

**Employee Notice: Changes to the Employee Handbook
(Unless noted differently, all changes are effective January 1, 2019)**

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

Section 3 (Part I) – Time Away From Work

1. Inclement Weather and Other Emergencies – Added policy language to address issues/concerns when inclement weather or other emergencies occur.

Section 5 (Part I) – Pay and Compensation

1. Added Oktoberfest Premium for Civilian Service Employees of \$5.00 per hour for designated hours during Oktoberfest.

Section 6 (Part I) – Benefits

1. Bereavement Leave
 - a. Added language further defining bereavement leave for “Priority Family” members for the positions of Airport Operation Coordinator and Division Chief Fire – Suppression.
2. Medical Benefit Plan
 - a. Health Care Cost Containment – Change subject title to Health and Wellness funds and change language to dissolve Health Care Cost Containment Committees and provide direction for oversight of health and wellness funds.

Cell Phone Stipend Policy (Part II)

1. Changed policy from a three tier stipend amount (\$25/\$10/\$5) to a two tier stipend amount (\$35/\$10). Change will be effective 7/1/2019.

Fair Labor Standards Act - Work Time Verification Policy (Part II)

1. Added language to provide examples of prohibited off-the-clock work.

Grievance Procedure Policy (Part II)

1. Added language to clarify process followed when grievance is appealed to Common Council.

Nursing Mothers In the Workplace Policy (Part II)

1. Changed language from *Human Resources Department* to *Employee Wellness Coordinator*