

**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 February 7, 2023; and,

WHEREAS, updates of the verbiage City Clerk/Treasurer on pages 22, 44, 61, 77, and 78 need to be adjusted due to reorganization; and,

WHEREAS, the dispatcher work schedule needs to be updated to reflect 80 hours rather than ninety and three quarters hours officially; and,

WHEREAS, the inclusion of the mental health definition and addition of “mental health” to the definition of workplace safety restates the City’s commitment to a safe workplace; and,

WHEREAS, the addition of the vision plan description which was approved in 2022; and,

WHEREAS, the removal of the Emergency Leave Section speaking to Coronavirus Response Act based upon its expiration on December 31, 2022; and,

WHEREAS, the removal of alternate 8.25 hour vacation schedule provision regarding dispatch center; and,

WHEREAS, the Finance Committee has reviewed the proposed policy change and has recommended adoption of such changes at the Finance Committee meeting on April 24; and,

BE IT FURTHER RESOLVED THAT Article IV. Employment Compensation Section A. Compensation Plan shall be amended to read:

Determining Annual Pay Structure Increases

On an annual basis, the ~~Finance Department City Clerk/Treasurer~~ and Mayor will present to the Finance Committee and Common Council evidence of what comparable municipalities (as defined in the compensation study) and other competitive employers (such as other governmental units and private industry) are adjusting their pay structures for the same period to maintain their competitive position.

BE IT FURTHER RESOLVED THAT Article VI. Leaves Section B. Jury Duty shall be amended to read:

B. JURY DUTY

Full-time employees required to perform jury duty shall be paid their regular wages during such period and shall turn over to the ~~Finance Department City Clerk~~ any monies, excluding mileage allowance that the employee receives as a result of such jury duty. Employees on jury duty shall report for work on any workday as soon as possible after being released from such jury duty for that day. This shall also apply to subpoenas issued by a court of competent jurisdiction.

BE IT FURTHER RESOLVED THAT Article VII Personal Conduct Section D. Grievance Procedure Subsection Definition of Workplace Safety be amended to read:

Definition of Workplace Safety Committee - Committee appointed by the Mayor to review workplace safety grievances consisting of the following department heads (or their designees): Police Chief, Fire Chief, Park and Recreation Director, Health Officer, ~~Finance Director City Clerk/Treasurer~~, Director of Public Works, and Human Resources representative or any of the persons named designees.

BE IT FURTHER RESOLVED THAT Article VIII. Appendix of Forms Employee Acknowledgement Unionized Public Safety Employees shall be amended to read:

After you have read and signed this page, please detach the page from the Handbook and return to your department head, who will submit this to the ~~Human Resources City Clerk~~ office to be placed in your personnel file.

BE IT FURTHER RESOLVED THAT Article VIII. Appendix of Forms Employee Acknowledgement shall be amended to read:

After you have read and signed this page, please detach the page from the Handbook and return to your department head, who will submit this to the ~~Human Resources City Clerk~~ office to be placed in your personnel file.

BE IT FURTHER RESOLVED THAT Article V. Benefits Section D. Holidays Subsection Dispatch Center shall be amended to read:

Employees shall be granted ~~eighty (80) ninety and three quarters (90.75)~~ hours off with pay at a time mutually agreed upon between the employee and the Police Chief or his/her representative in lieu of the above listed holidays. Dispatch shall receive holiday pay for any holidays actually worked.

BE IT FURTHER RESOLVED THAT Article VII Personal Conduct Section D. Grievance Procedure Subsection Definition of Workplace Safety be amended to read:

Definition of Workplace Safety - For purposes of this provision, workplace safety includes any practice or condition, affecting an employee's physical health, ~~mental health~~, or safety, the safe operation of workplace equipment or tools, safety of the physical work environment, personal protective equipment, workplace violence and training related to the same.

BE IT FURTHER RESOLVED THAT Article VII Personal Conduct Section D. Grievance Procedure Subsection Definition of Mental Health be created to read:

Definition of Mental Health - For purposes of this provision, mental health is regarding mental stresses and tensions which exceed those day-to-day mental stresses and tensions which employees of similar positions experience within their position.

BE IT FURTHER RESOLVED THAT Article V. Benefits Section V. Vision Insurance is hereby created to read:

H. VISION INSURANCE

All full-time employees and those part-time employees as designated in the annual payroll resolution shall be eligible to participate voluntarily in the vision insurance benefits at the employee's expense offered by Delta Vision (a division of Delta Dental of WI).

New employees shall be eligible for vision insurance benefits on the first day of the month following the first day of employment. Where the first day of the month is the first day of employment, vision insurance benefits will begin on the same day. Vision insurance coverage terminates at the end of the month in which the employee terminates employment.

Find more information at <https://www.deltadentalwi.com/>

BE IT FURTHER RESOLVED THAT Article VI. Leaves Section F. City of Watertown Emergency Leave Superseding Families First Compliance Policy is hereby repealed.

BE IT FURTHER RESOLVED THAT Article V. Benefits Section B. Vacation Subsection Dispatch/Communications Center is hereby repealed.

BE IT FURTHER RESOLVED THAT the proper City Officials be and are hereby authorized to inform employees of such changes.

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

ADOPTED May 16, 2023

CITY CLERK

APPROVED May 16, 2023

MAYOR