

**RESOLUTION TO
AMEND THE EMPLOYEE HANDBOOK OF POLICIES AND PROCEDURES FOR
GENERAL UPDATES**

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

WHEREAS, the City adopted the current City of Watertown Employee Handbook of Policies and Procedures on July 6, 2012 with the most recent amendment occurring on August 21, 2023; and,

WHEREAS, the compensatory time payout is calculated and paid on the first pay date of December according to the current policy, and the proposed change to the last pay date in December will allow additional time for employees to use the compensatory pay; and,

WHEREAS, the update for relations covered under bereavement policy and specific language for regular part time employee eligibility; and,

WHEREAS, the update for the use of sick leave to care for members in the employee's household.

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

THAT Article IV. Employment Compensation letter E. Overtime and Compensatory Time shall be amended to read:

E. OVERTIME AND COMPENSATORY TIME

It is the City's policy to provide a consistent system for distributing overtime in compliance with the overtime pay provisions of the Fair Labor Standards Act. It is the policy of the City, wherever possible, to avoid the necessity of overtime. No overtime shall be performed without the approval of the department head or his/her representative. Employees shall be required to work any overtime when requested by their department head or his/her representative. Department heads and other supervisory employees may also be required to work over forty (40) hours per week.

- Work Week: A week shall be considered to start on Wednesday and end on the following Tuesday.
- Computation: For the purpose of computing overtime for full-time employees, hours worked in excess of an employee's regularly scheduled workweek will be considered for overtime purposes.

Non-Exempt Employees

All non-exempt employees of the City are to receive overtime compensation for all hours worked in excess of their regularly scheduled workweek. Compensation may be in the form of compensatory time off at the rate of one and one-half (1-½) hours for each hour of overtime worked or in the form of pay at the rate of one

and one-half (1-½) times the employee's normal hourly rate. Holidays, vacations, compensatory time, and sick leave shall be included in the calculation of hours worked. The employee may elect to take compensatory time in lieu of monetary payment. Use of compensatory time off shall be at the discretion of and with the approval of the department head.

Compensatory time off may be accumulated to a maximum balance of eighty (80) hours during the calendar year. Compensatory time shall not be allowed to be carried over at year end. The compensatory account balance cannot exceed the eighty (80) hours maximum balance but can be refilled up to eighty (80) hours at any point in the year. Unused compensatory time may be exchanged for the cash equivalent payable on the ~~first-last~~ pay ~~date check~~ of December of each year. ~~Any remaining compensatory time prior to the last pay date of the year will be paid out to the employee on the last payroll check of the year.~~ Any compensatory time prior to the last pay period end date of the year through the last day of the year shall be recorded and paid as overtime.

Fire Department Battalion Chiefs and Police Sergeants

Fire Department Battalion Chiefs who work a platoon schedule may trade duty hours or shifts on the same basis as represented employees covered by a collective bargaining agreement, with all such trades being subject to established Fire Department Policy. Battalion Chiefs may accumulate Compensatory time off up to a maximum balance of one hundred twenty (120) hours during the calendar year. Compensatory time shall not be allowed to be carried over at year end. The compensatory account balance cannot exceed the one hundred twenty (120) hours maximum balance but can be refilled up to one hundred twenty (120) hours at any point in the year. Unused compensatory time may be exchanged for the cash equivalent payable on the ~~first-last~~ pay date of December of each year. ~~Any compensatory time prior to the last pay date of the year will be paid out to the employee on the last payroll check of the year.~~ Any compensatory time prior to the last pay period end date of the year through the last day of the year shall be recorded and paid as overtime.

Police Sergeants working overtime will receive the same compensation as represented police employees.

BE IT FURTHER RESOLVED THAT Article VI. Leaves letter A. Bereavement Leave shall be amended to read:

A. BEREAVEMENT LEAVE

The City will grant leaves of absence with pay for the purpose of bereaving the loss of the following: three (3) days in case of the death of a parent, step-parent, child, step-child or spouse; two (2) days in case of the death of a sibling or step-

sibling;; one (1) day in case of the death of an in-law (mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law), **aunt or uncle of the employee or employee's spouse**, or of a grandparent, step-grandparent, grandchild or step-grandchild of the employee or employee's spouse. In the event an employee is asked to act as a pallbearer at the funeral of someone outside of his/her immediate family, he/she shall be granted one (1) day per year of bereavement pay. **Employees in positions that work weekly schedules of less than forty (40) but more than thirty (30) hours will be granted pay at the rate of six (6) hours per day as noted above. Employees that work weekly schedules less than thirty (30) but more than twenty (20) hours will be granted pay at the rate of four (4) hours per day. Employees that work weekly schedules of less than twenty (20) are not eligible for bereavement leave.**

BE IT FURTHER RESOLVED THAT Article V. Benefits letter A. Sick Leave shall be amended to read:

A. SICK LEAVE

Full-time and eligible less than full-time employees, except those in the Fire Department who work on a platoon basis, shall be allowed to accumulate sick leave according to the average amount of hours the employee is scheduled to work. Employees that are considered full time will earn pay at the rate of four (4) hours per full pay period. Employees that work less than forty (40) but more than thirty (30) hours will earn pay at the rate of three (3) hours per full pay period. Employees that work less than thirty (30) but more than twenty (20) hours will earn pay at the rate of two (2) hours per full pay period. Employees that work less than twenty (20) will not be eligible for sick leave. Sick leave may be accumulated to a total of not more than one hundred twenty (120) days. No such leave shall be accumulated for any pay period in which the employee does not receive pay for five (5) regular workdays. Regular workdays shall include paid holidays, paid vacations, paid compensatory time, and paid time actually spent on the job.

Reasons

Sick leave shall be available for absences from duty on a scheduled workday because of an employee's illness, an employees' dependents' illness, exposure to contagious disease or because of a serious health condition in the employee's immediate family, i.e. spouse, parent, minor child, or adult child incapable of self-care, **or member of the employee's household**. The terms "incapable of self-care" and "serious health condition" are defined as those terms as used in both Federal and State Family Medical Leave Acts.

Eligibility

To be eligible for paid sick leave, an employee must:

- Report promptly to the employee's department head or on-duty supervisor the reason for absence. Such report, to the extent possible, shall be made a minimum of one hour prior to the employee's starting time for each workday.

- In cases of known extended illness or injury, the employee will file the appropriate Family Medical Leave forms. For more information see the FMLA policy.
- Submit a doctor's excuse from a medical provider for an absence that lasts more than three (3) days, if requested by a supervisor.
- For medical or dental appointments which could not be scheduled outside of work hours, employees will qualify for sick leave on an hour for hour basis to accommodate the appointment and appropriate travel time to and from the appointment. Employees shall provide advance notice as soon as possible. When possible, the supervisor will be allowed to adjust the employee's work schedule to accommodate the appointment.

Fire Department Battalion Chiefs and Police Sergeants

Full-time employees in the Fire Department who work on a platoon basis, including those who are classified as management and are working on a fifty-six (56) hour platoon basis, and Police Sergeants shall be entitled to the same sick leave totals as the represented employees.

That this Resolution shall be in full force and effect upon its passage and adoption.

	YES	NO
DAVIS		
LAMPE		
BOARD		
BARTZ		
BLANKE		
SMITH		
SCHMID		
WETZEL		
MOLDENHAUER		
MAYOR MCFARLAND		
TOTAL		

ADOPTED August 6, 2024

CITY CLERK

APPROVED August 6, 2024

MAYOR