



# MEMO

## Human Resources

To: Personnel & Finance Committee  
From: Shanon Swaney, HR Director  
Date: December 5, 2022  
Re: Employee Handbook

The City of Kaukauna employee handbook recently underwent a full legal and compliance review. The purpose of that review was to ensure the handbook accurately captured the City's policies, procedures and was in legal compliance with current state and federal law. Council approved those updates in August. As a result of recommendations in our compensation study, additional handbook changes are being suggested. Additionally, two items of note came up after our last handbook update which I feel would be beneficial to add as points of clarify.

The following changes are being recommended to the handbook:

### Policies revised:

- Health Insurance (pg15)
  - Handbook currently states the City will pay its applicable share of the lowest cost Tier 1 plan in Outagamie County. Per State Statute, and State Health Plan Documents, the City can contribute no more than 88% (50% for qualified part-time) of the average premium cost of qualified tier 1 plans for qualified full-time staff.
- Vehicles (pg 42)
  - Statement is being added to note that when an employee is driving a personal vehicle for City use, the employee's personal vehicle insurance policy will be the primary payer in the event of an accident. However, the City's insurance policy will reimburse the employee towards their deductible expense in accordance with the City's insurance policy provisions (currently this amount is \$500).
- Vacation (pg 28)

- Based on findings in our comp study, it was recommended that in order to stay competitive with time off, the City increase its vacation award upon hire from 5 days to 10 days.
- Street Department Operational Procedures: Pay Policies (pg 81)
  - With the recommended updates to street department classifications as a result of the comp study, step up pay will no longer be defined as the rate of pay of the higher classification, rather, employees will receive a flat \$.50 per classification they are stepping up into. There will be three classifications Street 1 (ST2), Street 2 (ST2) and Street 3 (ST3).
  - Removing bullet point b indicating that employees shall be hired at the rate shown on the attached table. Wage tables are not attached to the handbook.

A full copy of the revised handbook is attached.