



Human Resources

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Employee Notice: Changes to the Employee Handbook for 2022

The following is a summary of the changes within the Employee Handbook. For more details please refer to your Employee Handbook.

All Sections (Part I & II) -

- a. All references to the title “Deputy Director of Human Resources” were changed in the handbooks to read “Director of Human Resources.” All references to the title “Director of Finance and Human Resources” were changed in the handbooks to read “Director of Finance.”

Section 2 (Part I) – Types of Employees

- a. At-Will Employees – Updated the language in item ii so it states, “*Employees that serve at the pleasure of the Municipal Court Judge. These positions include all Municipal Court employees.*”
- b. City Executives – Added the titles of Director of Human Resources and City Clerk.

Section 3 (Part I) – Time Away From Work

- a. Work Breaks – deleted “*When taking a paid break employees’ are to remain on City premises however an exception for this applies to field employees.*”

Section 4 (Part I) – Work Week/Pay Week

- a. Deleted information referencing Fire Platoon employees. This information is defined in the collective bargaining agreement.

Section 5 (Part I) – Pay and Compensation

- a. On Call/Pager Pay – Change amount from \$60 to \$100.

Part II – Dress Code Policy – replace current dress code policy with new “Dress For Your Day” policy.

Part II – General City Work Rules – replace current General City Work Rules policy with new Employee Conduct, Discipline and Discharge policy.

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