approval of distributions to be made by the Plan.
- (3) Valuation. Advisor may rely, without independent verification, upon the valuation of assets as provided by Client or Service Providers. Client acknowledges that any valuation will not be a guarantee of the market value of any asset in the Plan.
- (4) Prospectus Delivery and Proxies. Advisor will not have authority or responsibility to deliver prospectuses for the securities held by the Plan, to vote or advise with respect to voting of proxies, or to take any other action related to shareholder rights regarding such securities.
- (5) Tax and Legal Advice. Advisor shall not provide legal, accounting or tax advice to Client or the Plan.
- (6) Excluded Investments. Advisor shall not advise or recommend as to the following investments or features as part of the Services: employer securities, self-directed brokerage accounts or similar feature and any investments therein, Alternative Investments,⁸ investments selected by Client and not by Advisor, or special instructions by Client pertaining to certain investments, or other investments set forth in Exhibit A.
- (7) Class Actions. Advisor is not responsible (a) for monitoring whether any class action lawsuits have been filed pertaining to investments in the Plan, or (b) for determining whether the Plan is eligible or should participate in a class action.
- (8) Plan Compliance. Advisor shall not be responsible for the Plan's compliance with the Plan's governing documents or Applicable Law, including but not limited to qualification requirements of the Code which may include receipt of a favorable qualification letter, determining or timely transmittal of plan contributions, filing of required government reports, or preparing or delivering notices or communications to the Plan's participants, or for notifying Client that any such notices or communications are required.

⁸ "Alternative Investments" means private investments and funds, commodity pools, private equity, venture capital, hedge funds, limited partnerships, non-publicly traded REITs, cryptocurrency, or crypto assets not traded in registered funds or ETFs, or other "alternative" investments. For the avoidance of doubt, collective investment trust funds (CITs) are not Alternative Investments.

3. FEES AND EXPENSES

- a. Fees.** Client agrees to pay Advisor the fees solely for the Services provided herein, in the manner set forth on page 2 of this Agreement (“Fees”). The Fees do not include fees charged by the Service Providers, investments, insurance contracts, other investment providers, or as described in Exhibit B hereto.
- (1) Plan Assets. Client represents that it shall determine and ensure that any Fees paid out of Plan assets are permissible in all respects under the Plan’s governing documents, and specifically authorizes such payment in accordance with Section 2, at the Advisors direction. Client agrees that no fees or expenses relating to formation, design, and termination of the Plan, unless otherwise permissible by Applicable Law, shall be paid out of Plan assets.
 - (2) Third-Party Payments. If Advisor, an affiliate of Advisor, or a broker-dealer associated with Advisor or Advisor Representative receives compensation directly from an investment or insurance provider in connection with the Plan or Services, such compensation shall be offset against the Fees.
 - (3) Valuation. In calculating any asset-based Fees, Advisor may rely upon the valuation of assets provided by Client or the Plan’s custodian or recordkeeper without independent verification. Unless Advisor agrees otherwise, no adjustments or refunds will be made in respect to any period for (a) appreciation or depreciation in the value of Plan assets during that period, (b) any partial withdrawal of assets from Plan assets during that period, and (c) all Fees shall be based on the total value of the assets in the account without regard to any debit balance.
 - (4) Accuracy and Errors. Client shall verify the accuracy of all Fees paid under this Agreement. Any miscalculation known to Advisor resulting in overpayment by Client or the Plan will be refunded promptly. Otherwise, Advisor shall have no liability regarding the Fees.
 - (5) Unpaid Fees. If any Fees remain unpaid after thirty (30) days, Client authorizes custodian or recordkeeper to pay the permissible Fees under Section 3.a(1) directly from Plan assets at the direction of the Advisor.

4. CONFIDENTIALITY AND PRIVACY

Each Party (in such capacity, the “Receiving Party”) agrees to keep Confidential Information (as defined below) of the other Party (in such capacity, the “Disclosing Party”) in strict confidence and in a manner set forth in the Information Security section of this Agreement.

- a. Confidential Information.** As used in this Agreement, “Confidential Information” means (1) information designated by the Disclosing Party as confidential, (2) information that is reasonably and customarily construed as proprietary or confidential, and (3) information deemed to be “nonpublic personal information,” “personally identifiable information,” or similar terms as defined under Applicable Law.

- b. Exceptions.** The term Confidential Information does not include any information which (1) is in the public domain through no fault or breach by the Receiving Party in violation of this Agreement, (2) was known by the Receiving Party prior to its disclosure by the Disclosing Party and was not obtained in such circumstances subject to a requirement of confidentiality, or (3) was developed independently of, and without the use of or access to, any Confidential Information exchanged under this Agreement.
- c. Use.** Each Party agrees not to use the other's Confidential Information for any purpose other than for the purposes and furtherance of this Agreement and not to make each other's Confidential Information available to a third-party, except that Confidential Information may be used or disclosed (1) to a Party's officers, directors or employees (and those of its affiliates) who have a business need to know such Confidential Information, (2) to a Party's attorneys, accountants, consultants, agents, independent contractors, Service Providers, subcontractors, or professional advisors who (a) have a business need to know such Confidential Information and (b) are subject to fiduciary, professional or written obligations of confidentiality substantially similar to the obligations set forth herein, (3) for general educational purposes to Client and its participants from time to time, and (4) as agreed to by the Parties for the benefit of the Plan and its participants and beneficiaries. Advisor also may use Confidential Information as described in Advisor's Privacy Policy and to enhance or improve existing services, and to develop new services, in each case under obligations of confidentiality at least as restrictive as those contained herein and in a manner that does not specifically identify any of Client's Confidential Information.
- d. Permitted Disclosure.** The Receiving Party may disclose Confidential Information as required to be disclosed under Applicable Law or pursuant to an order of a court or administrative body; provided, that, with regard to each such disclosure, the Receiving Party will provide the Disclosing Party with prompt notice of such request or order (to the extent permitted by Applicable Law), and shall, at Disclosing Party's option and sole expense, cooperate reasonably with the Disclosing Party in resisting the disclosure of such Confidential Information via a protective order or other appropriate legal action. If such protective order or other remedy is not obtained after commercially reasonable efforts, the Receiving Party, without liability under this Agreement, may furnish that portion of the Confidential Information that it is requested or required to be disclosed. Notwithstanding the foregoing, the Receiving Party is not required to notify the Disclosing Party if disclosure of Confidential Information is made to a regulatory agency, self-regulatory organization, or governmental agency in the course of such authority's routine examinations or inspections not targeted at the Disclosing Party and any such disclosure shall be permitted.
- e. Ownership.** All Confidential Information shall remain the sole and exclusive property of the Disclosing Party. Neither Party shall acquire any intellectual property rights of the other Party. The Parties shall not use each other's names, logos, trademarks, or other intellectual property without the prior written consent of the Party whose name, logo, trademark, or other intellectual property is contemplated for use.
- f. Return of Confidential Information.** Upon written request by the Disclosing Party, the Receiving Party shall: (1) return to the Disclosing Party all Confidential Information, all documents or media containing the Confidential Information, and any and all copies or extracts thereof, and/or (2) destroy the Confidential Information, and any and all copies or extracts thereof, and provide the Disclosing Party with written certification of such destruction signed by an authorized representative of the Receiving Party; provided, however, that the Receiving Party is entitled to retain copies of such Confidential Information as it is required to retain pursuant to Applicable Law or internal document retention policies, that are electronically stored or archived in the ordinary course of business, and for defending or maintaining any litigation relating to this Agreement, in each case subject to the confidentiality and non-use obligations set forth herein.
- g. Injunctive Relief.** A Party may seek injunctive relief pursuant to Section 14.b for any breach or threatened breach of this Section 4.

5. INFORMATION SECURITY/DATA COLLECTION

- a. Information Security.** Each Party shall maintain commercially reasonable and effective systems to safeguard against unauthorized access, disclosure, use, destruction, loss, or alteration to Confidential Information, including measures as required by Applicable Law. Each Party must hold Confidential Information to at least the same extent that the Party maintains its own Confidential Information, but no less than a reasonable standard of care or any higher standard of care as required by Applicable Law. Each Party shall provide each other with the information regarding such security safeguards upon the reasonable request of the other Party.
- b. Data Breach Notification.** In the event of an actual data, network, or security breach by a Party that affects the confidentiality of the other Party's Confidential Information, the breached Party will promptly notify the other Party subject to Applicable Law. Each Party agrees that no public statements will be made regarding a data, network or security breach involving client data without prior written approval from the other Party. The breached Party agrees to take reasonable measures to mitigate and notify about the breach pursuant to Applicable Law.

6. REPRESENTATIONS AND WARRANTIES

- a. Mutual.** Each Party represents and warrants that:

- (1) It is duly organized, validly existing and in good standing under Applicable Law.
- (2) It shall obtain and maintain any authorizations, permits, certifications, licenses, filings, approvals, registrations, or consents from any third party or governmental authority in connection with this Agreement.
- (3) It has the full legal authority to enter into this Agreement and to perform its obligations hereunder.
- (4) This Agreement constitutes a valid and binding agreement enforceable against it in accordance with its terms.
- (5) It complies and will comply with Applicable Law in the performance of its obligations hereunder. If an amendment of this Agreement becomes necessary to comply with Applicable Law, it agrees to amend this Agreement as reasonably necessary to comply.
- (6) It has had the opportunity to obtain independent accounting, financial, investment, legal, tax or other appropriate advice related to this Agreement; and, it has carefully read and fully understands the terms and consequences of this Agreement.
- (7) It understands and agrees that Advisor Representatives are not parties to this Agreement.

- b. Client.** In addition to any other representations and warranties in this Agreement, Client represents and warrants that:

- (1) It has the power and authority to appoint Advisor under the terms of the Plan, and to enter contractual arrangements with third parties to assist in the discharge of these and related duties.
- (2) It has reviewed and considered the contents of the Agreement and has determined (a) the Services to be authorized by the Plan, consistent with and in the best interest of the Plan and its participants, and necessary for the operation of the Plan, and (b) the Fees are reasonable and appropriate for the Services rendered.

- (3) It will provide Advisor with copies of the Plan, trust documents, and amendments thereto, pursuant to which the Plan and trust will be administered, as well as copies of any subsequent amendments or restatements of those documents, all of which meet the applicable retirement plan and trust requirements under the Code and regulations thereunder.
- (4) The individual signing the Agreement is duly authorized under law to sign on behalf of the Client and Plan, and no other signatories are required.
- (5) It will operate and administer the Plan in compliance with Applicable Law.
- (6) It will promptly notify about and provide Advisor with any amendments to the Plan's governing documents that are reasonably expected to alter or affect Advisor's performance of Services.
- (7) It will instruct Advisor if it is the intention of Client not to bear the costs of operating the Plan and desires that the investments within the Plan are to pay, directly or indirectly, amounts to or on behalf of the Plan to cover some or all of the expenses of the Plan.
- (8) It will instruct Advisor if it is the intention of Client to give primary consideration to investment options made available by applicable Service Providers or a third party specifically identified by Client.
- (9) It understands that past investment performance may not be indicative of future results and there is risk of loss. Different types of investments involve varying degrees of risk, and there can be no assurance that the future performance of any specific investment, investment strategy, or product (including the investments recommended or selected by Advisor for inclusion in the Plan's menu), will be profitable, meet any corresponding index or historical performance levels, be suitable for any specific participant, or prove successful. Client acknowledges that investment losses can and will occur.
- (10) It understands that Advisor will not engage in activity identified in Section 2.d as part of the Services.
- (11) Advisor may provide other services to plan participants when the services are independently sought by participants, including recommendations about the advisability of taking distributions from the Plan or investing distributions. These other services will not be part of the Services of this Agreement and will be pursuant to a separate agreement with the participant.

c. Advisor. In addition to any other representations and warranties in this Agreement, Advisor represents and warrants that:

- (1) It is registered as an investment advisor with the Securities and Exchange Commission and all applicable states as necessary and shall maintain such registration through the term of this Agreement.
- (2) All personnel providing Services hereunder shall be appropriately licensed as required by Applicable Law.
- (3) No judicial, administrative, or regulatory proceeding, investigation or administrative charge or complaint is pending or threatened, which could result in any material adverse change in its financial condition, operating results, or business or which would reasonably be expected to have a material adverse effect on its ability to perform its obligations hereunder.
- (4) It will disclose to Client any material changes to the information regarding the Services, compensation, and conflicts of interest as soon as reasonably practicable, but not later than sixty (60) days from the date on which Advisor acquires knowledge of the material change or as otherwise required by Applicable Law (unless such disclosure is precluded due to extraordinary circumstances beyond Advisor's control, in which case the information will be disclosed as soon as practicable).

- (5) If Advisor makes an unintended error or omission in disclosing information to Client, Advisor will disclose the correct information to Client as soon as practicable but not later than thirty (30) days from the date Advisor knows of the error or omission.
- (6) It does not receive any direct or indirect compensation from the providers of investment products it recommends, except to the extent those sources are used to pay the compensation due under this Agreement or to cover expenses incurred by Advisor's employees or Advisor Representatives to attend industry and educational events, as well as to learn about the provider's products and to host client events. As a result, the only compensation Advisor receives for its provision of Services under this Agreement are the fees specified herein.

7. INDEMNIFICATION

- a. Advisor.** Advisor shall indemnify, defend, and hold harmless Client, its directors, employees, representatives, and the Plan from and against any and all third-party claims, damages, losses, and expenses (including reasonable attorneys' fees and expenses) that arise out of or are related to Advisor's (1) material breach of this Agreement, (2) breach of its fiduciary duty to the Plan, participants and beneficiaries, or (3) gross negligence, or intentional misconduct; provided that, in any case, such indemnification shall not apply in the case of (a) Client's or the Plan's breach of fiduciary duty, negligence, intentional misconduct, or breach of any applicable representations, warranties or obligations under this Agreement or (b) any general market decline, investment losses directly resulting from Client's failure to follow Advisor's investment advice, or Client's decision to use plan revenue sharing to pay plan expenses.
- b. Client.** Client and the Plan shall, to the extent permitted by Applicable Law, indemnify, defend, and hold harmless Advisor, its directors, employees, representatives, and Advisor Representatives from and against any third-party claims, damages, losses, and expenses (including reasonable attorneys' fees and expenses) that arise out of or are related to (1) Client's material breach of this Agreement, breach of fiduciary duty, gross negligence, or intentional misconduct, (2) claims related to this Agreement that are made by Client's employees or Plan participants, or (3) any acts or omissions by another Plan fiduciary or Service Provider; provided that, such indemnification shall not apply in the case of Advisor's breach of fiduciary duty, negligence, intentional misconduct, or breach of any applicable representations, warranties or obligations under this Agreement. Nothing contained herein shall condition or limit any limitation of liability, immunity, affirmative defense, or procedural safeguard afforded to Client by law, including but not limited to those contained in Chapter 893 of the Wisconsin Statutes.
- c. Notice and Procedure.** An indemnified party seeking indemnification will promptly notify the indemnifying party of any claim for indemnification and allow the indemnifying party to control the defense of such claim; provided, however, that the failure to provide timely notice will not relieve the indemnifying party from any liability hereunder except to the extent such failure materially prejudices the indemnifying party's rights. The indemnifying party may not settle any claim (1) that involves a remedy other than the payment of money by the indemnifying party without the indemnified party's reasonable written consent; and (2) no such compromise or settlement is hereby authorized unless the indemnified party obtains a complete release of liability under such compromise or settlement. In the event the indemnifying party fails to promptly assume the defense of the claim or to promptly and reasonably conduct the defense, the indemnified party will have the right to control the defense of the claim, at the sole cost and expense of the indemnifying party.

8. LIMITS OF LIABILITY

IF PERMITTED BY APPLICABLE STATE OR FEDERAL LAW, NEITHER PARTY SHALL BE ENTITLED TO RECOVER FROM THE OTHER PARTY, NOR ITS EMPLOYEES, AFFILIATES OR AGENTS (INCLUDING ADVISOR REPRESENTATIVES) ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES IN CONNECTION WITH THIS AGREEMENT, EVEN IF THE OTHER PARTY HAS BEEN ADVISED OF, OR HAD REASON TO KNOW OF, THE POSSIBILITY OF SUCH DAMAGES. Advisor will not be responsible or liable for the acts, failures to act, or omissions by Client, its employees or agents, any other fiduciary of the Plan, current or former Service Providers, or any participant under the Plan.

9. NON-EXCLUSIVITY

Client understands that Advisor may perform services similar to the Services for other clients. Client recognizes that Advisor may give advice and take action in the performance of its duties for other clients (including those who may have similar retirement plan arrangements as Client) that may differ from the advice given, or in the timing and nature of action taken, with respect to the Plan or Client. Advisor has no obligation to advise Client in the same manner as it may advise any of its other clients.

10. TERM AND TERMINATION

- a. Term.** The term of this Agreement shall commence on the Effective Date and shall continue until terminated under the terms of this Agreement.
- b. Termination.** Either Party may terminate this Agreement: (1) upon thirty (30) days written notice to the other Party, (2) immediately upon a material breach (including unpaid Fees), which breach remains uncured for a period of thirty (30) days following notice thereof given by the non-breaching party, or (3) immediately when a Party files bankruptcy or receivership or is declared to be insolvent; a Party has its corporate authority revoked or has necessary licenses withdrawn, suspended or revoked by a regulatory authority; a legally enforceable and binding notice from a regulatory authority requiring a party to terminate the Agreement; or, upon the advice of counsel, continuation of this Agreement would violate Applicable Law.
- c. Fees Obligations.** If Fees are paid in arrears, Advisor shall be entitled to its pro rata fees through the date of termination. If fees are paid in advance, any unearned fees will be returned.
- d. Services.** Except as set forth herein or as agreed to by the Parties, all Services shall cease on the date this Agreement is terminated.
- e. Pending Transactions.** Termination shall not affect the liabilities or obligations of the Parties arising from transactions initiated before the date of termination, and such liabilities and obligations shall survive the termination of this Agreement until such time they have been performed.
- f. Reasonable Assistance.** Upon termination of this Agreement, Advisor agrees to provide reasonable assistance to Client in Client's transition to a new advisor.
- g. Survival.** The following Sections shall survive termination of this Agreement: 3 - 10 and 14.

11. RESERVED

12. SUBCONTRACTORS

Advisor may engage third parties as subcontractors in the furtherance of Advisor performing the Services; provided that Advisor will oversee and be responsible for any subcontractor, and any agreement entered into between Advisor and a subcontractor is consistent with the terms of this Agreement and includes a confidentiality provision and an information security provision that is at least as restrictive as Sections 4 and 5 of this Agreement.

13. ELECTRONIC SIGNATURE AND DELIVERY

The Parties agree that this Agreement may be executed by electronic or digital signature. Client consents to receive communications, disclosures and notices in electronic format, and such consent shall continue until revoked. Client also authorizes Advisor to deliver documents and communicate with the Plan and its participants or beneficiaries using electronic means, including email and posting to a website. Client, and not Advisor, is responsible for determining whether the use of such electronic communication complies with Applicable Law.

14. DISPUTE RESOLUTION

- a. Arbitration.** In the event of any dispute arising out of or relating to this Agreement, the Parties agree first to attempt in good faith to resolve the dispute through negotiations between persons designated by each Party. If the matter is not resolved within ten (10) business days of receipt of a written request to negotiate by one Party from the other Party, then any claim or controversy arising out of or relating to this Agreement shall be resolved by binding arbitration under the Commercial Arbitration Rules of the American Arbitration Association. The Parties hereby agree that judgment upon the award by the arbitrator(s) may be entered in any court having jurisdiction.
- b. Injunctive Relief.** Notwithstanding Section 14.a, each Party acknowledges that nothing in this Agreement shall preclude either Party from seeking equitable relief, including but not limited to temporary and/or permanent injunctive relief, for any breaches of the Agreement where the non-breaching party may suffer irreparable harm and damages cannot be calculated and would be an inadequate remedy. Each party hereby waives any requirement for the posting of a bond or any other security in connection therewith.
- c. Waiver of Jury Trial.** Notwithstanding Section 14.a, if a dispute cannot be arbitrated and must be resolved in court, the PARTIES HEREBY IRREVOCABLY WAIVE THE RIGHT TO REQUEST A JURY TRIAL, TO THE FULLEST EXTENT PERMITTED BY LAW, AND ANY SUCH LITIGATION SHALL BE TRIED BY THE JUDGE SITTING AS THE FINDER OF FACT AS WELL AS THE JUDGE OF THE APPLICABLE LAW.
- d. Costs and Attorneys' Fees.** For any proceeding, claim or cause of action brought by a Party, the prevailing party shall be entitled to recover, in addition to any other amounts awarded, the reasonable legal and other related costs and expenses incurred by such party, including without limitation reasonable attorneys' fees.

15. MISCELLANEOUS

- a. Independent Contractor.** The Parties are independent contractors of each other. Nothing in this Agreement shall create or be deemed to create a relationship of employer/employee, principal/agent, joint venture, partnership, franchise, or other legal relationship.
- b. Governing Law.** Unless preempted by federal law (including the Advisers Act and the Federal Arbitration Act), the validity, interpretation, and performance of this Agreement shall be governed by the laws of the state of the Client, without reference to its conflicts of law provisions.

- c. Entire Agreement; Binding Effect.** This Agreement, including, any exhibits, schedules, incorporations by reference, amendments and addenda, contains all of the understandings and representations between the Parties pertaining to the subject matter hereof and supersedes all previous and contemporaneous understandings, agreements, representations, warranties and communications, whether oral, written or otherwise communicated with respect to such subject matter. All provisions of this Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns.
- d. Severability.** If any provision of this Agreement is held to be invalid or unenforceable in any respect or for any reason, including a provision inconsistent with a current or future law or regulation, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way. Any invalid or unenforceable provisions of this Agreement shall be replaced with a provision that is valid and enforceable and most nearly reflects the intent of the invalid or unenforceable provision.
- e. Amendment.** Advisor may amend this Agreement pursuant to the procedures set forth in Section 15.g. No other amendments of this Agreement shall be valid unless in writing and signed by both Parties.
- f. Assignment.** Neither Party may assign or delegate this Agreement without the written consent of the other Party; provided, however, subject to Applicable Law, that in the event of a change of control or ownership of Advisor that would result in an “assignment” of this Agreement under the Advisers Act, Advisor may assign this Agreement pursuant to the procedures set forth in Section 15.g. Upon the completion of a permitted assignment, this Agreement shall be binding upon and shall inure to the benefit of the Parties and their respective successors and permitted assigns.
- g. Procedures for Negative Consent for Certain Amendments and Assignments.** Advisor may amend the Agreement pursuant to Section 15.e or assign pursuant to Section 15.f by giving Client at least sixty (60) days’ advance written notice of the terms of the assignment or amendment. Notice shall be given in a manner set forth in Section 15.j. The notice will (1) explain the terms of the amendment or assignment, (2) fully disclose any resulting changes in the Parties because of the amendment or assignment, (3) identify the effective date of the amendment or assignment, (4) explain the other Party’s rights to object to and reject the amendment or assignment, and, if applicable, to terminate the Agreement and the consequences thereof, and (5) state that pursuant to the provisions of this Agreement, if Client fails to object to the amendment or assignment before the date on which it becomes effective, Client will be deemed to have consented to the amendment or assignment. If Client rejects the amendment or assignment, Advisor will not be authorized to amend or assign this Agreement and will have authority to terminate this Agreement under Section 10.
- h. Waivers or Limitations.**
- (1) Nothing in this Agreement shall in any way constitute a waiver or limitation of any rights which the Client or the Plan or any other party may have under Applicable Law.
 - (2) The failure of a Party to insist upon the strict performance of any of the terms and provisions of this Agreement, or the waiver by a Party or any breach or default of any of the terms and provisions of this Agreement, shall not be construed as a waiver by either Party to thereafter insist on strict performance or as a waiver of any subsequent breach or default, even if the subsequent breach or default is the same as or similar to the breach of default previously waived. No waiver by either Party shall be enforceable unless in writing and signed by the Parties.

i. Force Majeure. Neither Party shall be in default or otherwise liable for any delay in or failure of its performance under this Agreement to the extent such delay or failure arises directly or indirectly by reason of any cause beyond the reasonable control of such Party, including without limitation, an act of God; war; conflict; insurrection or terrorist attack(s); strikes or labor disputes; pandemic or epidemic; failure of communication lines, telephone, internet, systems or other utilities services; theft; material changes to laws, regulations, or rulings; adverse weather, power failures or events of nature; or other causes beyond the reasonable control of a Party (a “Force Majeure Event”). For the avoidance of doubt, a Force Majeure Event shall not include (a) financial distress or the inability of a Party to make a profit or avoid a financial loss, (b) changes in market prices or conditions, or (c) a Party’s financial inability to perform its obligations hereunder.

j. Notice. All notices required by this Agreement shall be in writing and either delivered by (a) registered or certified U.S. Mail, return receipt requested and postage prepaid, (b) a nationally recognized overnight courier service, or (c) email, and shall be effective on the date of acknowledgement (by non-automated means) if delivered by email or on the date of posting if delivered by courier service or mailed. Notices shall be delivered to:

Client

The address indicated in the Plan Profile

Advisor

Global Retirement Partners, LLC
Attn: Chief Compliance Officer
4340 Redwood Highway, Suite B60
San Rafael, CA 94903

k. Third-Party Beneficiary. This Agreement shall not be construed as granting any rights or benefits to third parties, including by way of example and not limitation, participants of the Plan, independent contractors, consultants, or other agents of the Parties, unless required by Applicable Law.

l. Headings. All captions, headings and subheadings are for ease of reference only and in no way will be understood as interpreting, decreasing, or enlarging the provisions of this Agreement.

m. Counterparts. This Agreement may be executed in any number of counterparts, each of which will be deemed an original and all taken together will constitute one and the same instrument.

Signature page follows

The Parties have caused this Agreement to be executed by their duly authorized representatives to be effective as of the Effective Date.

GLOBAL RETIREMENT PARTNERS, LLC

By: _____

Name: _____

Title: _____

Date: _____

CLIENT

By: _____

Name: _____

Title: _____

Date: _____

CLIENT

By: _____

Name: _____

Title: _____

Date: _____

ADVISOR REPRESENTATIVE ACKNOWLEDGEMENT

By signing below, the below named Advisor Representative confirms the Services to be provided under this Agreement. Advisor Representative only confirms the Services and is not considered a party to this Agreement.

By: _____

Name: _____

Date: _____

Exhibit A - Additional Information about the Client and Plan

Additional Client Profile Information

* = required information

Mailing address (if different)		
City	State	Zip
Billing Contact*	Billing Phone*	Billing Email*

Additional Plan Profile Information

Plan Type	Participant or Trustee Directed
403(b) 401(a)	Participant Directed
457(b) Other	Trustee Directed
457(f)	Both (explain)

Promoter Information (if applicable)
Promoter Name:

Plan Assets Excluded from Services

Advisory Services

Investment Advice. Advisor shall be appointed by Client as an Investment Advisor to the Plan. As such, Advisor shall provide advice to Client regarding the Plan; however, Client shall retain full authority or control over assets of the Plan and is responsible for all decisions regarding advice provided by Advisor, including, but not limited to, decisions relating to implementation and/or any recommendations made by Advisor or Advisor Representatives. Advisor and Advisor Representative shall not be responsible or liable for Client's execution or nonexecution of their recommendations. Advisor shall participate in periodic meetings (in person or virtual) as needed or as reasonably requested by Client to (i) review and discuss the Plan investment structure; (ii) discuss Plan investment performance; (iii) discuss any Plan investment changes; and/or, (iv) discuss any other topics relating to the Plan investments.

Investment Manager. Advisor shall be appointed by Client to provide discretionary investment management to the Plan. Advisor shall participate in periodic meetings (in person or virtual) as needed or as reasonably requested by Client to (i) review and discuss the Plan investment structure; (ii) discuss Plan investment performance; (iii) discuss any Plan investment changes; and/or (iv) discuss any other topics relating to the Plan investments.

Investment Selection and Monitoring. Based on the Plan's IPS or other guidelines established by the Plan, Advisor will review the investment options available to the Plan and will make recommendations to assist the Client to select the investments to be offered to Plan participants, or investments to be held by the Plan, in case of a trustee-directed plan. Once the Client selects the investments, Advisor will, on a periodic basis and/or upon reasonable request, provide reports, information, and recommendations to assist the Client to monitor the investments. If the IPS criteria requires an investment to be removed, Advisor will provide information, analysis, and recommendations to the Client to help evaluate replacing the investment with another.

Discretionary Investment Selection, Management and Monitoring. Advisor shall perform with full discretionary authority, subject to the Plan's IPS or other guidelines established by the Plan, to select, monitor and replace the Plan's investments for Plan participants, or investments to be held by the Plan, in case of a trustee-directed plan. Advisor will, on a periodic basis and/or upon reasonable request, provide reports, information, and recommendations to assist the Client to monitor Advisor's management of the Plan's investments. When necessary, Client shall execute a letter of direction, or other appropriate instruments, to the Plan's Service Providers or other third parties to evidence or otherwise grant Advisor the requisite authority to act on behalf of the Plan and Client.

Default Investment Alternatives ("DIA"). Advisor and Client shall discuss the form of the DIA (e.g., target date funds, model portfolios, managed accounts) for participants that do not direct the investment of their accounts. Once the form is decided by

the Client, Advisor shall be responsible for the Plan's DIA in its capacity of an investment advisor or an investment manager as selected and described in the Agreement and based on the IPS or other investment guidelines established by the Plan. If the DIA is a model or set of models, they will be made up of the underlying DIAs made available to Plan participants. Client retains sole responsibility to provide all notices to participants as required under Applicable Law.

Third-Party Advisors and/or Managers. Based on the IPS or other investment guidelines established by the Plan, Advisor shall review third-party investment managers and/or third-party advisors available to the Plan to manage some or all of the Plan's investments and/or prepare model portfolios. Once Advisor selects a third-party manager and/or investment manager to manage or advise some or all of the Plan's investments, Advisor shall complete its responsibilities in the capacity of an investment advisor or an investment manager as selected and described in this Agreement.

Model Portfolios. If Advisor serves as an investment manager, it will construct discretionary Model Portfolios and will diversify, reallocate, and rebalance the Model Portfolios and associated risk levels over time in accordance with generally accepted investment theories and in compliance with the Plan's IPS. If Advisor serves as an investment advisor, it will recommend, for consideration and approval by Client, (i) asset allocation or target date or risk-based model portfolios for the Plan to make available to Plan participants and (ii) funds from the lineup of investment options chosen by the Client to include in such Model Portfolios.

Investment Policy Statement ("IPS"). Client is responsible for preparing and adopting the IPS. Advisor shall provide suggestions to Client to complete the IPS. Advisor will review with the plan fiduciary the investment objectives, risk tolerance and goals of the Plan. If the Plan does not have an IPS, Advisor will suggest investment policies and guidelines to assist the plan fiduciary to establish an appropriate IPS. If the Plan has an existing IPS, Advisor will review it for consistency with the Plan's objectives. If the IPS does not represent the objectives of the Plan, Advisor will suggest revisions that will establish investment policies that are consistent with the Plan's objectives. Advisor will periodically review the IPS and suggest revisions to the Client as Advisor deems necessary.

Non-Discretionary Participant-Level Advice. Advisor will, periodically and upon reasonable request, meet with a Plan participant and collect information (directly from the participant and/or Client or its designee) necessary to complete a participant profile and identify the participant's individual investment objectives, risk tolerance, and time horizon. Based on each participant's profile, Advisor will make recommendations for investing the participant's account with the Plan's investments or Models, if available. The Plan participant retains sole discretion over control and/or the investment of his/her account.

Non-Fiduciary Consulting Services

Service Provider Liaison. Advisor shall assist the Client by acting as a liaison to the Service Providers to the Plan, including coordinating with the Service Providers in gathering information or documents for Client, but only under instructions from Client with the understanding that Advisor will not be responsible for ensuring Client or a Service Provider completes any duties or tasks assigned to them.

Plan Governance and Education. Advisor will provide education, training, and/or guidance for the Plan's fiduciaries and/or Plan committee. Such services shall be mutually agreed to by the Parties, which may include investment education (e.g., general financial, investment and retirement information; asset allocation; and interactive investment materials), educating on fiduciary and compliance responsibilities, reviewing objectives and options available through the Plan, reviewing participant education and communication strategies, reports to monitor the Service Providers, use of spending, forfeiture or other similar accounts, developing and maintaining audit ready fiduciary files, attending periodic meetings with the Plan committee, and analyzing the Plan's investments compared to the benchmarks set by the IPS.

Participant Enrollment. Advisor will assist Client in enrolling eligible participants in the Plan, which may include conducting enrollment and educational meetings about the benefits of participating in the Plan and the impact contributing will have on retirement.

Participant Education. Advisor will provide educational services, which may include, without providing personalized investment recommendations or advice, (1) in-person or virtual group sessions, (2) printed materials (e.g., posters, payroll stuffers, emails), (3) providing information about the Plan; general financial, investment, and retirement information; asset allocation models; market updates; interactive investment materials; and retirement options for terminated employees, (4) providing education about plan fees and expenses, and (5) helping participants assess their retirement readiness.

Financial Wellness Services. Advisor will provide financial wellness services through interactive software that it licenses to use with participants or refer Client to an affiliated or unaffiliated third party that provides such wellness services. Such services do not involve the provision of personalized investment advice or recommendations. Such services may require Client to enter into a separate agreement with the affiliated or unaffiliated third party and pay a fee for such services in addition to the Fees paid herein. If Client pays for wellness services out of Plan assets, Client understands that only participants of the Plan (and not all of Client's employees) may receive such services.

Plan Search Support/Vendor Analysis. Advisor will assist Client with the preparation, distribution and/or evaluation of requests for proposals or requests for information from current or potential vendors for selection by the Plan, as well as interviewing such potential vendors. Advisor also will assist Client with conversions to the selected vendor. In performing service provider search support services, Advisor acts solely in a non-investment advisory capacity.

Benchmarking Services. Advisor will provide Client with comparisons of Plan data (e.g., regarding fees, services, participant enrollment and contributions) to data from the Plan's prior years and/or a benchmark group of similar plans.

Assistance Identifying Plan Fees. Advisor will assist Client in identifying and monitoring the fees and other costs borne by the Plan for items specified by Client, including investment management, recordkeeping, participant education, participant communication and/or other services provided to the Plan.

Plan Design Consulting. Advisor will consult with Client about amending an existing Plan, terminating an existing Plan, or creating a new Plan, as Client may reasonably request and in advance of the change. This service is intended to be limited in scope, incidental to the Services otherwise contemplated by this Agreement, and paid for directly by the Client or, if permitted by Applicable Law, the Plan.

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481



Public Works

Engineering Department:
Phone: 715-346-1561
Fax: 715-346-1650

Streets Department:
Phone: 715-346-1537
Fax: 715-346-1687

May 8, 2026

To: Personnel Committee
From: Christopher Johnson, Streets Superintendent
Re: Employee Nonpartisan Political Activity

I intend to run for the nonpartisan position of Village Trustee for the Village of Kronenwetter, Marathon County, to fill a recent vacant seat. Per Administrative Policy 1.10, this office will not affect my ability to perform my duties to the City.

Respectfully,

Superintendent Johnson

campaign.

- B. The Personnel Committee, in consultation with the City Attorney, will make a determination as to whether an office is in conflict with an employee's duties. In making this determination, consideration will be given to the following items:
 - (1) The responsibilities of the office as they relate to those of the employee.
 - (2) The times when, and the amount of time needed to properly exercise the responsibilities of the office.
 - (3) The relationship with individuals or governmental units as a public official, in comparison to the relationship or possible relationship to the same individuals or governmental units as a City employee.
- C. Should it be determined that an office is in conflict with an employee's duties and responsibilities, the employee will be required to take leave without pay during the period of the campaign or while holding office.

3. Political Activity During Working Hours

Employees should not engage in political activity during working hours or while acting in the capacity of an employee of the City. This shall include, but is not limited to the distribution or wearing of political badges, buttons or printed matter or their placement on City property.

In addition, employees on leave of absence to run in or participate in a campaign may not solicit assistance or support from any City employee during working hours or on City property.

6. Employees on leave of absence will be subject to termination if actively employed elsewhere during the term of their leave.
7. If an employee is unable to return to work on the date stipulated, he/she may submit a written request to extend a leave of absence, to the Personnel Committee. If, on the date following the expiration of the leave of absence, an extension has not been requested and granted and the employee has not returned to his/her position, the employee shall be considered to have resigned from City employment.

An employee must exhaust all accrued vacation benefits before requesting a leave of absence.

Unauthorized Absence

An employee who is absent from duty without prior approval shall receive no pay for the duration of the absence, and shall be subject to disciplinary action which may include dismissal. It is recognized there may be extenuating circumstances for an unauthorized absence.