



# Human Resources

400 La Crosse St., La Crosse, WI 54601 • Tel: (608) 789-7595 • Fax: (608) 789-7598  
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## Employee Notice: Changes to the Employee Handbook for 2026

The following is a summary of the changes within the Employee Handbook Part I and Part II. For more details, please refer to the Employee Handbook. All changes are effective January 1, 2026 unless otherwise noted.

### Employee Handbook, Part I

#### Section 5: Pay and Compensation

- a. Update clothing allowance amounts for Police Captains, Assistant Chief of Police and Chief of Police to mirror that of the LPPNSA AND LPPSA CBA.
- b. Added a notation that to the clothing allowance section that *“all other clothing allowances must be pre-approved in the department’s budget and approved by Human Resources prior to purchasing.”*
- c. Added a **Safety Footwear Reimbursement** program effective January 1, 2026, for certain positions where safety footwear is required (full policy in Handbook II).
- d. Added **Oktober Premium – Police Records Specialist** specialty pay provision for Oktoberfest weekend only per the recommendation of police management.
- e. Added a notation to the Tar Crew Pay section that *“non-exempt airport employees working on the tar crew shall receive premium pay of \$.75 per hour for the hours spent actively performing tar work. An assignment to the tar crew shall be made by airport management.”*

#### Section 6: Benefits

- a. Increased the number of floating holidays from one (1) to two (2) per calendar year for all non-represented staff who are eligible.
- b. Reviewed and increased the accrual rate for floating holidays for Airport Operations Coordinators from 10.1 hours to 11.2 hours per the recommendation of airport management.
- c. Reviewed and increased the accrual rate for sick leave for Airport Operations Coordinators from 10.1 hours to 11.2 hours per the recommendation of airport management.
- d. Added clarifying language that sick leave notes will only be accepted up to thirty (30) days after the use of sick leave to be deemed an excused absence.
- e. Added a Paid Parental Leave policy for non-represented employees; see attachment with full policy.
- f. Revised the vacation accrual schedule for all non-represented; see attachment with revised vacation schedule.

Minor grammatical changes and updates to job titles have been made throughout the entire handbook.

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## **Employee Handbook, Part II**

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### Classification and Compensation Plan

#### Section 8: Performance Evaluations and Step Increases

- a. Revised the fourth bullet point from the following (a) to the following (b):
  - a. *Employees at or above the top step who meet the established performance factors shall receive a \$750 performance stipend, subject to Common Council funding.*
  - b. *When an employee reaches the maximum rate of their pay grade (step 11), they will receive the equivalent annual increase in the form of a lump sum, non-base building payment, subject to Common Council funding.*

Added a *FLSA Safe Harbor Policy* at the recommendation for legal counsel.

Added a *Safety Footwear Reimbursement Policy*.

Remove the *Voluntary Leave Donation Program for Spouse and Dependents of City Employees* policy.

Minor grammatical/formatting and job title changes have been made throughout the entire handbook as needed.



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## Paid Parental Leave

### Purpose:

The City of La Crosse will provide up to eight (8) weeks of paid parental leave for employees to use upon the birth or adoption of an employee's child, or placement of a foster child. The purpose of the paid parental leave is to enable the employee to care for and bond with a newborn or newly adopted or fostered child. This leave is also available to a birthing parent following a stillbirth after 20 weeks of pregnancy.

### Policy:

This policy will become effective on January 1, 2026, after approval by the Finance and Personnel Committee and is not retroactive. This paid parental leave exceeds any legal requirement.

### Definitions:

- a. Child(ren): Parental leave shall apply to all children under the age of 18.
- b. Paid Parental Leave: Consists of eight (8) weeks of paid time off based on the employee's regular work schedule (e.g. 8 weeks x 40 hours per week = 320 hours of paid parental leave). An equivalent number of hours will be placed in an accrual bank for the employee to utilize during their leave. The amount provided would allow the employee to be off work for an equivalent of eight calendar weeks.
- c. Parent: A person who is identified on a child(ren)'s birth certification, adoption certificate, or other legal document certifying adoption or as a foster parent. This person also serves as continuing parental/caregiver role to the child.

### Qualifications for Parental Leave

1. Must be a full-time or permanent part-time, non-represented employee. Part-time, temporary, and seasonal employees ("LTE") are excluded; AND
2. Must qualify for Family Medical Leave Act ("FMLA") leave; AND
3. Must have successfully completed their initial probationary period with the City.

### Exclusions from Leave

- An employee's adoption of their new spouse's child(ren).
- An employee serving as a surrogate.
- An employee serving as a sperm donor who will not be a legal parent to the child.
- Additional paid parental leave is not available if the employee has more than one birth, adoption or foster placement in a single calendar year.
- In the case of multiple births (e.g. twins, triplets, etc.) or multiple children being adopted or fostered at one time, all children are treated as one event, limited to eight (8) weeks of paid parental leave.

### Use of Paid Parental Leave

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- An employee is eligible for paid parental leave once each calendar year.
- The use of paid parental leave is continuous use. No intermittent use will be approved.
- Employees will be compensated for the paid parental leave at their regular rate of pay. This rate of pay will not include any overtime or compensatory time.
- Paid parental leave will run concurrently with an state or federal family leave for which the employee is eligible.
- If both parents work for the City, each parent is eligible for eight (8) weeks of paid parental leave.
- Use of paid parental leave for adoption or foster care cannot take place prior to the physical placement of the child with the parent.
- If a City holiday falls on any of the paid parental leave dates, the employee will receive the paid parental leave in lieu of the holiday on that date. This time will count against the employees' eight (8) weeks of paid parental leave.
- Employees will continue to accrue other paid time off while using paid parental leave.
- Employees will not use their other accrue paid time off while using paid parental leave.
- Employees using paid parental leave will continue to receive the benefits they had prior to the leave.
- Outside employment, including self-employment, during paid parental leave is prohibited, and may result in disciplinary action, up to and including termination of employment.

#### **Procedure:**

Paid parental leave must be upon the birth or adoption of an employee's child, or placement of a foster child. An employee is not required to use all eight (8) weeks of paid parental leave. Any unused leave at the conclusion of the eight (8) weeks will be forfeited.

To initiate the Paid Parental Leave benefits:

1. The employee must fully complete and sign a paid parental leave form and return it to Human Resources at least thirty (30) days prior to foreseeable leave, but preferably ninety (90) days prior to the leave. It is the employee's responsibility to notify Human Resources of the actual date of the event after it is known if it differs from the anticipated date on the form.
2. The Human Resources Director will review and response to the form.
3. The employee must submit documentation required to substantiate their leave within two (2) weeks, or sooner, if possible, of the birth, adoption, or fostering of the child.
4. The supervisor will make efforts to ensure a smooth transition for the employee to return to work at the conclusion of the leave.

#### **Required Documentation:**

A copy of the child(ren)'s birth certificate, adoption certificate, or similar governmental/legal document listing the employee as a legal parent.

#### **Work Obligation:**

An employee is required to work for the City for at least eight (8) weeks after usage of the paid parental leave. The eight-week work obligation begins on the date the employee physically returns to work after their paid parental leave or exhaustion of FMLA use; whichever is later. The City of La Crosse will seek collection of the full amount of paid parental leave for an employee who fails to return to work and fully complete the eight-week work obligation.



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The work obligation is fixed at eight weeks regardless of the amount of paid parental leave used by the employee.

## **Violations:**

Failure to substantiate the paid parental leave with the required paperwork will result in the City seeking collection of the full amount of any paid parental leave used by the employee.

Violations, misuse, or untruthful use of the paid parental leave benefit may result in disciplinary action, up to and including discharge from employment along with the City may seek collection of the full amount of any paid parental leave used by the employee.

Employees should report possible policy violations to the Human Resources department upon knowledge of the possible violation. Paid parental leave is a benefit, and abuse will be taken seriously. Repeated abuse may result in the benefit being eliminated for all.

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## Non-Represented Vacation Schedule

Below are the vacation schedules for all non-represented employees in 2025.

### Non-Exempt (Hourly) | Non-Represented Employees

<i>Continuous Service</i>	<i>Vacation Benefit</i>
After one (1) year of continuous service	One (1) week
After two (2) years of continuous service	Two (2) weeks
After six (6) years of continuous service	Three (3) weeks
After ten (10) years of continuous service	Eighteen (18) days
After thirteen (13) years of continuous service	Four (4) weeks
After sixteen (16) years of continuous service	Twenty-two (22) days
After twenty (20) years of continuous service	Five (5) weeks
After twenty-six (26) years of continuous service	Twenty-six (26) days
After twenty-seven (27) years of continuous service	Twenty-seven (27) days
After twenty-eight (28) years of continuous service	Twenty-eight (28) days
After twenty-nine (29) years of continuous service	Twenty-nine (29) days
After thirty (30) years of continuous service	Six (6) weeks

### Exempt (Salaried) | Non-Represented Employees

<i>Continuous Service</i>	<i>Vacation Benefit</i>
After one (1) year of continuous service	Two (2) weeks
After five (5) years of continuous service	Three (3) weeks
After ten (10) years of continuous service	Eighteen (18) days
After thirteen (13) years of continuous service	Four (4) weeks
After sixteen (16) years of continuous service	Twenty-two (22) days
After twenty (20) years of continuous service	Five (5) weeks
After twenty-six (26) years of continuous service	Twenty-six (26) days
After twenty-seven (27) years of continuous service	Twenty-seven (27) days
After twenty-eight (28) years of continuous service	Twenty-eight (28) days
After twenty-nine (29) years of continuous service	Twenty-nine (29) days
After thirty (30) years of continuous service	

### City Executives | Non-Represented Employees

<i>Continuous Service</i>	<i>Vacation Benefit</i>
After six (6) months of continuous service	Three (3) weeks
After two (2) years of continuous service	Four (4) weeks
After eight (8) years of continuous service	Five (5) weeks
After fifteen (15) years of continuous service	Twenty-seven (27) days
After twenty (20) years of continuous service	Six (6) weeks



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## **Battalion Chiefs | Non-Represented Employees**

<b><i>Continuous Service</i></b>	<b><i>Vacation Benefit</i></b>
After one (1) year of continuous service	Three (3) shift days
After three (3) years of continuous service	Six (6) shift days
After seven (7) years of continuous service	Nine (9) shift days
After fourteen (14) years of continuous service	Twelve (12) shift days
After twenty (20) years of continuous service	Fifteen (15) shift days
After twenty-six (26) years of continuous service	Sixteen (16) shift days
After twenty-seven (27) years of continuous service	Seventeen (17) shift days
After thirty (30) years of continuous service	Eighteen (18) shift days

## **Airport Operations Coordinator | Non-Represented Employees**

<b><i>Continuous Service</i></b>	<b><i>Vacation Benefit</i></b>
After one (1) year of continuous service	2.3 shift days (56.4 hours)
After two (2) years of continuous service	4.6 shift days (112.7 hours)
After six (6) years of continuous service	6.9 shift days (169 hours)
After ten (10) years of continuous service	8.25 shift days (200.9 hours)
After thirteen (13) years of continuous service	9.2 shift days (225.4 hours)
After sixteen (16) years of continuous service	10.18 shift days (249.4 hours)
After twenty (20) years of continuous service	11.5 shift days (281.8 hours)
After twenty-six (26) years of continuous service	11.96 shift days (293 hours)
After twenty-seven (27) years of continuous service	12.42 shift days (304.3 hours)
After twenty-eight (28) years of continuous service	12.88 shift days (315.6 hours)
After twenty-nine (29) years of continuous service	13.34 shift days (326.8 hours)
After thirty (30) years of continuous service	13.8 shift days (338.1 hours)

Below are the proposed vacation schedules for all non-represented employees beginning January 1, 2026.

### **Non-Exempt Employees (Hourly)**

<b>Continuous Service</b>	<b>Days</b>	<b>Weeks</b>	<b>Hours (80)</b>	<b>Hours (75)</b>
Upon Hire (*Prorated)	10	2.0	80	75.0
After two (2) years of continuous service	13	2.6	104	97.5
After three (3) years of continuous service	15	3.0	120	112.5
After five (5) years of continuous service	17	3.4	136	127.5
After eight (8) years of continuous service	18	3.6	144	135.0
After ten (10) years of continuous service	21	4.2	168	157.5
After thirteen (13) years of continuous service	22	4.4	176	165.0
After fifteen (15) years of continuous service	23	4.6	184	172.5
After twenty (20) years of continuous service	27	5.4	216	202.5
After twenty-five (25) years of continuous service	30	6.0	240	225.0
After thirty (30) years of continuous service	32	6.4	256	240.0

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### Exempt (Non-City Executives) Employees (Salaried)

<b>Continuous Service</b>	<i>Days</i>	<i>Weeks</i>	<i>Hours (80)</i>	<i>Hours (75)</i>
Upon Hire (*Prorated)	15	3.0	120	112.5
After two (2) years of continuous service	18	3.6	144	135.0
After three (3) years of continuous service	20	4.0	160	150.0
After five (5) years of continuous service	21	4.2	168	157.5
After eight (8) years of continuous service	22	4.4	176	165.0
After ten (10) years of continuous service	25	5.0	200	187.5
After thirteen (13) years of continuous service	26	5.2	208	195.0
After fifteen (15) years of continuous service	27	5.4	216	202.5
After twenty (20) years of continuous service	31	6.2	248	232.5
After twenty-five (25) years of continuous service	34	6.8	272	255.0
After thirty (30) years of continuous service	36	7.2	288	270.0

### City Executives (Salaried)

<b>Continuous Service</b>	<i>Days</i>	<i>Weeks</i>	<i>Hours</i>
Upon Hire (*Prorated)	20	4.0	160
After two (2) years of continuous service	22	4.4	176
After three (3) years of continuous service	24	4.8	192
After five (5) years of continuous service	26	5.2	208
After ten (10) years of continuous service	28	5.6	224
After fifteen (15) years of continuous service	30	6.0	240
After twenty (20) years of continuous service	32	6.4	256
After twenty-five (25) years of continuous service	35	7.0	280
After thirty (30) years of continuous service	37	7.4	296

### Battalion Chiefs

<b>Continuous Service</b>	<i>Shift Days</i>	<i>Weeks</i>	<i>Hours</i>
Upon Hire (*Prorated)	9	3.0	216.0
After two (2) years of continuous service	10.8	3.6	259.2
After three (3) years of continuous service	12	4.0	288.0
After five (5) years of continuous service	12.6	4.2	302.4
After eight (8) years of continuous service	13.2	4.4	316.8
After ten (10) years of continuous service	15	5.0	360.0
After thirteen (13) years of continuous service	15.6	5.2	374.4
After fifteen (15) years of continuous service	16.2	5.4	388.8
After twenty (20) years of continuous service	18.6	6.2	446.4
After twenty-five (25) years of continuous service	20.4	6.8	489.6
After thirty (30) years of continuous service	21.6	7.2	518.4



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## Airport Operations Coordinator

<b>Continuous Service</b>	<i>Shift Days</i>	<i>Weeks</i>	<i>Hours</i>
Upon Hire (*Prorated)	4.6	2.0	112.8
After two (2) years of continuous service	6.0	2.6	146.6
After three (3) years of continuous service	6.9	3.0	169.2
After five (5) years of continuous service	7.8	3.4	191.8
After eight (8) years of continuous service	8.3	3.6	203.0
After ten (10) years of continuous service	9.7	4.2	236.9
After thirteen (13) years of continuous service	10.2	4.4	248.2
After fifteen (15) years of continuous service	10.7	4.6	259.4
After twenty (20) years of continuous service	12.5	5.4	304.6
After twenty-five (25) years of continuous service	13.9	6.0	338.4
After thirty (30) years of continuous service	14.8	6.4	361.0

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