

Office of  
**Human Resources**  
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**Memo**

**To:** Mayor McFarland & Finance Committee

**From:** Lisa Schwartz, Human Resources Coordinator

**Date:** May 31, 2024

**Re:** Proposed Employee Handbook Updates

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

Annually the handbook is reviewed for items to be memorialized that occur in general day to day practices affecting City of Watertown employees. Please note the following items recommended for updating:

- Change one refers to the compensatory time payout that is calculated and paid on the first pay date of December according to the current policy. It's proposed to change this to the last pay date of December allowing additional time for employees to use the compensatory pay.
- Change two will update the relations covered under bereavement policy and specific language for regular part time employee eligibility.
- Change three expands the use of sick leave to care for members in the employee's household.

**Change # 1**

**Pay out of compensatory time from the first pay period in December to the last pay period.**

Current Policy:

**Page 25 Section IV. Employment Compensation letter E. Overtime and Compensatory Time:**

**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 pay date 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.

#### 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 pay date 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.

Proposed Policy:

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#### Change # 2

**The inclusion of aunt or uncle into the bereavement policy and the specification of bereavement benefits for regular part time employees.**

Current Policy:

#### Page 44 Section VI. Leaves letter A. Bereavement Leave:

##### Non-Exempt Employees

##### 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) 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.

Proposed Policy:

#### Page 44 Section VI. Leaves letter A. Bereavement Leave:

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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.**

### Change # 3

**Expanding the sick leave policy to cover members of employee's household that are not currently covered.**

Current Policy:

#### **Page 28 Section V. Benefits letter A. Sick Leave:**

##### **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. 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.

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