

# Memo

**To:** Finance Committee  
**From:** Lisa Schwartz, Human Resources Coordinator  
**Date:** April 24, 2023  
**Re:** Reasonable Accommodations, Compensation Plan Timeline Detail, Timecard Changes

Dear Committee Members,

Below are updates to the City of Watertown Employee Handbook for your review and approval. These proposed changes have been discussed with the Leadership Team. In the text below, red indicates proposed changes, black indicates existing policy. Only an excerpt of existing policy is being included; please use the link and page reference to access the full policy.

## [Change #1 Including Reasonable Accommodations for Disabilities section](#)

**This added section will provide guidelines regarding the request of workplace accommodations to perform duties:**

*To be added on page 7 Section II. Employment Practices and Policies 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, 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.

Change #2 Adding to the Compensation Plan section to detail the timeline to present position changes or new positions for Finance Committee to review.

**This addition will memorialize the process of presenting staff changes to the governing body.**

*Page 19 in handbook Section IV. Employment Compensation A. Compensation Plan*

### ***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.

Change #3 Changing time submitted for pay

**This change was requested by the departments to allow for two pay periods after a payroll to allow employees to make correction to time previously submitted for pay:**

*Page 24 in handbook Section IV. Employment Compensation D. Hours of Work*

### ***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.**

Thank you for your consideration of these changes.

Thank you,

Lisa Schwartz