

TO: Finance and Personnel

FROM: Wendy Oestreich, Director of Human Resources

RE: Changes to Employee Handbook effective January 1, 2015

In 2014 various changes to the Employee Handbook were approved by Common Council. In addition to those changes the Employee Handbook will be amended, effective January 1, 2015 as follows:

1. At-Will Employees – position of Code Enforcement Technician added.
2. Unpaid Leave of Absence – amended to include:
 - a. “A leave of absence (non-medical) will also not be granted when the employee does not, at the time of the leave request and during the leave, possess all required qualifications, certifications and licensures for the employee’s position.”
 - b. “Instead the employee’s employment will be terminated, and the employee may seek rehire with the City in a different capacity.”
 - c. “Employees must submit a written request for an unpaid leave of absence as soon as the need for leave is apparent. The employee must provide sufficient information for the supervisor and Director of Human Resources to consider including the anticipated duration of the leave and the reason for the leave.”
3. Classification and Compensation Guidelines – amended to state a defined Plan was approved by Common Council which provides guidelines for the classification and compensation of regular full time and regular part-time employees covered in the Employee Handbook.
4. EMT Pay –Airport Operations – amended to state that EMT Certification continues for incumbents with the certification until placement within the pay and class study.
5. Longevity – deleted as no longer applicable.
6. Overtime – clarification only as to what counts as hours worked for overtime purposes.
7. Bereavement Leave – Deleted paragraph on “Registered Domestic Partners”.
8. Holidays – deleted requirement of acceptable medical substantiation for sick leave prior to or after a holiday for purposes of receiving holiday pay. Also clarified that eligibility for the floating holiday requires a paid day before and after the floating holiday.
9. Medical Benefit Plan:
 - a. Medicare Carve-Out for Disability, Effective January 1, 2008 – Changed Make Whole provision for employees who retire after 12/31/2014, wherein their out of pocket costs between Medicare Part B and City’s retiree health plan do not exceed the cost of the City’s monthly retiree or surviving spouse benefit plan contributions.
10. Vacation – Changed vacation accrual.
 - a. 4 weeks after 13 years (was 14 years) continuous service. This is applicable to non-exempt employees, exempt (non-city executive) employees, and Fire Management – Platoon Schedule.
 - b. City Executives: Add vacation accrual of 29 days after 29 years of continuous service.
11. Performance Evaluations – amended as follows:
 - a. “Performance evaluations are used to determine eligibility for possible step increases, subject to funding during the budget process.”
 - b. Performance evaluations take into consideration the employee’s “attendance (non-FMLA), communication/customer service skills, productivity, initiative and leadership, work attitude and public image, judgment and decision making. In addition, exempt supervisors are evaluated on supervisory skills. Performance factors for Department Heads are set by the Executive Committee.”