

**RESOLUTION TO
UPDATE EMPLOYEE HANDBOOK VACATION LEAVE FOR PART TIME**

**SPONSOR: MAYOR MCFARLAND
FROM: FINANCE COMMITTEE**

WHEREAS, the City of Watertown adopted an Employee Handbook in 2012 and has amended the Employee Handbook with the most recent amendment occurring on July 5, 2022 and,

WHEREAS, with the adoption of the August 2021 changes the part time benefited employees were subject to prorating vacation leave based on the hours the employee worked previously in the year prior; and,

WHEREAS, there are several benefit eligible employee types in the City based on the amount of hours assigned to positions; and,

WHEREAS, the City of Watertown wishes to amend the vacation leave language to specify tiers of earning vacation leave dependent on the hours assigned to the position.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN THAT:

Article V Section B. "Vacation Leave" for Regular Part-Time Employees of the City of Watertown Employee Handbook be amended as follows:

Regular part time employees working at least twenty (20) hours or more per week shall earn a prorated amount of paid vacation in accordance with the schedule provided above for full-time employees. ~~Employees that work thirty (30) hours or more, but less than forty (40) hours will earn vacation at the rate of 75% of the full-time vacation allowance. Employees that work twenty (20) hours or more, but less than thirty (30) hours will earn vacation at the rate of 50% of the full-time vacation allowance. Employees that work less than twenty (20) hours will not be eligible for vacation allowance. The amount of prorated vacation shall be calculated by averaging the number of hours worked per week in the previous year and comparing to forty (40). (Example: Employee averaging thirty (30) hours per week in the previous calendar year shall receive seventy-five percent (75%) of the vacation provided to fulltime employees.)~~

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED September 20, 2022

CITY CLERK

APPROVED September 20, 2022

MAYOR