

**RESOLUTION TO
AMEND THE EMPLOYEE HANDBOOK OF POLICIES AND
PROCEDURES FOR REASONABLE ACCOMMODATIONS,
COMPENSATION PLAN TIMELINE DETAIL, TIMECARD CHANGES**

**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 February 7, 2023; and,

WHEREAS, the clarification of process of Reasonable Accommodation for Disabilities section will assist employees by providing guidelines regarding the request of workplace accommodations for performed duties.

WHEREAS, the addition to the Compensation Plan section the detail of a timeline for presentation of position changes or new positions to the Finance Committee for review. This addition will memorialize the process of presenting staff changes to the governing body to be located in Article IV. Employment Compensation Section A. Compensation Plan; and,

WHEREAS, the change in the Work Schedule section will allow for two pay periods after a payroll for employees to request corrections be made time previously submitted for pay. This change will be located in Article IV. Employment Compensation Section D. Hours of Work; and,

WHEREAS, the Finance Committee has reviewed the proposed policy changes and has recommended adoption of such as shown on the attached Exhibit A; and,

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

That Article II. Employment Practices and Policies Section B. Americans with Disabilities Act (ADA)/WI Fair Employment Act be amended to read:

B. AMERICANS WITH DISABILITIES ACT (ADA)/WI FAIR EMPLOYMENT ACT

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the City to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the City's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement,

(May 16, 2023) Exhibit #9513

discharge, compensation, training or other terms, conditions, and privileges of employment.

Reasonable Accommodations for Disabilities: The City is committed to full compliance with applicable federal and state disability laws. An employee who is a qualified individual as defined by state or federal law will be provided a reasonable accommodation if one exists that allows the employee to perform the functions of the employee's job unless such accommodation creates an undue burden or poses a direct threat to the safety of the employee or others. Employees should submit a request for workplace accommodation to your supervisor. The form is located on the city website. Any supervisor who receives a request for workplace accommodation will communicate with the employee where the employee will provide detail regarding the requested accommodation. After receipt of the request, a meeting will be scheduled with the Human Resources Office to discuss all the facts and circumstances necessary to make an accommodation determination.

BE IT FURTHER RESOLVED Article IV. Employment Compensation Section A. Compensation Plan Subsection Pay Range Assignment for New and Reclassified Positions shall be created to read:

Pay Range Assignment for New and Reclassified Positions

Regular review of the department structure will take place to anticipate budgetary needs for coverage and workforce planning.

Substantial changes to positions will be discussed between the department head and the Mayor. Approved changes will be communicated during the June Finance Committee meeting where the department head will present the plan to incorporate job description changes or new positions into the organization structure. In the event of a mid-year vacancy, the position that has been vacated will be reviewed by the department head prior to posting the opening. Approved changes will go on to follow the reclassification guidelines below.

BE IT FURTHER RESOLVED Article IV. Employment Compensation Section D. Hours of Work Subsection Work Schedule shall be amended to read:

Work Schedule

The normal workweek for all full-time employees will be forty (40) hours but may vary by job classification. The workweek starts on Wednesday and ends on the following Tuesday. The specific work schedules for all full-time and part-time employees shall be established by each department head to meet the needs of the department. Employees may trade scheduled workdays and hours or work flexible schedules that are not in violation of the Fair Labor Standards Act subject to the approval of the department head.

Each employee is responsible for and required to accurately record his or her work time, break time, compensation time, sick time and vacation time and will be held accountable for failing to record completely and accurately his or her time. Time shall

not be modified after submission to payroll without documentation regarding an entry error. No change will be made to reported time, unless both the employee and their supervisor confirm in writing that an error was made within 28 days of the pay date for the period during which the alleged error occurred. Any request for modification of reported time made more than 28 days after the pay date during which the alleged error occurred will require additional documentation to confirm an error was made.

BE IT FURTHER RESOLVED

that the proper City Officials be and are hereby authorized to inform employees of such changes.

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

ADOPTED May 16, 2023

CITY CLERK

APPROVED May 16, 2023

MAYOR