



Human Resources

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Employee Notice: Changes to the Employee Handbook (Unless noted differently, all changes are effective January 1, 2018)

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 “Director of Human Resources” were changed in the handbook to read “Director of Finance, Deputy Director of Human Resources or designee.”

Section 2 (Part I) – Types of Employees

- a. City Executives – Deleted the titles of City Assessor and Director of Human Resources.

Section 5 (Part I) – Pay and Compensation

- a. Added language where the City will provide funding for legal representation during the investigation process for Police Command staff involved in an Office Involved Shooting or Use of Force incident.

Section 6 (Part I) – Benefits

- a. Bereavement Leave
 1. Added category of “Priority Family.”
 2. Leave allowed for Priority Family will be up to 6 days and shall be used from the date of death through two (2) weeks from the date of death.
 3. Priority family is defined as the employee’s parent, legal spouse, or child (biological, adopted, foster or step-child). “Parent” shall be interpreted as parents/step-parents of the employee and/or their legal spouse.
 4. Added the following to the “Immediate Family” category: Employee/legal spouse grandparent, employee step-brother, employee step-sister.
 5. Bereavement leave for immediate family shall be used from the day of death up to and including the day after the funeral.
 6. ***Note*** This change is effective 4/6/2018 and is not retroactive for any bereavement leave taken before this date.

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