

Memo

To: Mayor McFarland & Finance Committee

From: Lisa Schwartz, Human Resources Generalist

Date: June 2, 2022

Re: Proposed Employee Handbook Updates

Please find the following agenda item 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 sick leave section to incorporate earning tiers for the full time and part time employees. The current policy refers to employees earning four hours per pay period whether full time or part time. All benefit eligible employees are currently earning sick leave at the rate of four (4) hours a pay period. With the incorporation of the part time statuses, I recommend that sick leave is prorated as proposed below.

1. Current Policy

V. Benefits

A. Sick Leave

Full-time and eligible part-time employees, except those in the Fire Department who work on a platoon basis, shall be allowed to accumulate sick leave with pay at the rate of four (4) hours per full pay period. 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.

Proposed Change

V. Benefits

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 sick leave at the rate of four (4) hours per full pay period. Employees that work thirty (30) hours or more but less than forty (40) hours per week will earn sick leave at the rate of three (3) hours per full pay period. Employees that work twenty (20) hours or more but less than thirty (30) hours per week will earn sick leave at the rate of two (2) hours per full pay period. Employees that work less than twenty (20) hours 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.

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