

Memo

To: Mayor McFarland & Finance Committee

From: Lisa Schwartz, Human Resources Generalist

Date: July 6, 2022

Re: Proposed Employee Handbook Updates

Please find the following agenda items for your consideration and approval.

The City of Watertown's handbook was reviewed and approved in its entirety August 2021. The remainder of the memo is requesting the clarification in the vacation section to incorporate earning tiers for the part time employees. The current policy refers to part time employees earning a prorated amount of vacation based on the previous year's hours worked. With the incorporation of the part time statuses, I recommend that vacation allowance be applied to part time employees based on the anticipated hours the position will require as designated at the time of hire or status change as approved by the department head. This anticipated hourly status will coincide with the tiers listed below.

1. Purposed Change

V. Benefits

B. Vacation

Regular Part-Time Employees

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 full-time employees.)~~

Thank you for your consideration of this policy adjustment. Please let me know if you have any questions.