

**To: Finance and Personnel Committee**

**FROM: Wendy Oestreich, Director of Human Resources**

Employee Handbook is intended to create a uniform book for Non-Represented & SEIU on benefits, policies and procedures. This is required as the SEIU collective bargaining agreement expires on December 31, 2013.

The Employee Handbook was given considerable thought, and involved both management and employees. Any statement that employees were not involved is simply not true. Much of the language in the Employee Handbook is language found in the current Terms and Condition and/or SEIU Collective Bargaining Agreement.

**The Employee Handbook – Policies** is simply a collection of all the policies which employees are currently employed under. *No new policies were created for the handbook.*

## **Chronology for Employee Handbook:**

- May 2013: Employees were notified by Human Resources of the need to create an employee handbook. Stated that employee input would be sought.
- June 26, 2013 Meeting held with management to review SEIU specific provisions, as well as joint provisions applicable to both SEIU and non-represented, however which are applied differently. 20 management staff attended.
- July 25, 2013 2nd meeting with management to review SEIU specific provisions, and joint provisions. Management recommendations used for preparation of draft handbook. 12 management staff attended.
- July 26, 2013 Notice sent to SEIU Union President advising him of the process, and personally inviting him to participate in the Employee Input Committee for review of the Employee Handbook.
- July 26, 2013 Notice sent to SEIU and Non-Represented employees requesting volunteers for the Employee Input Committee. To gain a good cross section of employees we were seeking 1 non-management person per department. NO solicitation from HR.

***NOTE: NO UNION BOARD MEMBERS VOLUNTEERED TO PARTICIPATE***

- August 8, 2013 Employee Input Committee meeting. Comments received from union employees were "it is very respectful", "was good, did not believe it would be a problem". Meeting went very well.

**17 of the 31 employees who attended were SEIU**

- August 23, 2013 Update sent to employees regarding status of Employee Handbook, and Pay and Class Study

- November 22, 2013 Draft sent to management for review and comments. No major content changes.

- December 5, 2013 2<sup>nd</sup> Employee Input Committee meeting. No concerns were raised.  
**13 of the 21 who attended were SEIU.** Meeting went very well. Employees excited about some of the new provisions.

**NOTE: \*\*Between the August 2013 Employee Input Meeting and December 2013 Employee Input Meeting there were NO communications received by the Union board regarding a lack of involvement in the process or objections to the draft proposal.**

## **++Positive Attributes to Employee Handbook – New to SEIU**

Tuition Reimbursement – eligible

Family Care Days – for illness/injury of minor dependents

Bereavement Leave – Added additional family members for bereavement leave eligibility

Catastrophic Leave – bank for employees who cap out on sick leave accumulation

Bus Passes – Free

Holidays – Replaced Spring Holiday with a Floater Holiday

Vacation – Provided vacation in first calendar year for new hires with 4 months of service

Compensatory Time – Expanded comp time carryover to 24 hours

Vacancies – Qualified employees have opportunity for advancement based on qualifications vs. strict seniority. Allows City to have the most qualified employees in the positions.

## **Major Changes under Employee Handbook (For SEIU)**

Seniority is no longer the underlying determination for many areas of employment. Currently strict seniority is used for:

- Lay-offs – bump other employees
- Vacancies – Senior bidder got the position
- Overtime
- Call-outs
- Out of Class Assignments.

Employee Handbook proposes:

- Layoffs based on needs of City, including skills needed, qualifications, experience, impact on City operations.
- Vacancies – For full time positions allow internal employees to be considered prior to seeking external applicants. Must be qualified to be considered and interviewed. We would seek external applicants only if Department Head believes no qualified internal applicant, however exceptions may apply.
- Overtime , Call-outs, Out of Class Assignments – based on skill set needed, staffing, availability, and response time to emergency. Creates more efficient operations.

**Grievance Procedure:**

Grievance Procedure was created as required under Act 10. October 2011 this Grievance Procedure was passed by Common Council. It requires the highest form of governing body – the Common Council- to make the final determination in the grievance procedure after all steps have been followed. This is a major change for SEIU, however their current language is unenforceable in 2014 per Act 10. As such, the Grievance Procedure passed by Common Council automatically applies unless modified by Common Council.

**Significance to Council:**

**Handbook eliminates retiree health insurance for employees hired on or after January 1, 2014. Uniformly applied to non-represented and SEIU employees. As of January 2014, all new employees will no longer be eligible for retiree health insurance.**