

basis for the duration of the temporary vacancy. Positions in the transit, police, and fire departments require the approval of the respective commissions.

- c. If the subordinate appointed under (b) is in a lower compensation classification than the vacant position, the subordinate shall receive additional compensation for the additional work assigned while serving in such an acting capacity. An increase of ten percent to the subordinate's base pay will be assigned when acting in full capacity; a reduced amount will be issued for limited acting duties or when partial duties are assigned. This amount will be paid to the subordinate as additional compensation while the replacement is taking on the duties of the vacant role. The additional compensation will in no case result in the subordinate being paid less than the minimum or greater than the maximum rate of pay for the classification in which the vacant position resides within the compensation structure.
- d. Within six months of the beginning of a temporary vacancy, the City Administrator will determine whether the opening will remain or a change in the table of organization needs to be made and will inform the employee filling the position on an acting basis as to the status of the replacement. The employee may be reclassified to the position the employee is performing.
- e. The Director of Human Resources is authorized to draft policies and procedures related to acting pay. Employees who are reclassified under (d) will have their pay adjusted to be consistent with the salary and wage schedules provided for under Sheboygan Municipal Code Section 18-71 and all related policies.

POLICY 4.8 PAID TIME OFF (PTO)

Qualified employees will be eligible for paid time off 30 days after hire and/or through time worked. Part-time, qualified employees that work between 20-39 hours per week will receive a prorated amount of paid time off based on their actual hours worked the previous year (if part-time the previous year) or the average scheduled projected hours worked divided by a 40-hour work week. PTO hours count toward hours worked in this calculation.

PTO is available for qualified employees to take vacation, handle personal business, or tend to unplanned issues in life. All time off must be coordinated with the employee's supervisor and are subject to supervisory approval where possible/practical to allow for continued departmental operations. All paid time off must be exhausted before any approved unpaid time will be allowed. If short-term disability insurance is elected by the employee, PTO may be adjusted to realize 40-hours per week worth of pay in conjunction with short-term disability benefits.

Employees will be granted PTO as of January 1 of each year based on their length of continuous service they will reach during the year with the City of Sheboygan in accordance with the schedules listed below.

- Non-Represented Employees working a normal 40 hour per week schedule:
 - Employees with 0-1 year of service: 80 hours (prorated from hire date – see table below)
 - Employees with 1-4 years of service: 160 hours
 - Employees with 5-12 years of service: 200 hours
 - Employees with 13-20 years of service: 240 hours
 - Employees with 21+ years of service: 280 hours
- Protected Service Non-Represented Employees working a 5-2 schedule:
 - <5 years of Service: 160 hours
 - 5-9 years of Service: 200 hours
 - 10-14 years of Service: 240 hours

15+ years of Service: 280 hours

- Protected Service Non-Represented Employees working a 24-hour shift:
 - <5 Years of Service: 14 Tours (336 hours)
 - >15 Years of Service: 17 Tours (408 hours)
 - >20 Years of Service: 18 Tours (432 hours)
 - >22 Years of Service: 19 Tours (456 hours)

Employees will be credited with the additional week of PTO in January of the year in which an employee reaches the milestone. For example, on January 1, Jane is employed four years and will reach her fifth year in March. Jane will get 200 hours of PTO as of January 1 that year.

Non-Represented full-time new hires shall receive pro-rated PTO at the following rates:

Month of Hire:	Hours of PTO:
January	80
February	72
March	64
April	56
May	48
June	40
July	32
August	24
September	16
October/November	8
December	0

Part-time employees may qualify for paid time off benefits if they are expected to work more than 20 hours in their first year. For this calculation, utilize the full-time equivalent percentage multiplied by the number of hours for a full-time employee from the above table. For the following calendar year, the calculation will be based on a lookback of actual hours worked. For this calculation, holiday and PTO count towards the average hours worked.

Example: Employee starting in July is expected to work 20 hours a week. Since this employee is a .5 FTE (20/40), the employee would qualify for 16 hours of PTO for July – December of their first year. On January 1 of the next year, there would be a look-back of the hours worked for the employee since their start date. This employee averaged 20 hours a week so would receive 80 hours of PTO.

*** ANY EMPLOYEE WHO LEAVES EMPLOYMENT WITHIN THE FIRST YEAR WILL NOT BE ELIGIBLE TO RECEIVE ANY PAYOUT OF PTO***

The Human Resources Department, as authorized by the City Administrator, has the ability to negotiate PTO for new hires based on previous work experience as it relates to the position applied for.

Employees may carry over up to 40 hours (48 hours for those who work 24-hour shifts) of paid time off into the next calendar year. This will automatically be processed by payroll.

PTO may not be donated to other employees.