



Human Resources

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Employee Notice: Changes to the Employee Handbook for 2024

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, 2024.

Employee Handbook I

Section 1: Introductory Period and Review Period

- a. Reduce the introductory period from two (2) years to one (1) year.

Section 2: Types of Employees (Part 1)

- a. Update introductory language from two (2) years to one (1) year.
- b. Update job title from Transit Manager to Director of Transit following the Pay and Class Study in 2022.

Section 5: Pay and Compensation

- a. Add the job title of *Inventory/Parts Technician* to the Mechanic I/Mechanic II ASE Certification Premium and retitle to ASE Certification Premium.
- b. Increase premium pay from \$.35 per hour to \$.50 per hour.
- c. Retitle On-Call/Pager Pay to On-Call Pay and add the job title of *Electrician – Streets* to positions that are eligible for this benefit.
- d. Add a section for *Fire Administration Work in Battalion Chief Vacancies*.
 1. For any shift vacancy at the Battalion Chief position that creates a traditional shift overtime working opportunity, a qualified Chief Officer (exception of the Fire Chief) can work hours in those positions and be compensated at an hourly rate in correspondence to the employee 112-hour workweek grade and step.

Section 6: Benefits

- a. Remove the requirement to provide verification of the date of death, date of funeral, and the relationship of the deceased (i.e., obituary, funeral pamphlet). We will retain the right to request verification from any employee under discipline for attendance issues.

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- b. Adding language to allow the use of bereavement leave in the event of a miscarriage or stillborn birth. This applies to the birthing parent and spouse or domestic partner of the birthing parent.
- c. Update the Family Care Days section of the Sick Leave policy to allow employees to use the time to care for priority family members (i.e., employee's parent, legal spouse, or child (biological, adopted, foster, or stepchild)).
- d. Update the Family Care Day section of the Sick Leave policy to allow employees to use the time in the event of an unexpected closure of school (snow day, etc.) or daycare facility. (Applies to Battalion Chief and Airport Operations Coordinators as well)
- e. Add Regular Part-Time employees to the Sick Leave Pay-Off at Retirement or Death policy.
- f. Under the Family Care Days section, at the request of the Airport Director, removed the following language "...by the Airport Operations and Maintenance Supervisor. Such request/coverage for the additional eight (8) hours would be limited to weekday hours occurring between 8:00 a.m. – 5:00 p.m." due to the limiting nature of the language.
- g. Removed language in the Catastrophic Leave policy referencing Airport Operations Coordinators hired prior to June 1, 2014 – we no longer having any employees hired as of this date, so the policy is no longer relevant.
- h. Update the vacation policy to state "an employee severing their employment with the City may not use accumulated vacation to extend their separation date beyond the last day worked."

Employee Handbook II

Classification and Compensation Plan

- a. Section 3. Classification of New Positions – added language that all requests for new positions need to be submitted by July 1 for consideration in the next operating budget. Added language that would allow the Director of Human Resources to bring the Common Council recommendations for new positions outside of the operating budget cycle based on department need (i.e., vacancies or reorganizations).
- b. Section 7. Request for Reclassifications – removed the requirement to submit between May 1 and May 15 of each calendar year.

In both Employee Handbook I and Employee Handbook II, minor grammatical and formatting corrections were made.