



Common Council Agenda Item

Meeting Date: August 4, 2026

Agenda Item: Vacation – Lateral Transfers

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BACKGROUND

(Enter the who, what when, where, why)

The current Employee Handbook does not address how vacation benefits are determined when an employee is hired into the City through a lateral transfer from another employer or at a higher negotiated benefit.

Historically, employees who were granted vacation service credit at the time of hire were required to complete the actual number of years of City service associated with each vacation accrual level before becoming eligible for the next increase. The proposed policy clarifies that employees granted vacation service credit will continue to progress through the vacation schedule based on their total recognized years of service, consisting of the approved service credit granted at hire plus completed years of City service.

The proposed policy establishes a formal process allowing the City to recognize prior years of relevant public or private sector service by granting vacation service credit at the time of hire when approved as part of an employment offer. The intent is to strengthen the City's ability to recruit experienced professionals in a competitive labor market while maintaining consistency in the administration of vacation benefits.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

None

FINANCIAL IMPACT

(If none, state N/A)

The proposed policy may result in modest increases in vacation accruals for a limited number of employees. Based on current staffing, approximately 18 employees are eligible for vacation service credit under the policy, with only six employees receiving an increase in vacation accruals during 2026.

Because vacation service credit is awarded at the discretion of the City Manager and each request is evaluated on a case-by-case basis, the overall financial impact is expected to be limited. While the policy is intended primarily to support recruitment efforts, it also provides flexibility to address unique employment situations when appropriate.

STAFF COMMENTS

The City continues to compete with both public and private employers for experienced employees. Recognizing prior service for vacation purposes has become an increasingly common recruitment tool and allows the City to remain competitive without increasing base wages or creating long-term salary obligations.

The Finance Committee recommended approval of this policy.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

