

**RESOLUTION TO
AMEND THE EMPLOYEE HANDBOOK OF POLICIES AND PROCEDURES FOR
EMPLOYMENT COMPENSATION SECTION B-C COMPENSATION PLAN**

**SPONSOR: MAYOR ROBERT STOCKS
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 April 15, 2025; and,

WHEREAS, the City of Watertown has completed a compensation analysis which was implemented beginning January 1, 2026 resulting in handbook sections relating to the employee compensation plan to be updated.

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

That Article IV. Employment Compensation shall be repealed and restated to read as follows:

B. PERFORMANCE REVIEWS

The public expects high quality service from employees that is delivered in a manner in the best interests of the City of Watertown, the public, and the efficient and effective use of resources. The City of Watertown expects all employees to perform their job duties at a high-quality level that exceeds the expectations of our citizens. As the City has limited resources available, it must only employ individuals who are committed to and capable of providing high quality services. Therefore, apathy, an inability to work as a member of a team, attitudinal issues, and marginal or unacceptable work performance are inconsistent with the interests and expectations of the City of Watertown and the public.

Periodic evaluations are an important part of ensuring the City is employing the right people to work for its citizens. Periodic evaluations are an opportunity to let each employee know how he or she is performing, how performance may be improved and to receive input from the employee concerning training, supervision or any job difficulties that may be occurring. The Employer will evaluate employee performance. Some of the job factors that are reviewed include: accuracy, quality of work, quantity of work, dependability, adaptability, job knowledge, organization, judgment, initiative, cooperation, ability to get along with others, public service mindset, attitude, and attendance. It is the employee's responsibility to improve his or her performance level. The practices of departments for the evaluation process may vary. City employees who may be eligible for a pay increase are required to have a performance review confirming the employee is, at a minimum, meeting the expectations of the job.

C. PERSONNEL FILES

Employee personnel records are maintained in our Human Resources department. As required by law, some records pertaining to employees are maintained in separate files relating to medical issues and internal investigations. Employees, or their representative, may request access to their basic personnel file. Depending upon the circumstances, employees may be provided access to records pertaining to internal investigations, with appropriate redactions to protect the rights of others.

(May 19, 2026) Exhibit XXX

All requests for access to your personnel file must be provided in writing to Human Resources. Upon receipt of your written request, Human Resources will schedule an appointment for you to view your file during normal office hours. For purposes of this policy, your personnel file includes documents which are used, or which have been used, to determine qualifications for employment, promotion, transfer, additional compensation, termination or other disciplinary action, and medical records. It will not include any reference checks, possible criminal investigations, testing documents, materials used for staff management planning, information of a personal nature about a person other than the employee, records relevant to a pending claim between the employer and the employee that may be discovered in a judicial proceeding. Employees are not permitted to remove any documents from the personnel file but may provide a written response to any document in the personnel file. Written responses will be attached to the original document in the personnel file.

Employees may request copies of documents in their personnel file. Requests for copies must also be made in writing to Human Resources.

Note: please be advised that City policy is subject to the requirements of Wisconsin State law.

D. HOURS OF WORK

Daily Hours

All City departments, as prescribed by the Mayor, shall be open to conduct City business. Work time missed due to inclement weather is without regular pay for non-exempt employees. Non-exempt employees may request to use vacation or comp time, but in the event of severe weather or other emergency circumstance, as determined by the Employer, the Employer's need for the employee's attendance to perform his or her duties will prevail. If work is not available to non-exempt employees due to an involuntary temporary closure of City offices, Wisconsin Law shall apply. Supervisors are encouraged to allow employees to telecommute or flex their schedules when inclement weather arises during that same pay period.

Telecommuting

The City of Watertown recognizes the value of telecommuting for certain employees and situations. Telecommuting is a cooperative agreement based on the needs of the position and department staffing. Telecommuting is not appropriate for all employees of the City of Watertown and is not an entitlement of employees. Telecommuting is approved on a case-by-case basis and is limited to not more than twenty-four (24) hours per week.

The telecommuting policy shall apply to non-represented employees of the City. The application of this policy to represented employees may be the subject of collective bargaining between the City of Watertown and the bargaining agents for those employees. Telecommuters will be as accessible as their on-site counterparts during their scheduled work hours, regardless of their work location. Employees who telecommute may, at the discretion of their department head, be called to work at their worksite on a regular telecommuting workday to meet workload requirements.

All telecommuting agreements must meet the criteria in this policy and may be terminated at any time by either the employee or the department head. An employee wishing to request a telecommuting agreement shall submit a written request to their department head, or in the case of department heads such request shall be submitted to the Mayor. After an employee begins a telecommuting agreement, the department head

should conduct periodic reviews of such agreement to evaluate the success of the arrangement.

Department heads should consult with IT in advance if an employee requires remote access or technology support in order to telecommute. The City will not purchase or reimburse employees for the cost of an internet service provider or internet use at home. It is the responsibility of the employee to maintain the confidentiality of City information and documents in accordance with applicable laws and regulations, prevent unauthorized access to any City system or information, and dispose of work-related documents in a manner that will not jeopardize the interests of the City.

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.

Direct Deposit

Wages will be paid by direct deposit at no cost to you. You can designate up to three (3) accounts for receipt of direct deposit wages. Each employee is required to provide an account for direct deposit. Paper checks will not be issued.

Break Time and Lunch

Employees shall be entitled to two (2) paid fifteen (15) minute breaks during their regularly scheduled workday.

Non-exempt employees are entitled to a thirty (30) minute unpaid lunch break. This shall be taken at a time mutually agreed upon with the employee's supervisor. Non-exempt employees cannot perform any work during their unpaid lunch period without specific authorization from a supervisor on a case-by-case basis; this shall be used sparingly. It is the expectation of the City that supervisors attempt to be amenable to such requests. If work is authorized, then the entire lunch period must be included as hours worked on your timecard.

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 last pay check of December of each 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.

Exempt Employees

Exempt employees are generally expected to work more than forty (40) hours as necessary beyond the regular workweek to assure that a complete and adequate job is done. Additionally, all exempt employees may alter their attendance during regular work hours. Such altered attendance will be at the discretion of the employee's department head and will be granted if the needs of the department allow for such alteration. There shall be no compensatory time off or overtime payments for this category of employees.

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 last pay date of December of each 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.

F. CALL-IN/CALL BACK TIME

All employees shall respond to a call to work outside of their regular schedule of hours. The City recognizes that unscheduled call-ins are an inconvenience to its employees. Therefore, if a non-exempt employee is called in and physically reports to work, other than her/his normal time, she/he will receive a minimum of two (2) hours pay or compensation time at time and a half (1 ½) for such work or pay or compensation for the actual time worked, whichever is greater. Call in pay shall not be granted when the call-in is within two (2) hours of the start of the employee's assigned shift. This provision does not apply to employees subject to a collective bargaining agreement.

This section of the handbook does not preclude a supervisor from changing the employee's start or end time for a shift. The employee shall be given reasonable notice of such a change. No call-in pay shall be granted and the Overtime and Compensation rules in Section E shall apply.

All employees responding to alarms from remote locations or other remote on call work shall receive one (1) hour of pay for each event, however, if the employee is required, by the nature of the work, to return to the worksite, the employee shall receive full call-back as described above. Employees that get called back to work a second time and the call back falls into the two (2) hours that they received for the first call back, will be compensated at time and one-half (1 ½) for the additional time that may extend beyond the original two (2) hours. Example is that employee is called at 12:00 a.m., employee fixes problem and leaves, employee gets called back at 2:00 a.m. and must work until 4:00 a.m. will be compensated for four (4) hours at time and one-half (1 ½).

G. ADDITIONAL JOB COMPENSATION

Communications Training Officer

Non-supervisory employees functioning as a communications training officer will receive an additional two dollars (\$2.00) per hour compensation for that period of time when they are performing training officer duties.

Water/Wastewater Cell Phone Compensation

Employees assigned to on-call duty will be compensated on the following basis: Eighteen dollars (\$18.00) for each workweek day so assigned; twenty-seven dollars (\$27.00) for each weekend day and thirty dollars (\$30.00) for each holiday so assigned. Cell phones will continue to be assigned in the present manner and employees may continue to either trade or relinquish duty in the current manner, provided sufficient coverage is maintained. Employees that receive pager pay will drink no alcohol for the entire time they are being compensated (complies with Federal CDL law) and will not be more than sixty (60) minutes from the main facility depending on which department they work for. In addition, employees must respond to alarms immediately upon receiving a call/text.

Certifications

Employees who complete professional certifications and/or professional licensing related to their job description maybe eligible for a step placement review to be recommended by the Department Head and determined by the Mayor and Finance Committee. Certifications included in the job description as part of the requirements of the role and routine training and/or conferences will not qualify for certification pay. Certification and licensing courses must be approved by the Department Head and Mayor prior to the employee's enrollment. Once certification has been obtained by the employee, the Department Head will submit the completed certification for step approval by the Mayor and Finance Committee.

Non-Union Paramedics

Non-union paramedics will receive the paramedic add-on pay as listed in the union contract.

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

	YES	NO	
DAVIS			ADOPTED <u>May 19, 2026</u>
LAMPE			
BERG			
NITECKI			_____
BLANKE			CITY CLERK
SMITH			APPROVED <u>May 19, 2026</u>
ARNETT			
HAASE			
MOLDENHAUER			_____
MAYOR STOCKS			MAYOR
TOTAL			