

# **CITY OF LA CROSSE**

# **EMPLOYEE HANDBOOK**

## **Procedures AND BENEFITS**

## **JANUARY 01, 2026**

Part One



Effective January 1, 2014

Amended 2/14; 01/15; 01/16; 01/17; 01/18; 01/2019;

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DRAFT UNTIL APPROVED BY FINANCE AND PERSONNEL COMMITTEE

## INTRODUCTION

It is the intent of the Common Council of the City of La Crosse to establish a uniform City of La Crosse Employee Handbook, herein referred to as “Handbook”. The Handbook informs employees about what the employer may generally expect from the employees so they may fulfill their responsibilities in serving the public. It is not, nor is it intended to be a contract of employment, a promise of employment, or a guarantee of any rights or benefits, for any or all of City of La Crosse employees.

Individual departments may choose to adopt specific work rules and procedures in addition to the policies and procedures set forth in this Handbook. Employees are expected to follow the policies in the Handbook as well as any Departmental policies. This Handbook will control to the extent the Handbook is in conflict with Departmental policy.

The Handbook summarizes City of La Crosse benefits, procedures, and policies. The Handbook is subject to any controlling ordinance, resolution, State or Federal statute, code or regulation, or any other legally controlling authority. Should any part of the handbook become obsolete or invalid, the balance of the document will remain in effect.

The Handbook applies to all City of La Crosse employees excluding ATU Local #519, LPPNSA, LPPSA, IAFF Local #127 – Fire Department. In addition, contract employees and temporary / limited term employees are excluded.

The City reserves the right to unilaterally change, supplement or rescind the Handbook, with or without notice, as deemed necessary.

It is your responsibility to read and become familiar with this handbook and to follow the policies and procedures contained within. If you have any questions regarding the contents of the handbook, or on matters not covered, please call Human Resources for guidance.

## Revisions and Approval Process

As the needs of the City and its employees change, and to comply with changing laws on the Federal, State and Local level, the City may find it necessary to review and update the Handbook. To provide an efficient, streamlined process for revisions, the Common Council authorizes the Director of Human Resources or their designee to modify the Handbook in the best interest of the City and to comply with legislative mandates. Modifications with a negative financial impact require Common Council approval.

Per Resolution 2011-11-029, Common Council has authorized the Director of Human Resources or their designee to formulate or amend existing policies while ensuring that the policies comply with State and Federal law.

The Director of Human Resources or their designee will report to the Finance and Personnel Committee all modifications enacted under his/her authority. In addition, the entire Handbook will be presented to the Finance and Personnel Committee on an annual basis for their review.

Employees that seek changes to the Handbook should contact the Human Resources Department. A draft copy of the proposed or revised section should be provided to Human Resources for review and analysis of the impact on the budget, internal operations/controls, safety and legal issues.

R 01/2018; 01/2022

## Table of Contents

SECTION 1: Introductory Period and Review Period .....	1
SECTION 2: Types of Employees.....	2
Employment Categories .....	2
Wisconsin Retirement System Classification: .....	3
Fair Labor Standards Act (FLSA) Classification .....	3
Benefit Eligibility: .....	3
SECTION 3: Time Away from Work.....	4
Blood Drives .....	4
Family and Medical Leave .....	4
Inclement Weather and Other Emergencies .....	4
Jury Duty and Court Appearances .....	4
Military Leave .....	4
Professional Development .....	5
Reduction in Workforce .....	5
Unpaid Leave of Absence .....	5
Voting/Election Official Leave Law .....	6
Work Breaks .....	6
Workers' Compensation.....	6
Work Week.....	8
Payroll and Pay Periods .....	8
SECTION 5: Pay and Compensation.....	9
Animal Control Training Premium.....	9
Non-Represented Employee Canine Handler Pay (Police Department).....	9
Clothing Allowance – Personal Items.....	9
Commercial Driver's License (CDL) Trainer .....	10
Classification and Compensation Guidelines.....	10
Compensatory Time:.....	10
Evidence Room:.....	11
ASE Certification Premium .....	11
DNR Operator Certification Premium .....	11

ADA Coordinator Training Certification Program (ACTCP) .....	11
Oktoberfest Premium – Community Service Officers (CSO).....	12
Oktoberfest Premium – Police Records Specialist .....	12
On-Call Pay .....	12
On-The-Spot Rewards Program .....	12
Out-of-Class Assignments .....	13
Overtime.....	13
Police Command Staff Officer Involved Shooting (OIS) Investigative Representation .....	14
Premium Pay Hours .....	14
Recalls/Shift Abutment/Work Continuation .....	14
Tar Crew Pay .....	14
Translation Duties .....	14
Fire Administration Work in Battalion Chief Vacancies .....	14
SECTION 6: Benefits .....	16
Bereavement Leave: .....	16
Bus Passes .....	17
Deferred Compensation Plan .....	17
Accident Insurance .....	17
Employee Assistance Program .....	17
Flexible Spending Account (I.R.S. Section 125).....	17
Health Savings Account (HSA) .....	17
Holidays .....	18
Income Continuation Insurance .....	19
Life Insurance .....	19
Medical Benefit Plan .....	20
Pension.....	29
Sick Leave .....	30
Paid Parental Leave.....	33
Tuition Reimbursement .....	35
Vacation .....	35
SECTION 7: Employment Recruitment and Separation.....	41

Background and Reference Checks .....	41
Exit Interviews .....	41
Job Vacancies - Recruitment.....	41
Residency Requirements.....	42
Separation of Employment .....	42
SECTION 8: Employee Conduct.....	43
Attendance and Punctuality .....	43
City Vehicles .....	43
Confidentiality .....	43
Grievance Procedure .....	43
Identification Badges .....	43
Performance Evaluations .....	43
Random Drug and Alcohol Testing (Non-DOT) – Airport and Police Department.....	44
Remedial Action and Discipline:.....	44
City of La Crosse – Employee Handbook Acknowledgement .....	45

## **SECTION 1: Introductory Period and Review Period**

### **Non-City Executives:**

1. Newly hired City employees or those employees who transfer from a collective bargaining agreement to a position covered under the Employee Handbook are subject to a one (1) year introductory period, consisting of one (1) year of continuous employment with the City, excluding temporary/limited term employment. For elected officials, employees that serve at the pleasure of an elected official, and employees in a federally funded grant position there is no defined introductory period.
2. Employees who transfer through the recruitment process to another City position covered under the Employee Handbook are subject to a six (6) month review period for the new position, independent of the one (1) year introductory period. The transferred employee surrenders their rights regarding their former position.

Employees who fail to successfully complete their introductory period or review period will be dismissed. In lieu of dismissal, the City reserves the right to extend an employee's introductory period or review period. The Department Head and Director of Human Resources or their designee shall make this determination.

### **City Executives:**

City Executives are not defined to an introductory period. With the exception of the Fire Chief and Chief of Police, per City ordinance, appointments of City Executives are subject to confirmation by the Common Council and are to hold office for an indeterminate term subject to removal for cause by vote of the Common Council. Fire Chief and Chief of Police are subject to Police and Fire Commission rules and regulations, §62.13.

### **Police and Fire:**

Employees in the Police and Fire Department shall be subject to an introductory period as contained in the rules and regulations of the Police and Fire Commission. They shall serve at the pleasure of the Chief of Police or Fire Chief, as applicable, in accordance with the rules and regulations of the Police and Fire Commission governing promotions and appointments.



## SECTION 2: Types of Employees

### Employment Categories

- A. **At-Will Employees:** The employment relationship of at-will employees may be terminated at any time, for any reason, with or without cause and with or without notice, at the option of the City or the employee, and wages due shall only include time worked up to and including the day and hours of termination. At-will employment is not for any definite period or succession of periods. At-will employees are:
- i. Employees serving their one (1) year introductory period or extended introductory period.
  - ii. Employees that serve at the pleasure of the Municipal Court Judge. These positions include all Municipal Court employees.
  - iii. Employees in positions funded by federal grants. These positions are at-will for the purpose of the grant provisions. Therefore, the employment of the at-will employee in grant funded positions may be impacted should the grant provisions change affecting the funding or qualifications/compliance required of the grant funded position. Currently, these positions are Planning positions funded by Community Development Block Grant.
- B. **Contract Employees:** Employees who are hired on a contract basis. Provisions of the employee handbook do not apply to contract employees.
- C. **For Cause Employees:** Those employees who have successfully completed their introductory period and retained on the basis of merit and may not be removed except for cause. "Elected Officials", "At Will Employees" and "Contract Employees" are not "For Cause Employees". In addition, employees in grant funded position are considered "For Cause Employees" (as defined in this paragraph) for performance issues.
- D. **Elected Officials:** Those employees elected by the voters including the Mayor and Municipal Court Judge. Elected Officials shall receive the salary and benefits *per ordinance*.
- E. **City Executives:** Those for cause employees in the positions of Director of La Crosse Regional Airport, City Attorney, Director of Engineering & Public Works, Director of Finance, Fire Chief, Director of Information Technology, Director of Parks, Recreation, Forestry, Facilities and Grounds, Director of Planning and Development, Chief of Police, Director of Human Resources, City Clerk and Director of Transit. City Executives shall receive the salary and benefits described herein.

## Wisconsin Retirement System Classification:

- A. **General Employees** – Employees that the Wisconsin Retirement System classifies as such. This definition excludes any employee that is classified as “protective” by the Wisconsin Retirement System.
- B. **Fire Protective Employees** – Employees that perform fire related activities and are classified as protective by the Wisconsin Retirement System. For the purposes of this resolution this includes Fire Chief, Assistant Fire Chief, Battalion Chief, and two (2) Division Chief’s.
- C. **Police Protective Employees** - Employees that perform police related activities and are classified as protective by the Wisconsin Retirement System. For the purposes of this resolution, it includes Chief of Police, Assistant Chief of Police and Police Captains.
- D. **Elected Officials** – Employees elected by the voters including the Mayor and Municipal Court Judge.

## Fair Labor Standards Act (FLSA) Classification

- A. **Exempt:** Salaried positions not eligible for overtime, as defined in the FLSA. Examples include Executive, supervisory and certain professional positions.
- B. **Non-Exempt:** Employees eligible for overtime as defined in the FLSA. Employees are paid on an hourly basis.

## Benefit Eligibility:

- A. **Regular Full-Time employees:** Employees working full-time in positions that are budgeted for 37.5/40 hours per week (defined as full-time). Eligible for benefits contained herein.
- B. **Regular Part-Time Employees:** Employees working a minimum of 20 hours per week in positions budgeted for less than full-time, but a minimum of 20 hours per week are eligible for benefits contained herein. Accrued leave benefits will be pro-rated based on part-time status. For eligibility for Medical Benefit Plan please see Medical Benefit Plan Master Plan Document available from Human Resources.
- C. **Part-time employees:** Employees working in positions budgeted for less than 20 hours per week are not eligible for City benefits as listed under Section 6, with the following exceptions: *May* be eligible for WRS, Life, and ICI based on Employee Trust Fund (ETF) eligibility.

## **SECTION 3: Time Away from Work**

### **Blood Drives**

Regular full-time and regular part-time employees may participate in blood drives conducted at City Hall or at the County Buildings during working hours, provided that it does not adversely affect departmental operations, result in overtime and/or cause staffing shortages. All requests to participate in a blood drive must be approved by the respective supervisor in advance. Participating employees shall suffer no loss of pay.

### **Family and Medical Leave**

The City of La Crosse has established a Family and Medical Leave Act pursuant to Federal and State Family and Medical Leave Act. See Employee Handbook – Policies.

### **Inclement Weather and Other Emergencies**

Generally, employees are expected to report to work at their regularly scheduled time regardless of weather conditions. However, out of concern for the safety of our employees, if you believe conditions are such you cannot make it to and from work safely, you will have the option of using available leave (i.e., personal business, vacation, compensatory time, or floating holiday). Unpaid leave may not be taken until such time all eligible paid leave banks have been exhausted.

Please contact your supervisor as soon as you can prior to your shift to see what accommodation can be arranged. Supervisors will be as flexible as possible while keeping the critical functions of the City operational.

To ensure the safety and security of the public and the continued operation of City services, employees required for public safety and other critical services are excluded from this policy.

### **Jury Duty and Court Appearances**

In the event an employee is selected to serve on a jury during regular work hours, all jury fees received for the jury duty shall be paid back to the City, and the employee shall suffer no loss in wages. The employee shall complete a Leave Request form. All jury fees received for jury duty (excluding mileage reimbursement) during working hours must be submitted to the Human Resources Department (payable to City Treasurer) along with a copy of the receipt. Jurors, when not assigned to cases, must report to their regular work for the remainder of the day. Jury duty shall be noted on the payroll records.

In the event an employee is subpoenaed to testify in court regarding a *work-related* incident, provided such subpoena has been authorized by the City Executive and the Director of Human Resources or their designee, the subpoenaed employee shall suffer no loss of pay. Any fees received for the court appearance (minus mileage reimbursement) shall be paid to the Human Resources Department (payable to City Treasurer).

Should an employee be subpoenaed to testify in a non-work-related case, they will be excused from work; however, they will be required to use accrued unused leave for the lost time.

### **Military Leave**

Employees who are duly enrolled members of the National Guard, State Guard, or any other organized reserve component of the Armed Forces of the United States shall be allowed a military leave of absence to attend scheduled military training as has been ordered, not to exceed fifteen (15) days for 37.5/40 hour employees, six (6) shift days for Airport Operations Coordinators, and eight (8) shift days for Fire platoon employees. Such time shall be taken in the calendar year in which so ordered. A copy of orders requiring attendance at military training sites shall accompany all requests for military leave of absence. Military leave shall be in addition to any other authorized leaves.

Employees who are authorized military leave as outlined above shall suffer no loss of straight time pay for such leave. Upon returning to City duty, the City will provide an offset to the employee taking military leave upon receipt

of their military pay stub. The City shall pay the difference between the employee's military base pay, excluding quarters, rations, and travel allowances, and the employee's regular City straight time rate of pay if the military pay is less than City pay.

To receive the offset, the employee must provide their military pay stub to Human Resources within thirty (30) days from the date in which the employee returns to City employment. The compensation offset is provided for annual military training, *not weekend drills*.

The City will comply with all state and national laws relating to employees in reserve or active military service, including the Federal Uniformed Services Employment and Reemployment Rights Act (USERRA).

## **Professional Development**

City Executives shall be provided with two (2) professional development days to attend training which is beneficial to their professional growth. Areas of professional growth are at the discretion of the City Executive. There shall be no loss of earnings while attending such training; however, Mayor approval for attendance is required. The actual cost of the training may be paid by the City at the discretion of the Mayor. All other costs associated with the professional development training are at the City Executive's expense. Attendance at training to maintain a professional license for the City Executives occupation shall not be considered as professional development days.

## **Reduction in Workforce**

Reductions in the workforce may occur through layoffs or furloughs, in addition to attrition or position elimination or modification. The City will determine where reductions in workforce will occur, including Department, number of employees and people impacted by the reduction in workforce. In the event of a reduction in workforce, affected employees will be laid off or furloughed based on impact on City operations, skills, abilities, qualifications, experience in a particular position, length of service and overall best interest of the City. Length of service shall not be the deciding factor when proceeding with a reduction in workforce; however, it will be considered. The City may choose to seek volunteers for the reduction in workforce.

## **Unpaid Leave of Absence**

Supervisors may, only with the approval of the Director of Human Resources or their designee, grant an employee a leave of absence without pay for good reason when the employee's service can be spared without detriment to the best interest of the City. Such unpaid leave shall not exceed thirty (30) calendar days per year, unless unusual circumstances are evident and such additional leave is approved by the City. It is understood that leaves of unpaid absence under this clause will not be granted where employees have existing appropriate paid leave balances. 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, or if the request for unpaid leave is for the pursuit of education or other employment. Instead, the employee will be terminated, and the employee may seek rehire with the City in a different capacity. The use of unpaid leave in conjunction with leaves of absence for family and medical reasons will be administered in accordance with applicable State and Federal laws. Leave taken without pay may result in pro-rated vacation accrual for the following year. It is understood that pro-rata shall be based on "total hours" paid in the previous calendar year.

During the 30-day leave of absence, employees who are participating in the City's medical benefit plan will receive the same medical benefit plan benefits including contribution rates on the same basis as active employees. If additional unpaid leave is approved which extends beyond the approved initial 30-day calendar leave of absence, employees may lose eligibility for the medical benefit plan as an active employee if they do not meet the qualifications as defined in Section 6, Medical Benefit Plan, paragraph P.

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 or their designee to consider, including the anticipated duration of the leave and the reason for the leave.

## Voting/Election Official Leave Law

**Voting** Any employee who is entitled to vote at an election is entitled to be absent from work while the polls are open for a period not to exceed 3 successive hours to vote. The employee must provide notice to his/her Department Head before Election Day of the intended absence. Time absent requires use of accrued leave. The Department Head will designate the time of day for the absence.

**Election Official Using Accrued Leave** Employees who are appointed as an election official, under s. 7.30 of the Wisconsin State Statutes, are entitled a leave of absence from work to attend to such duties. An employee who serves as an election official shall provide his or her Department Head with at least 7 days' notice of request for leave. Time absent requires the use of accrued leave, however, shall not result in a loss of fringe benefits.

**Election Official Not Using Accrued Leave** City employees residing in La Crosse County, may submit a written request for a paid leave of absence to serve as an election official under s. 7.30 of the Wisconsin State Statutes. Paid time will include hours worked on Election Day and for any training necessary to perform the duties of an election official. On Election Day, employees will be paid their regular rate of pay for the number of hours that equals their normal workday (7.5 or 8 hours). Any hours beyond the normal workday hours, and any training hours, will be paid by the City Clerk at the rate of the election official position. Employees must submit a written request for leave using the City of La Crosse Leave Request form, which must be approved by their supervisor, department head and Director of Human Resources. Approval of this paid time is subject to departmental needs and must not adversely affect department operations.

## Work Breaks

Employees working full-time may receive two (2) paid breaks, not to exceed 15 minutes each. Work breaks are a privilege not a right. Paid work breaks may be interrupted, cancelled or rescheduled consistent with the needs to accomplish assigned work tasks or staffing needs. In no case shall paid breaks be used to leave work early, report in late or extend unpaid lunch breaks, or for personal gain such as appointments, travel, errands, etc.

## Workers' Compensation

Worker's compensation benefits for on-the-job injuries shall be paid in accordance with the provisions of Wisconsin Statutes. It is agreed that all statutory provisions in connection with the Worker's Compensation Law shall be incorporated herein as though fully set forth herein.

Airport Operations Coordinators: Workers' compensation benefits shall be paid in accordance with the provisions of Wisconsin Statutes; however, injuries/illnesses resulting from active Aircraft Fire Suppression duties, Aircraft Fire Suppression training activities, and emergency medical response provided in the scope of their employment may receive supplemental salary as outlined below for protective employees. To receive the supplemental pay, all injuries must be reported immediately/next business day following the date of injury.

Protective employees: It is expected that members of the Police and Fire Department shall exercise sound safety practices in the performance of their duties. Members of the Police or Fire Department who contract a disease or are injured in the performance of their duties while protecting the interests of the general public may receive supplemental salary as outlined below.

A determination shall be made as to whether or not such injury and/or illness is within the scope of the preceding paragraph and thus entitles the employee to full salary and shall so state on the report covered in procedure in case of injury on the job. Any decision which would result in full pay by virtue of this provision because of illness or injury shall be subject to the approval of the Director of Human Resources or their designee. In any event, no benefits shall be paid until the City's workers' compensation claims administrator determines liability and commences workers' compensation payment.

Such payments shall be made only for so long as the claims administrator shall make workers' compensation payments. In any event, such full salary pay shall only cover the healing period of temporary total disability, and the contribution of the City of La Crosse to such full salary pay shall be the difference between the amount paid by

the workers' compensation claims administrator and the employee's regular salary at the time of the injury or illness.

In cases involving third party liability, Section 102.29 of the Wisconsin Statutes shall apply.

For workers' compensation medical appointments please refer to the Workers' Compensation – Appointment Reimbursement policy.

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## SECTION 4: Work Week / Pay Week

### Work Week

The work week for regular full-time employees is generally established as forty (40) hours per week, except for non-exempt positions at City Hall, which are generally thirty-seven and one-half (37 ½) hours per week. The work week is established by the Common Council and may be modified from time to time. For payroll purposes, the work week is established as Friday through the following Thursday.

For Airport Operations Coordinators, the work week shall consist of 24.5-hour days, on a rotational basis of 2 – 3 days per week.

Non-exempt employees must not report in more than seven (7) minutes before the start of their shift or stay more than seven (7) minutes at the end of their shift, unless such time has been previously authorized by a supervisor.

### Payroll and Pay Periods

Employees shall be paid on a bi-weekly basis. Payment for hours worked shall be received the week following completion of the two-week work pay period. Direct deposit of paychecks is a mandatory condition of employment. Errors found in an employee's paycheck are to be brought to the attention of the Human Resources Department as soon as possible.

Each employee is required to document working hours via the timekeeping system for their department. Non-exempt employees are to accurately report the actual hours worked for each day. Each employee will be held accountable for failing to accurately record work time. The employee shall record his/her time only.

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## SECTION 5: Pay and Compensation

### Animal Control Training Premium

Effective January 1, 2023, Community Service Officers will be offered the opportunity to be trained in the general animal control duties. This training will be provided in-house by a certified Humane Officer. Upon successful completion of the training, the employee will receive an hourly premium of \$.50 per hour. The premium will be applicable to all hours paid. Upon completion of this training, the employee may be used to supplement animal control duties at the agency's discretion. This premium will be audited on an annual basis, and employees will be required to have refresher training each year.

### Non-Represented Employee Canine Handler Pay (Police Department)

Effective August 9, 2024, an MOU between the City of La Crosse and the LPPNSA was reached to allow a non-represented employee canine handler to be compensated at the employee's regular rate of pay for one half-hour of compensation per day. This shall be subject to the necessary overtime rules and FLSA. Additional hours outside of the employee's normal workday spent in extraordinary care of the canine must receive prior supervisory approval. The one-half hour per day of compensation shall be paid on the last day of the month for all applicable days, minus any days that the canine is kenneled at the City's expense.

Employees assigned as a caretaker/canine handler will not receive compensation for commuting to work, either under normal circumstances or those associated with recall.

See Resolution 24-1014 for the fully executed MOU between the City of La Crosse and LPPNSA.

### Clothing Allowance – Personal Items

- A. A uniform allowance is provided for limited positions. In each case, fifty percent (50%) of such allowance is payable on the first payday in February of each year, and the second such installment shall be paid on the first payday in August of each year. The employee must be in active status at the time of the installments.

Community Service Officers shall receive four hundred fifty dollars (\$450.00) per year for pre-approved uniforms.

Police Department: Police Captains, Assistant Chief of Police and Chief of Police shall receive eight hundred dollars (\$800.00) per year.

External vest carriers shall be replaced at the department's expense on an as-needed basis when deemed no longer in compliance with the department's uniform policy.

Fire Department: Fire Chief, Assistant Fire Chief and Battalion Chiefs shall receive eight hundred dollars (\$800.00) per year.

All other clothing allowances must be pre-approved in the department's budget and approved by Human Resources prior to purchasing.

- B. Damage to Eyeglasses and Personal Items – Police Protective

Eyeglasses damaged or lost involving a job-related incident shall be repaired or replaced by the City for an amount not to exceed two hundred fifty dollars (\$250.00). Appropriate personal items damaged or lost involving a job-related incident may be repaired or replaced by the City for an amount not to exceed one hundred dollars (\$100.00) pro-rated, provided proof of loss is furnished and there is a police report substantiating the incident. If at any time the City receives restitution through the courts or other sources which exceeds the above stated amounts, the officer shall additionally receive the difference between the applicable above stated amount and the amount actually received by the City.



All requests for reimbursement under this section, including purchase of new equipment and damage to eyeglasses or personal property, shall be submitted for approval to the Director of Human Resources or their designee, and such approval shall not be unreasonably denied.

### C. Safety Footwear Reimbursement

The City of La Crosse is committed to providing a healthy and safe working environment for all employees. This policy will provide general policy and guidelines for footwear requirements by classifications and reimbursement to eligible employees for Personal Protective Equipment ("PPE") footwear due to potential work hazards.

The City will provide an annual monetary reimbursement allowance of up to one hundred dollars (\$100.00) to full-time and permanent part-time employees in eligible job classifications who have successfully completed their probationary period. Appropriate foot protection shall be required for employees who are exposed to potential foot injury hazards from electrical hazards, hot, corrosive, poisonous substances, falling objects, slip and fall hazards, crushing or penetrating actions or abnormally wet locations.

This policy will not reimburse for personal protective equipment footwear purchased on or before December 31<sup>st</sup>, 2025.

Full policy available in the Employee Handbook Part 2.

### Commercial Driver's License (CDL) Trainer

Should the City determine a need to train employees for a CDL, the City may assign an employee to provide CDL training to employees for the purpose of obtaining a CDL. An assigned non-exempt employee shall receive \$2.50 per hour above his/her regular wage for all hours assigned as CDL Trainer. An employee assigned as a CDL Trainer must hold a valid CDL license, including applicable endorsements. Training will generally occur during the workday; therefore, only employees working day shifts are eligible for consideration.

### Classification and Compensation Guidelines

The City has a defined Classification and Compensation Plan 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.

### Compensatory Time:

Compensatory time is available to non-exempt employees (excluding Airport Operations Coordinators). Employees who work over 40 hours in a work week may be eligible for compensatory time or overtime, computed at time and one-half their normal rate of pay. For employees on a 37 ½ hour work week or less, time worked over their normal schedule (up to 40 hours worked in the work week) will be paid as straight pay. Compensatory time is not available for any hours worked less than 40 hours in the workweek. Generally, employees will have the option of choosing either compensatory time or overtime for hours worked over 40 in a work week, unless specifically deemed otherwise in advance by the department supervisor.

Compensatory time taken while working an out-of-class assignment shall be paid at the employee's regular classification rate. Compensatory time off must be requested in advance to the respective supervisor.

Compensatory time balance may not exceed 40 hours per year. Any accumulated compensatory time over 24 hours will be paid out in the last full pay period in December. At year end, the first 24 hours of accumulated compensatory time will be carried over into the next calendar year.

## **Evidence Room:**

Community Service Officer(s) assigned to work in the Police Evidence Room shall receive \$2.00 per hour premium pay for all hours actually worked in the assignment. Such assignment is at the sole discretion of police management.

## **ASE Certification Premium**

Effective February 1, 2017: Mechanic Is and Mechanic IIs have the option to obtain ASE certifications on a voluntary basis. Effective January 1, 2024, the Inventory/Parts Technician will have the option to obtain ASE certifications on a voluntary basis. The City will pay for the initial registration fee limited to two (2) registrations per year per employee. Registration for successive attempts to pass an ASE certification will be at the employee's expense.

Upon successful receipt of an ASE certification, the mechanic is to provide proof to management. The premium pay of ten cents (\$.10) per hour will be effective the next pay period following receipt. Premiums are limited to a maximum of eight (8) ASE certifications per employee. Once obtained, the recertification fee would be paid by the City. All other provisions would be the responsibility of the employee (time off, travel, exam fee, etc.).

The premium is applicable for all hours paid, including holidays, vacation, sick leave, etc.

Loss of certification or failure to recertify shall result in the removal of the premium as applicable per certification.

## **DNR Operator Certification Premium**

Effective January 1, 2024, employees who are actively employed by either Wastewater or Water Utility will have the option to obtain their operator certification through the Wisconsin Department of Natural Resources (DNR) on a voluntary basis. The City will pay for the initial registration fee limited to two (2) registrations per year per employee. Registration for successive attempts to pass a DNR operator certification will be at the employee's expense.

Upon successful receipt of the operator certification the operator is to provide proof to management. The premium pay of fifty cents (\$.50) per hour will be effective the next pay period following receipt.

Upon successful completion of the advanced operator certification, the operator is to provide proof to management. The premium pay of fifty cents (\$.50) per hour will be effective the next pay period following receipt.

Premiums are limited to a maximum of two (2) certifications per employee. Once obtained the recertification fee will be paid by the city. All other provisions would be the responsibility of the employee (time off, travel, exam fee, etc.).

The premium is applicable for all hours paid, including holidays, vacation, sick leave, etc. Loss of certification or failure to recertify shall result in the removal of the premium as applicable per certification.

## **ADA Coordinator Training Certification Program (ACTCP)**

Effective January 1, 2025, employee(s) in the position of Sidewalk and ADA Coordinator who complete the ADA Coordinator Training Certification Program (ACTCP) are eligible for premium pay of one dollar and fifty cents (\$1.50) per hour. The premium pay is effective the pay period following confirmation of their successful completion of the training program. The employee must provide proof of successful completion of the certification program to Human Resources to begin receiving the premium pay.

Once the ACTCP is obtained, the recertification fee will be paid by the City. All other provisions would be the responsibility of the employee (time off, travel, exam fees, etc.).

The premium is applicable to all hours paid, including holiday, vacation, sick leave, etc. Loss of certification or failure to recertify shall result in the removal of the premium.

## **Oktoberfest Premium – Community Service Officers (CSO)**

Community Service Officers shall receive \$5.00 per hour premium pay for any straight time hours worked for the Torchlight Parade, Maple Leaf Parade and any hours worked between 7:00 pm and 3:00 am the Friday and Saturday of Oktoberfest.

## **Oktoberfest Premium – Police Records Specialist**

Police Records Specialists shall be compensated at overtime rate for any hours worked past 37.5 hours per week or 75 hours per pay period during Oktoberfest. Oktoberfest weekend for Police Records Specialist is hours between 7pm Friday, and 7pm Sunday.

## **On-Call Pay**

Non-exempt employees who are scheduled by the City to be on call must remain available for duty during non-scheduled working hours. The scheduled employee shall be paid an additional one hundred dollars (\$100.00) for each week of scheduled on-call duty. This is limited to one employee per week in Water Department, Parking Utility (CSO - Parking Utility, Maintenance Worker - Parking, Custodian – Parking Utility), Electrician – Streets, and Maintenance Technician - Airport; and two (2) employees within Sanitary Sewer Utility.

Eight (8) employees within the Street department will be eligible for on-call pay from December 1<sup>st</sup> – April 1<sup>st</sup> each calendar year to provide consistent and reliable coverage for snow emergencies. The eight (8) on-call employees will work on a rotation throughout the designated months as assigned by the Superintendent of Streets or their designee.

One (1) Engineering Technician will be eligible for the on-call pay in the event they are providing coverage when the Public Works Locator & Code Enforcement Technician is on vacation or experiences an unexpected leave of absence.

## **On-The-Spot Rewards Program**

### Purpose

Employees deserve to be recognized for their extra efforts. Department heads can use this On-The-Spot rewards program as one way to recognize their employee's excellent performance and valuable contributions in a real-time way. By providing a Spot Bonus, managers have the opportunity to provide a meaningful "thank you" and connect the reward to the contribution and/or performance being recognized.

In addition, recognition may be given across departments with collaboration between department heads and/or managers.

### Award

The On-The-Spot Reward is a monetary reward of up to \$500 provided via direct deposit.

### Eligibility

- This bonus is available to all full- and part-time employees who have completed at least six (6) months of continuous employment with the City of La Crosse.
- Employees must be successful in meeting all performance expectations and attendance standards.
- Employees must not be on a performance improvement plan or have had any disciplinary action (including a verbal and/or written warning) in the six (6) months prior to nomination.
- Employees must be actively employed at the time of payout.

### Award Criteria

The On-The-Spot Rewards Program is meant to reward individuals who have displayed extra effort or who have gone above and beyond their day-to-day responsibilities. The program recognizes employees “in the moment” on a one-time basis for exemplary action.

To illustrate ways in which an On-The-Spot reward can be utilized, below are some examples of an employee action that may result in a Spot Bonus:

- Participating in and completing a large work assignment that added considerable effort on top of their day-to-day work.
- Improving a process which created department efficiency and overall budget savings.
- Utilizing creative problem solving to resolve a particularly complicated and ongoing issue.
- Providing exceptional customer service.

Under Internal Revenue Service regulations, these spot bonuses are considered taxable income and will be processed through the payroll system.

## **Out-of-Class Assignments**

Management shall determine the direction of the workforce. Out-of-class assignments shall be based on skill set, availability, and staffing. Should a non-exempt employee be assigned by management to perform the essential functions of a non-exempt position in a higher grade, the employee may be eligible for out-of-class pay. Out-of-class pay will only be applicable for actual hours worked, paid in fifteen-minute increments.

Non-exempt employees assigned to work in a non-exempt position of a higher-grade classification shall receive an hourly premium of fifty cents (\$.50) per grade difference. (e.g., Non-exempt employees in pay grade 3 are assigned by management to work in a position classified as pay grade 6. Employees would receive an hourly premium of \$1.50, representing a 3-grade difference, for all hours actually worked in the out-of-class assignment.)

Two dollars (\$2.00) per hour premium shall also be provided when a non-exempt employee is assigned by management to perform limited supervisory duties on a temporary basis due to the absence of the exempt supervisory personnel. The premium would be for actual hours worked in the temporary assignment. In general, this will occur in very limited circumstances.

## **Overtime**

The Fair Labor Standards Act (FLSA) is recognized as a guide in determining payment of overtime. Therefore, executive, administrative, supervisory and professional employees as designated in the FLSA shall be exempt from payment of overtime. All other employees who do not qualify for the above exemption (non-exempt) shall be compensated at the rate of one and one-half times their regular rate of pay for services rendered and hours *actually worked* over 40 hours per week. For purposes of this paragraph, vacation and holidays shall count as hours worked. All other forms of leave are not considered hours worked for overtime purposes.

Hours worked for calculating overtime for Airport Operations Coordinators shall include all of the following: vacation, sick leave, personal business days, family care days and bereavement. However, holidays paid (not worked) do not count as hours worked for Airport Operations Coordinators.

Departments will establish an overtime procedure which best meets the needs of the department. Consideration may include skill set required, availability, staffing, response time for emergency callouts, etc. Management has the sole discretion in the assignment of overtime.

The City has the right to require overtime work as necessary to meet operational needs.

## **Police Command Staff Officer Involved Shooting (OIS) Investigative Representation**

In the event a member of the command staff (i.e. Chief of Police, Assistant Chief of Police, and/or Police Captain) is involved in a shooting or use of force incident where they are required to provide responses in an investigation into the incident that was a result of their direct or indirect actions, the member of the command staff may bring legal representation of their own selection to the incident investigation pursuant to Wisconsin Statute Section 164.02. The City will provide funds to cover out-of-pocket costs for this type of legal representation.

## **Premium Pay Hours**

Non-exempt employees shall receive premium pay for all hours *actually worked* which occur on/after 6:30 p.m. and prior to 5:59 a.m. Premium pay shall be fifty cents (\$.50) per hour, in addition to their regular hourly rate. This provision does not apply to Airport Operations Coordinators.

## **Recalls/Shift Abutment/Work Continuation**

Employees recalled to work (non-scheduled) shall be entitled to a minimum of two (2) hours pay at time and one-half to be taken as overtime or compensatory time. Assignment of recalls will be based on the same principle as the assignment for overtime.

Shift abutments occur when an employee is called in to work within two (2) hours preceding the start of their shift and is continuous. Work continuation occurs when the employee continues work at the end of their shift. In both instances time is paid at straight pay; however, it may result in overtime if actual hours worked exceed 40 hours per week.

## **Tar Crew Pay**

Non-exempt employees assigned by management to work on the tar crew shall receive premium pay of \$.75 per hour for the full day. An assignment to the tar crew shall be made by management.

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.

## **Translation Duties**

Non-exempt employees performing translation duties shall receive premium pay of \$.50/hour for all hours actually worked in the assignment. Assignment would be made by management; however, it is understood that such assignment is voluntary.

## **Fire Administration Work in Battalion Chief Vacancies**

For any shift vacancy at the Battalion Chief position that creates a traditional shift overtime working opportunity, a qualified Chief Officer (with the exception of the Fire Chief) can work hours in that position and be compensated at an hourly rate in correspondence to the employees 112-hour workweek grade and step.

The vacancy to be filled must put a shift below the staffing minimum as determined by administration.

Qualifications to work in the Battalion Chief position for a Chief not currently serving as a Battalion Chief are subject to approval by the Fire Chief and Assistant Fire Chief. A "qualified Chief" must have the following experience and certifications to serve in the capacity of a Battalion Chief:

- ICS 300, ICS 400, and Fire Officer 2
- At least five (5) years as an operations line officer
- Documented Incident Command experience beyond a certificate as validated through training documentation and/or actual incident experience.
- Agreement of the Fire Chief that the individual is a qualified Chief to serve in the Battalion Chief role.

Should there be a vacancy, the on-duty Shift Commander should follow the procedures in appropriate staffing software to fill the vacancy.

- The list of eligible Chiefs will be based on the “bucket” list with hours worked being reset at the start of each calendar year.
- The list of eligible Chiefs will have first right of refusal over Local 127 CBA employees.
- When the Shift Commander filling the vacancy determines all Chiefs have been notified of the vacancy and have replied in accordance with approved methods and the position remains unfilled, the standard practices and procedures will be used to fill the vacancy.

DRAFT UNTIL APPROVED BY FINANCE AND PERSONNEL COMMITTEE



## SECTION 6: Benefits

### Bereavement Leave:

In the event of a death in the employee's "priority family," "immediate family" or "other relations," the employee will be allowed time off without loss of pay or sick leave credits. Additionally, in the event an employee and/or their spouse or domestic partner experience a miscarriage, failed surrogacy or stillborn birth (before 20 weeks pregnant), this will be covered under the priority family category for bereavement leave. No funeral leave will be allowed if the employee is on sick leave for illness or injury, lay-off, or any other paid or unpaid leave of absence. To receive bereavement leave, the employee must submit a Request for Leave form. Employees under discipline for attendance issues may be required to provide documentation with regard to their bereavement leave.

#### Priority Family

Priority family shall be defined as the employee's parent, legal spouse, or child (biological, adopted, foster, serving in *loco parentis* or stepchild). Parents in the preceding sentence shall be interpreted as parents/stepparents of the employee and/or their legal spouse. Bereavement leave for a priority family member shall be up to six (6) days and shall be used from the date of death through two (2) weeks from the date of death. An exception to the 2-week timeframe may be made through the department head and the Director of Human Resources or their designee.

Airport Operations Coordinators and Battalion Chiefs shall be allowed up to four (4) shift workdays off without loss of pay or sick leave credits for priority family.

#### Immediate Family

Immediate family shall be defined as the employee's or the employee's legal spouse's grandparent, grandchild, employee's brother, stepbrother, sister, stepsister, son-in-law, or daughter-in-law. Bereavement leave for immediate family shall be used from the day of death up to and including the day after the funeral.

General (excluding Airport Operations Coordinators), Fire Protective - Dayshift, and Police Protective employees shall be allowed up to three (3) days' time off without loss of pay or sick leave credits in the event of a death in the immediate family. (A day shall mean 7.5/8 hours, or pro-rated for regular part-time employees).

Airport Operations Coordinators and Battalion Chiefs shall be allowed up to two (2) shift workdays off without loss of pay or sick leave credits for immediate family.

#### Other Relations

Other relations shall be defined as the employee's niece, nephew, brother-in-law, sister-in-law, aunt, or uncle of the employee. General (excluding Airport Operations Coordinators), Fire Protective - Day Shift and Police Protective employees shall be allowed one (1) day off without loss of pay or sick leave credits (a day shall mean 7.5/8 hours, or pro-rated for regular part-time employees).

Airport Operations Coordinators and Battalion Chiefs shall be allowed up to one (1) shift workday off without loss of pay or sick leave credits.

#### Death of a City Employee or Retiree.

Up to two (2) full-time employees may take up to four (4) hours (each) without loss of pay from regular work hours when serving as a pallbearer for the funeral of an active City employee or retiree. Pallbearer leave is applicable to normal scheduled hours only and may not result in overtime for non-exempt employees. Requests for pallbearer leave must be approved by the respective City Executive and Director of Human Resources or their designee.

In the unfortunate loss of a current or retired City employee the City will make every effort to allow time off to those employees requesting time off to attend to the employee/retiree's visitation or funeral. Unless the deceased is a family member (see definition of immediate family or other relations above) such time off shall be taken as follows:

- Leave time would be deducted from the employee's applicable accrued leave banks (i.e. vacation, or personal business day).
- Exempt employees may request to flex their time, subject to the Flex Time Policy.
- In some cases, non-exempt employees may request to flex their time and make up the unpaid time by working earlier or later than their scheduled shift, in the same amount of time as that which was taken unpaid. The flex hours worked must be within the same work week and within the department's normal operating hours. Flexing hours cannot result in overtime for the employee or the department.
- Granting time off to attend the funeral of an active or retired City employee would be subject to approval by the respective department head in accordance with the above limitations.
- The City's ability to provide an appropriate level of service must be considered in approving all leave requests.

## **Bus Passes**

The City agrees to provide monthly MTU bus passes to covered employees, free of charge. It is understood that employees electing this benefit must comply with all applicable administrative rules as modified from time to time.

## **Deferred Compensation Plan**

A voluntary I.R.S. Section 457 deferred compensation plan is available for all regular full-time and regular part-time employees. The maximum annual deferral limit is established by the I.R.S. and may be modified from time to time. The City reserves the right to select the carrier for the deferred compensation plan and change carriers from time to time.

## **Accident Insurance**

A voluntary accident insurance plan is available for all regular full-time and regular part-time employees who are WRS eligible. The City reserves the right to select the carrier for the accident insurance and may change carriers from time to time.

## **Employee Assistance Program**

Employee Assistance Program (EAP) is available for employees and their legal spouse/ dependents through Gundersen Health Systems. This benefit is independent of the Medical Benefit Plan.

## **Flexible Spending Account (I.R.S. Section 125)**

Eligible employees may participate in an Internal Revenue Service Section #125 salary reduction reimbursement plan in order to pay for medical deductibles, medical co-pays, co-insurance and prescription drug co-pays with pre-tax dollars. In addition to medical expenses, the plan may be used for vision, dental, and dependent care expenses. The City agrees to credit and pay for the pension costs on the salary which is put into the Section #125 Plan. This payment does not include any F.I.C.A. payments to Social Security. All employee medical benefit plan payments due to the plan will be taken as a pre-tax deduction from employee's paychecks through the IRS Section #125 Plan, unless an employee chooses to waive participation by completing the application form requesting such. Administration of this shall be consistent with I.R.S. regulations as modified from time to time. Please see Summary Plan Description for complete plan options, eligibility and rules.

## **Health Savings Account (HSA)**

Employees enrolled in a qualified health plan (i.e. high-deductible health plan) may participate in an HSA to pay for medical expenses such as, but not limited to, medical deductibles and prescription drug expenses. In addition to medical expenses, an HSA can be used for other qualified expenses such as vision and dental expenses. The City



agrees to direct deposit the biweekly contribution selected by the employee into their designated HSA account. Employees' HSA contributions will be taken as a pre-tax deduction from the employees' paychecks.

## Holidays

Regular full-time and regular part-time employees: Employees will normally be granted holidays off with pay (a day shall mean 7.5 hours/8 hours, or pro-rated for regular part-time employees) for the designated holidays listed below under "Eligibility."

Airport Operations Coordinators: Employees will receive 10.1 hours of holiday pay on the celebrated holiday. Holiday pay does not count as actual hours worked for overtime purposes. If the employee is required to work on the celebrated holiday or gets called in to work on the celebrated holiday, they shall receive time and one-half for hours worked on the actual holiday, plus 10.1 hours of straight pay for the holiday.

Battalion Chiefs: Employees scheduled to work on any of the recognized holidays shall receive their regular rate of pay for all hours worked on the holiday in addition to 120 hours of Holiday Compensation Time. It is understood that time worked on the holiday refers to all hours which began on the recognized holiday, including those which continued without a break into the day after the recognized holiday.

Conversion of Holidays will be hour by hour based on a 12-hour workday. Currently, ten (10) holidays are recognized. Time used under this provision shall be with the permission of the Fire Chief or his/her designee. Holiday compensation time, if not used or approved to be used by the last pay period in December will forfeit their balance (i.e. use it or lose it).

Eligibility: To be eligible for holiday pay, including "Floating Holiday," qualified employees must work the full regularly scheduled workday prior to the designated holiday, and work the full regularly scheduled workday after the designated holiday. Use of accrued unused paid leave shall qualify as hours worked for purposes of holiday eligibility. Holidays which fall within a scheduled vacation shall not be construed as vacation.

New Years Day	Thanksgiving Day
Martin Luther King Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve Day

Floating Holiday: In addition to the above holidays, regular full-time and regular part-time employees shall be granted two (2) days of floating holiday per calendar year. The floating holidays may be taken at any time by the last full pay period of the calendar year, subject to advance approval by the employee's supervisor, and **must be taken in full day increment** – 7.5 hours / 8 hours (or pro-rated for regular part-time). Floating holiday is a use it or lose it provision and may not be carried over or paid out.

Battalion Chiefs: One day shall be defined as 12 hours to be taken from their floating holiday bank, at the employees' discretion and as approved by the Fire Chief.

Airport Operations Coordinators: One day shall be defined as 11.2 hours and may only be taken as straight pay. The employee has the discretion as to when to elect the floating holiday "pay"; however, it must be paid in a full 11.2-hour increment.

Celebrated Holidays: If the designated holiday falls on a Saturday, it shall be celebrated on the preceding workday (Friday). If both Friday and Saturday are holidays, they shall be celebrated on Friday and Monday. If the holiday falls on Sunday, it shall be celebrated on the succeeding Monday. If both Sunday and Monday are holidays, they shall be celebrated on Friday and Monday.

Employees who are exempt from overtime under the Fair Labor Standards Act, as amended from time to time, who are required to work on the holiday, shall receive additional time off with pay in accordance with the City's Flex Time Policy.

If a non-exempt employee is required to work on the holiday or gets called in to work on the celebrated holiday, they shall receive time and one-half for hours worked, plus straight pay for the holiday. If a celebrated holiday falls on an employee's off day, the employee shall receive an additional day off at straight pay, to be taken within thirty (30) days of the holiday.

## Income Continuation Insurance

Employees may participate in a voluntary income continuation insurance program as provided by the State of Wisconsin, Employee Trust Fund. The City's premium contribution shall be limited to the employer's share of the cost as authorized by Wisconsin State Statute # 40.61 and 40.62. The City reserves the right to self-insure and/or select the carrier for the present level of benefits.

Employees electing to use Income Continuation Insurance benefits must do so in compliance with the City's leave of absence policy, which is consistent with both the State and Federal Family Medical Leave Act.

The benefits described above shall be administered in accordance with applicable State of Wisconsin, Employee Trust Fund rules and regulations. The State of Wisconsin - Employee Trust Fund (ETF) may at any time change the eligibility criteria, benefit levels, and the cost of such insurance.

## Life Insurance

Employees become eligible for life insurance on the first day of the month following six (6) complete calendar months of employment in the Wisconsin Retirement System (WRS).

Employees may apply for insurance for themselves and their spouse and dependents. "Spouse" for purposes of Life Insurance, shall also include "domestic partner." A domestic partner is a person who meets the definition of domestic partner in Wis. Stats. 40.02 (21d) with an employee insured under this life insurance program and for whom the employee has submitted an *Affidavit for Domestic Partnership* form (ET-2371) with the Department of Employee Trust Funds.

- A. **Basic:** This plan provides term insurance to each eligible Wisconsin Retirement System participant. The amount of insurance in force for the employee is equal to the amount of earnings reported to the WRS in the previous calendar year rounded up to the next higher thousand.
- B. **Additional - Units I, II, III:** This plan is available to individuals covered by the Basic Plan. The amount of each Unit of Additional Life Insurance is available at one hundred percent (100%) of the employee's previous calendar year earnings reported to the WRS, rounded to the next higher thousand. Additional coverage for retired employees ceases at age 65. For working employees, Additional Plan coverage continues past age 65, until retirement or age 70, whichever comes first.
- C. **Spouse and Dependent:** This plan, available to individuals covered by the Basic Plan, provides term insurance for an employee's lawful spouse and/or dependents.
  - 1. Schedule I: The spouse is insured for \$10,000; dependents are insured for \$5,000 each.
  - 2. Schedule II: This allows the employee to increase coverage for his/her spouse to \$20,000 and \$10,000 for each dependent. In the event of the spouses/dependent's death, the employee is the beneficiary. Where both parents have coverage on a dependent, a death benefit will be paid for each coverage.
- D. **Supplemental:** Supplemental life insurance is available to individuals covered by the Basic Plan. The amount of supplemental insurance is only available at one hundred percent (100%) of the employee's previous calendar year earnings reported to the WRS, rounded to the next higher thousand. Supplemental coverage for retired employees ceases at age 65. For working employees, Supplemental coverage continues past 65, until retirement or age 70,

whichever comes first.

- E. **Cost of Insurance:** All employees who are eligible and elect to participate in the Basic group life insurance program shall pay one (1) cent per thousand per month for each thousand dollars' worth of coverage for which they are eligible by reason of eligible earnings. The City shall contribute the balance.
- F. **Life Insurance Coverage for Eligible Retirees at Age 66: Basic** life insurance coverage for eligible employees who retire after the effective date (established in accordance with State Statute #40.03(6)(b) and applicable State of Wisconsin Employee Trust Fund rules and regulations) shall remain at fifty percent (50%) at age 66.
- G. **Administration:** The life insurance benefits described above shall be administered in accordance with State Statute # 40.03 (6)(b) and applicable State of Wisconsin, Employee Trust Fund rules and regulations. The State of Wisconsin Employee Trust Fund (ETF) may at any time change the eligibility criteria, levels of coverage available, and the cost of such insurance. Any increase and/or decrease in the cost of Additional, Supplemental and Spouse & Dependent insurance will be at the expense of the employee.

## Medical Benefit Plan

Full-time employees (as defined in Section 2 and as amended by the Affordable Care Act) are eligible to participate in the City's Medical Benefit Plan and receive the level of benefits as described in the Schedule of Benefits contained in the Medical Benefit Plan Master Plan Document/Summary Plan Description.

A. **Employees classified as Protective under the Wisconsin Retirement System**

1. **Fire Protective Employees Hired prior to July 1, 2011:**

All provisions contained in Medical Benefit Plan shall apply to Fire protective employees with the exception of monthly rate contributions, deductibles and co-insurance. For purposes of this Section fire protective employees includes Fire Chief, Assistant Fire Chief, and Battalion Chiefs.

Employees who are classified by the Wisconsin Retirement System as protective without Social Security shall pay the same monthly rate contributions as are in effect for active represented fire protective employees, respective to their department, as modified from time to time.

In addition, Fire protective employees shall be subject to the same deductibles and co-insurance provisions applicable to active represented protective employees within their respective department, as modified from time to time.

**Voluntary Waiver:** Upon ratification and approval of the 2012-2014 collective bargaining agreement for IAFF Local #127 (Fire) incumbent Fire protective employees had the opportunity to waive their participation in the represented protective employees medical benefit plan design for monthly rate contribution, deductibles and coinsurance. If waived the employee had the medical benefit plan design of non-represented employees as described herein and is also subject to the employee pension contribution levels of non-represented employees: contributing one-half of the total actuarially required contribution for General municipal employees to the Wisconsin Retirement System.

Employees *promoted* into the protective position (Fire) covered under the Employee Handbook (on or after January 1, 2014) shall be offered the voluntary waiver upon the date of promotion. No further opportunity for waivers will be provided.

2. **Police Protective Employees Hired Prior to July 1, 2011:**

All provisions contained in Medical Benefit Plan shall apply to Police protective employees. For purposes of this Section, police protective employees include Police Chief, Assistant Police Chief, and Captains.

Employees who are classified by the Wisconsin Retirement System as protective with Social Security shall pay the same monthly rate contributions as are in effect for active represented police protective employees, respective to their department, as modified from time to time.

In addition, Police protective employees shall be subject to the same deductibles and co-insurance provisions applicable to active represented police protective employees within their respective department, as modified from time to time.

**3. Employees Hired on or After July 1, 2011:**

All provisions contained in Medical Benefit Plan shall apply to Police protective employees and Fire protective employees hired on or after July 1, 2011. For purposes of this Section protective employees includes Fire Chief, Assistant Fire Chief, Battalion Chiefs, Chief of Police, Assistant Chief of Police, and Police Captains. Hired for purposes of this Section shall mean the employees employment hire date with the City - not promotion of incumbent protective employees.

**B. Employee's Medical Benefit Plan Payments**

Active employee's monthly contributions shall be through payroll deductions. Employee contributions will be deducted from the first two (2) paychecks of the month for the current month's coverage. Employees are automatically enrolled in the Insurance Premium Account of the Section 125 Plan in which their monthly contributions are deducted pre-tax. If an employee elected to terminate coverage during the plan year without a qualifying change in status (in accordance with IRS regulations), the employee would be required to continue to pay their pre-tax contributions until the end of the plan year. Employees who wish to have their contributions paid with after tax dollars must complete a waiver requesting such.

The employee's monthly contribution shall be 16% of the monthly premium equivalent rate for the Preferred Provider Organization (PPO) plan. Employees who participate in the previous year's Health Risk Assessment (as described below), shall have a contribution rate of 12.6% of the monthly premium equivalent rate for the Preferred Provider Organization (PPO) plan.

Effective January 1, 2025, the City added a High Deductible Health Plan (HDHP) that is compatible with a Health Savings Account (HSA). The employee's monthly contribution shall be 16% of the monthly premium equivalent rate. Employees who participate in the previous year's Health Risk Assessment (as described below), shall have a contribution rate of 5% of the monthly premium equivalent rate.

Regular part-time employees who qualify for the Medical Benefit Plan, per IRS definition of full-time, shall receive a pro-rated employer contribution to the monthly premium equivalent. The employees' monthly premium shall be the same as regular full-time employees (i.e., 16% or 12.6%; or 5%), plus an additional 25% of the monthly premium equivalent rate.

**C. Coverage for New Employees**

Newly hired full-time employees shall be eligible to participate in the City's medical benefit plan referred to herein after one (1) full month following the month in which they begin employment. New employees will have the opportunity to select a Network for themselves and their covered dependents up to 31 days following their eligibility date for the medical benefit plan.

**D. Health Risk Assessment (HRA)**

The City shall offer an annual health risk appraisal on a voluntary basis for active and retired employees and spouses enrolled in the City Medical Benefit Plan. Such program shall be conducted by a third-party vendor who agrees to comply with applicable privacy laws to maintain the confidentiality of information collected and not release personalized findings, other than the names of participants, to the City.

Full-time active employees not enrolled in the City's medical benefit plan will also be eligible to participate in the health risk assessment. Eligibility for the monthly contribution incentives will only be available to

employees who participated in the previous year's health risk assessment, regardless of if the employee was enrolled in the Medical Benefit Plan when the HRA was conducted.

Active and retired employees may participate (by completing a short questionnaire, biometric testing with fasting, a personal counseling session with personalized report of findings and by providing healthcare practitioner contact information to the HRA vendor for mailing the HRA results). This process is to take place in a secure environment (behind closed doors) on City premises at various times intended to maximize participation, on duty time as possible without adverse impact on City operations, and any duty conflict shall be rescheduled for such employees on duty. A participation incentive for active and retired employees shall be a lowered monthly contribution amount while covered under the City Medical Benefit Plan.

New employees who are hired after the regular program testing has been completed shall be granted the related participation incentive prospectively until subsequent testing is offered by the City provided that such covered employees then complete the participation requirements above. Failure to complete the HRA will result in adjustments to the employee's monthly contribution amount, retroactive to the month coverage began.

Identification of participants on such questionnaires shall be a number other than the participant's full social security number. It is further agreed that biometric testing for men over age 50 shall include PSA testing. Men aged 40 to age 50 with a family history of prostate disease may voluntarily elect to be tested. Retirees with permanent residences out of the local network service area shall be provided access to a site for biometric testing in their local area. Such retirees must complete all steps to be eligible for participation incentive. If the City changes vendors in the future and such local access is not available, such retirees shall be considered as a participant in the program.

It is understood by the parties that any future incentive is subject to Common Council approval and may be modified from time to time.

**E. Dependent Coverage**

Eligible dependents shall be covered subject to eligibility and enrollment timeframes as defined by the Medical Benefit Plan Master Plan Document. Dependent eligibility shall be consistent with applicable State or Federal law.

**F. One Plan for Married Employees**

Married employees that work for the City shall be limited to one (1) medical benefit plan. The employee with the most seniority shall be the subscriber. Married employees that both work for the City would be allowed to switch "subscribers" on an annual basis if allowed to do so by State and Federal law. In the event that the subscriber's health insurance is terminated, the remaining employee shall become the subscriber, and the former subscriber shall become the dependent without any waiting periods or limitations for pre-existing conditions. (The purpose of this clause is merely to avoid the duplication of administrative and stop loss insurance premium charges. It is not intended to reduce any employee's eligibility or benefits.) This is not intended to enhance the level of benefits or expand the network selection procedures as provided in paragraph G below.

**G. Networks With 100% Coverage**

The City shall offer City employees a choice of medical Networks serving the local labor market to provide covered medical services for eligible City employees. The City retains the right to select the Networks. Employees may select a Network for themselves and their covered dependents during dual choice selection period which occurs each Fall with an effective date of change to be the following January 1<sup>st</sup>. Employees will be required to remain in their selected Network through December 31<sup>st</sup> of each respective year.

**H. Monthly Rate Payments for Retirees or Surviving Spouse & Dependents**



Monthly contributions are required to be received by the City in advance of coverage becoming and/or remaining in effect. Such contributions are due by the tenth (10<sup>th</sup>) of the preceding month for the next month's coverage.

**I. Medicare Carve-Out –For Disability, Effective January 1, 2008**

1. All Current Employees Any employee that retires in the future due to disability and meets the eligibility requirements to maintain City medical benefit plan coverage and who is eligible for Medicare due to their disability is required to apply for Parts A (Hospital) and B (Medical) of Medicare coverage. If the employee/retiree fails to apply for such coverage within 31 days of meeting the Federal eligibility requirements, then benefits under the City plan will be offset for any benefits which would have been payable under Medicare Parts A and B had such person made a timely enrollment for Medicare.
2. All Retirees and Spouses: Any retiree, spouse of a retiree or surviving spouse (as of 1/1/08) that meets the eligibility requirements to maintain City medical benefit plan coverage and who are eligible for Medicare Parts A and B due to a disability is required to apply for Parts A and B of Medicare Coverage at their first enrollment opportunity. If the retiree, younger spouse of a retiree or surviving spouse fails to apply for Medicare Parts A and B at their first enrollment opportunity, the benefits under the City plan will be offset for any benefits which would have been payable under Medicare Parts A and B had such person made a timely enrollment for Medicare as described in this paragraph. (Note that this provision does not apply to younger spouses that elect continued coverage following the retired person's age off the City plan).
3. Make Whole:
  - A. Employees who retired on or before 12/31/2014, and who were participating in Medicare Part B as of 12/31/2014: It is understood that the City shall make whole any retiree, spouse of current retiree, or surviving spouse for his/her Medicare Part B premium payments and waive the monthly retiree or surviving spouse benefit plan contribution. It is further understood that if a spouse of a current retiree meets this provision, the retiree's monthly benefit plan contribution will be waived.
  - B. Employees who retire after 12/31/2014: It is understood that the retiree's monthly out of pocket premium costs for the combined costs of Medicare Part B and City's retiree health plan shall not exceed the cost of the City's monthly retiree or surviving spouse monthly benefit plan contribution. If the cost of Medicare Part B is **less** than the cost of the City's monthly retiree or surviving spouse benefit plan contribution, the retiree or surviving spouse shall only pay to the City the difference (e.g.: If Medicare Part B monthly premium is \$105 and City monthly Retiree /surviving spouse benefit plan premium is \$202, the retiree/surviving spouse would be required to pay \$97 towards the City monthly benefit plan premium.) If the cost of Medicare Part B is **more** than the cost of the City's monthly retiree or surviving spouse benefit plan contribution, the City would provide the retiree/surviving spouse with an offset equal to the difference (e.g. If Medicare Part B monthly premium is \$105 and the City monthly retiree /surviving spouse benefit plan premium is \$97, then the City would provide a monthly offset to the employee of \$8.00).

**J. Retiree Medical Benefit Plan Coverage - Normal Service (For Employee's Hired as Regular Full-time Prior to January 1, 2014)** (Note: "Hire date" for part-time employees who became full-time after January 1, 2014, is the date in which they were transferred or promoted to the full-time position. "Hire date" for part-time employees who became full-time on or before December 31, 2013, is based on their adjusted hire date.)

1. City Executives: City Executives, as defined in Section 2, who are participating in the City's medical benefit plan and retire at any time after age fifty-five (55) or age fifty-three (53) for City Executive positions defined

as Protective Employees, specifically the Chief of Police and Fire Chief. This would include taking an early retirement in conjunction with a special early retirement program, may continue their family, limited family, or single medical benefit plan coverage until they become eligible for Medicare. Additionally, the employee must have ten (10) years of continuous employment with the City to be eligible for this benefit. Employment for purposes of this paragraph shall include approved leaves of absence.

Covered retirees shall pay the same monthly rate payments as are in effect for active employees as modified from time to time. The term "retirement" shall mean that the employee is eligible for and is actually receiving a retirement annuity.

**Same Plan - Same Benefits:** It is understood by the parties that retirees who meet the eligibility requirements for retiree medical benefit plan coverage shall remain under the City's medical benefit plan as is in existence for active employees. Such coverage is to be the same as is applicable to active employees as modified from time to time.

Retirees, spouses and dependents of retirees whose permanent residence is outside the State of Wisconsin will be considered as in-network participants, however subject to Usual, Customary and Reasonable (UCR) fee limits. Retirees, spouses and dependents of retirees whose permanent residence is in the State of Wisconsin must see in-network providers to be considered in-network participants.

## 2. Non-City Executives – Hired Prior to January 1, 2002:

**General Employees:** Employees employed as of December 31<sup>st</sup>, 2001, who are participating in the City's medical benefit plan and retire at any time after age fifty-five (55) or take an early retirement in conjunction with a special early retirement program, may continue their family, limited family, or single medical benefit plan coverage until they become eligible for Medicare. Additionally, the employee must have ten (10) years of continuous employment with the City to be eligible for this benefit. Employment for purposes of this paragraph shall include approved leaves of absence and lay-off if recalled within thirty-six (36) months.

Covered retirees shall pay the same monthly rate payments as are in effect for active employees as modified from time to time. The term "retirement" shall mean that the employee is eligible for and is actually receiving a retirement annuity.

**Same Plan - Same Benefits:** It is understood by the parties that retirees who meet the eligibility requirements for retiree medical benefit plan coverage shall remain under the City's medical benefit plan as is in existence for active employees. Such coverage is to be the same as applicable to active employees as modified from time to time.

Retirees, spouses, and dependents of retirees whose permanent residence is outside the State of Wisconsin will be considered as in-network participants, however subject to Usual, Customary and Reasonable (UCR) fee limits. Retirees, spouses, and dependents of retirees whose permanent residence is in the State of Wisconsin must see in-network providers to be considered in-network participants.

**Protective Employees:** Employees employed as of December 31<sup>st</sup>, 2001, who are participating in the City's medical benefit plan and retire at any time after age fifty-three (53) or take an early retirement in conjunction with a special early retirement program, may continue their family, limited family, or single medical benefit plan coverage until they become eligible for Medicare or reach age sixty-five (65), whichever occurs last. Additionally, the employee must have fifteen (15) years of continuous employment with the City to be eligible for this benefit. Employment for purposes of this paragraph shall include approved leaves of absence and lay-off if recalled within thirty-six (36) months.

Covered retirees shall pay the same monthly rate payments as are in effect for active employees as modified from time to time. The term "retirement" shall mean that the employee is eligible for and is actually receiving a normal unreduced service retirement annuity.

**Same Plan - Same Benefits:** It is understood by the parties that retirees who meet the eligibility requirements for retiree medical benefit plan coverage shall remain under the City's medical benefit plan as is in existence for active employees. Such coverage is to be the same as applicable to active employees as modified from time to time.

Retirees, spouses and dependents of retirees whose permanent residence is outside the State of Wisconsin will be considered as in-network participants, however subject to Usual, Customary and Reasonable (UCR) fee limits. Retirees, spouses and dependents of retirees whose permanent residence is in the State of Wisconsin must see in-network providers to be considered in-network participants.

3. Non-City Executives – Hired between January 1, 2002 and December 31, 2006

- a. General Employees: Employees employed between January 1, 2002 and December 31, 2006, who are participating in the City's medical benefit plan and retire at any time after age fifty-five (55) or take an early retirement in conjunction with a special early retirement program, may continue their family, limited family, or single medical benefit plan coverage until they become eligible for Medicare.

Covered retirees shall pay the same monthly rate contributions as are in effect for active employees as modified from time to time. The term "retirement" shall mean that the employee is eligible for and is actually receiving a retirement annuity. Additionally, the employee must have fifteen (15) years of regular full-time continuous service with the City to be eligible for this benefit. Employment for purposes of this paragraph shall include approved leaves of absence and lay-off if recalled within twenty-four (24) months.

**Same Plan - Same Benefits:** It is understood by the parties that retirees who meet the eligibility requirements for retiree medical benefit plan coverage shall remain under the City's medical benefit plan as is in existence for active employees. Such coverage is to be the same as is applicable to active employees as modified from time to time.

Retirees, spouse and dependents of retirees whose permanent residence is outside the State of Wisconsin will be considered as in-network participants, however subject to Usual, Customary and Reasonable (UCR) fee limits. Retirees, spouse and dependents of retirees whose permanent residence is in the State of Wisconsin must see in-network providers to be considered in-network participants.

Protective employees: All new employees, hired between January 1, 2002, and December 31, 2006, subject to this agreement who are participating in the City's medical benefit plan and who retire at any time after age fifty-three (53) may continue their medical benefit plan coverage at group rates until they become eligible for Medicare. Additionally, the employee must have eighteen (18) years of continuous service with the City to be eligible for this benefit.

Covered retirees shall pay the same monthly rate contributions as are in effect for active employees as modified from time to time. The term "retirement" shall mean that the employee is eligible for and is actually receiving a normal unreduced service retirement annuity. Employment for purposes of this paragraph shall include approved leaves of absence and lay-off if recalled within twenty-four (24) months.



Same Plan - Same Benefits: It is understood by the parties that retirees who meet the eligibility requirements for retiree medical benefit plan coverage shall remain under the City's medical benefit plan as is in existence for active employees. Such coverage is to be the same as is applicable to active employees as modified from time to time.

Retirees, spouse and dependents of retirees whose permanent residence is outside the State of Wisconsin will be considered as in-network participants, however subject to Usual, Customary and Reasonable (UCR) fee limits. Retirees, spouse and dependents of retirees whose permanent residence is in the State of Wisconsin must see in-network providers to be considered in-network participants.

3. Non-City Executives – Hired January 1, 2007, through December 31, 2013:

Employees employed between January 1, 2007 and December 31, 2013 who are participating in the City's medical benefit plan and retire at any time after age fifty-five (55) or take an early retirement in conjunction with a special early retirement program, may continue their family, limited family, or single medical benefit plan coverage until they become eligible for Medicare.

Covered retirees shall pay the same monthly rate contributions as are in effect for active employees as modified from time to time. The term "retirement" shall mean that the employee is eligible for and is actually receiving a normal unreduced service retirement annuity. Additionally, the employee must have twenty (20) years of regular full-time continuous service with the City to be eligible for this benefit. Employment for purposes of this paragraph shall include approved leaves of absence and lay-off if recalled within twelve (12) months.

Same Plan - Same Benefits: It is understood by the parties that retirees who meet the eligibility requirements for retiree medical benefit plan coverage shall remain under the City's medical benefit plan as is in existence for active employees. Such coverage is to be the same as is applicable to active employees as modified from time-to-time. Retirees, spouse and dependents of retirees whose permanent residence is outside the State of Wisconsin will be considered as in-network participants, however subject to Usual,

Customary and Reasonable (UCR) fee limits. Retirees, spouse, and dependents of retirees whose permanent residence is in the State of Wisconsin must see in-network providers to be considered in-network participants.

**Protective employees:** Employees, hired between January 1, 2007, through December 31, 2013, subject to this agreement who are participating in the City's medical benefit plan and who retire at any time after age fifty-three (53) may continue their medical benefit plan coverage at group rates until they become eligible for Medicare. Additionally, the employee must have twenty (20) years of continuous service with the City to be eligible for this benefit.

Covered retirees shall pay the same monthly rate contributions as are in effect for active employees as modified from time to time. The term "retirement" shall mean that the employee is eligible for and is actually receiving a normal unreduced service retirement annuity. Employment for purposes of this paragraph shall include approved leaves of absences and lay-off if recalled within twenty-four (24) months.

Same Plan - Same Benefits: It is understood by the parties that retirees who meet the eligibility requirements for retiree medical benefit plan coverage shall remain under the City's medical benefit plan as is in existence for active employees. Such coverage is to be the same as is applicable to active employees as modified from time to time.

Retirees, spouse, and dependents of retirees whose permanent residence is outside the State of Wisconsin will be considered as in-network participants, however subject to Usual, Customary and

Reasonable (UCR) fee limits. Retirees, spouse, and dependents of retirees whose permanent residence is in the State of Wisconsin must see in-network providers to be considered in-network participants.

4. All Employees, Including City Executives, hired as a Regular Full-time Employee After January 1, 2014:  
Only COBRA provisions apply if covered under the medical benefit plan at time of retirement.

**K. Retiree Medical Benefit Plan -Disability Pension (Workers Compensation) For Employees hired as Regular Full-time prior to January 1, 2014)**

Without regard to paragraph J and N, full-time employees who receive a disability pension (as a result of an approved worker's compensation injury) shall receive the same benefits including contributions on the same basis as in effect for active employees. This benefit ends when the retiree becomes eligible for Medicare.

Covered retirees shall pay the same monthly rate contributions as is in effect for active employees as modified from time to time.

Same Plan - Same Benefits: It is understood by the parties that retirees who meet the eligibility requirements for retiree medical benefit plan coverage shall remain under the City's medical benefit plan as is in existence for active employees as modified from time to time.

Retirees, spouse, and dependents of retirees whose permanent residence is outside the State of Wisconsin will be considered as in-network participants, however subject to Usual, Customary and Reasonable (UCR) fee limits. Retirees, spouse, and dependents of retirees whose permanent residence is in the State of Wisconsin must see in-network providers to be considered in-network participants.

**L. Retiree Medical Benefit Plan - Disability Pension (For employees hired as Regular Full-time prior to January 1, 2014) (Note: "Hire date" for part-time employees who became full-time after January 1, 2014, is the date in which they were transferred or promoted to the full-time position. "Hire date" for part-time employees who became full-time on or before December 31, 2013, is based on their adjusted hire date.)**

Full-time eligible employees who are participants in the City's Medical Benefit Plan who retire and receive a non-duty disability pension (applies to employees who began WRS covered employment prior to October 16, 1992), shall receive the same benefits including contributions on the same basis as in effect for active employees as described in paragraph J above provided that they have a minimum of ten (10) years of continuous service as a regular full-time employee of the City of La Crosse. This benefit ends when the retiree becomes eligible for Medicare.

Same Plan - Same Benefits: It is understood by the parties that retirees who meet the eligibility requirements for retiree medical benefit plan coverage shall remain under the City's medical benefit plan as is in existence for active employees as modified from time to time.

Retirees, spouse and dependents of retirees whose permanent residence is outside the State of Wisconsin will be considered as in-network participants, however subject to Usual, Customary and Reasonable (UCR) fee limits. Retirees, spouse and dependents of retirees whose permanent residence is in the State of Wisconsin must see in-network providers to be considered in-network participants.

**M. Retiree Medical Benefit Plan - Long Term Disability Insurance (LTDI) (For Employees hired as Regular Full-time prior to January 1, 2014)**

*(Note: "Hire date" for part-time employees who became full-time after January 1, 2014, is the date in which they were transferred or promoted to the full-time position. "Hire date" for part-time employees who*

*became full-time on or before December 31, 2013 is based on their adjusted hire date.)*

Effective January 1, 2006, full-time eligible employees who are participants in the City's medical benefit plan and who qualify and receive Wisconsin Retirement System (WRS) Long Term Disability Insurance shall receive the same benefits including contribution rates on the same basis as is in effect for active employees as described in paragraph F above provided they have a minimum of ten (10) years of service as a regular full-time employee for the City of La Crosse.

This benefit ends when the WRS terminates the employees LTDI benefit or the employee reaches age 65, whichever occurs first.

Same Plan - Same Benefits: It is understood by the parties that retirees who meet the eligibility requirements for retiree medical benefit plan coverage shall remain under the City's medical benefit plan as is in existence for active employees as modified from time to time.

Retirees, spouse and dependents of retirees whose permanent residence is outside the State of Wisconsin will be considered as in-network participants, however subject to Usual, Customary and Reasonable (UCR) fee limits. Retirees, spouse and dependents of retirees whose permanent residence is in the State of Wisconsin must see in-network providers to be considered in-network participants.

**N. Retiree Medical Benefit Plan - Younger Spouse (For employees hired as Regular Full-time prior to January 1, 2014)**

When a retiree reaches Medicare age, and his/her spouse is younger, the spouse may elect to continue his/her coverage in the City's medical benefit plan until the spouse reaches Medicare age, provided that the spouse pays the total monthly pseudo premium rate.

Same Plan - Same Benefits: It is understood by the parties that retirees who meet the eligibility requirements for retiree medical benefit plan coverage shall remain under the City's medical benefit plan as is in existence for active employees as modified from time to time.

The younger spouse and dependents of retirees whose permanent residence is outside the State of Wisconsin will be considered as in-network participants, however subject to Usual, Customary and Reasonable (UCR) fee limits. The younger spouse and dependents of retirees whose permanent residence is in the State of Wisconsin must see in-network providers to be considered in-network participants.

**O. Coverage for Spouse & Dependents of Eligible Employees/Retirees that Die**

**1. For employees hired prior to January 1, 2012:**

The spouse and/or eligible dependents of an insured employee/retiree who dies before the employee/retiree becomes eligible for Medicare, shall be eligible to continue to participate in the City's medical benefit plan if the deceased employee had met their years of service requirement for retiree medical benefit plan coverage (paragraph J).

Such coverage is to be the same as applicable to active employees as modified from time to time.

The spouse and/or eligible dependents of such employee/retiree shall pay the same monthly contributions as are in effect for active employees as modified from time to time until the spouse becomes eligible for Medicare or remarries.

If the years of service requirement for retiree medical benefit plan coverage (paragraph J) had not been met by the deceased employee, the spouse and/or eligible dependents of the insured employee who dies would be eligible to continue to participate in the City's medical benefit plan for six (6) months. Such coverage is to be the same as applicable to active employee as modified from time to time. The spouse and/or eligible dependents of such employee shall pay the same monthly contributions as are in effect for active employees as modified from time to time, until six months have expired, or the spouse becomes eligible for Medicare or remarries, whichever occurs first.

Surviving spouse and dependents of retirees whose permanent residence is outside the State of Wisconsin will be considered as in-network participants, however subject to Usual, Customary and Reasonable (UCR) fee limits. Surviving spouse and dependents of retirees whose permanent residence is in the State of Wisconsin must see in-network providers to be considered in-network participants.

2. Employees hired after January 1, 2012: The spouse and/or eligible dependents of an insured employee/retiree who dies before the employee/retiree becomes eligible for Medicare, shall be eligible to continue to participate in the City's medical benefit plan for six (6) full months following employee's date of death. Such coverage is to be the same as applicable to active employees as modified from time to time. The spouse and/or eligible dependents of such employee shall pay the same monthly contributions as are in effect for active employees as modified from time to time, until the six (6) months have expired, spouse becomes eligible for Medicare or remarries, whichever occurs first.

Surviving spouse and dependents of retirees whose permanent residence is outside the State of Wisconsin will be considered as in-network participants, however subject to Usual, Customary and Reasonable (UCR) fee limits. Surviving spouse and dependents of retirees whose permanent residence is in the State of Wisconsin must see in-network providers to be considered in-network participants.

**P. Medical Benefit Plan Coverage While on Income Continuation Insurance**

Full-time employees who are participants in the City's medical benefit plan and are receiving the Income Continuation Insurance (ICI) benefit shall receive the same medical benefit plan benefits including contribution rates on the same basis as in effect for active employees provided that they have a minimum of ten (10) years of continuous service as a regular full-time employee for the City of La Crosse. This benefit ends when the employee becomes eligible for a Wisconsin Retirement System benefit of any kind (i.e., Normal Retirement pension, Disability Retirement (worker's compensation), Disability Retirement, or Long Term Disability Insurance) or Medicare or Medicaid or for a period of one (1) year while on ICI whichever occurs first.

Covered employees shall pay the same monthly contribution rates as are in effect for active employees as modified from time to time.

**Q. Health and Wellness Funds**

The City provides a sum of money for health and wellness initiatives for employees covered under the Handbook. The sum of money provided for these initiatives shall be based upon the number of regular full-time employees covered under the Handbook, and employed as of January 1<sup>st</sup> of each respective year, at a rate of \$50 per employee. Fund expenses shall be managed by the Employee Wellness Coordinator to fund health and wellness initiatives. Health and wellness initiatives will be determined by gathering employee input including, but not limited to, meetings, interest and culture surveys and soliciting other employee suggestions.

**Pension**

General employees and Elected Officials shall contribute one-half of the total actuarially required contributions for their respective category to the Wisconsin Retirement System (WRS). The City will pay the remainder of the contribution required by the WRS.

Protective Employees (Police and Fire) hired after July 1, 2011, shall contribute one-half of the total actuarially required contributions for General employees to the WRS. The City will pay the remainder of the contribution required by the WRS.

Protective Employees – Police: Employee shall contribute one-half of the total actuarially required contribution for general municipal employees to the WRS. The City will pay the remainder of the contribution required by the WRS.

Protective Employees – Fire: Unless voluntarily waived, protective employees (hired prior to July 1, 2011) including Fire Chief, Assistant Fire Chief and Battalion Chiefs shall be aligned to the WRS employee contribution level paid by represented Fire employees covered under Fire, Local #127 collective bargaining agreement. The City will pay the remainder of the contribution required by the WRS.

## **Sick Leave**

### **A. Sick Leave Accumulation**

General (excluding Airport Operations Coordinators), Police Protective and Protective Department Heads (Fire Chief and Chief of Police) employees shall accumulate sick leave at a rate of one (1) day per month for each month of employment commencing with the first month of employment. One day means 7.5 hours/8 hours, or pro-rated for regular part-time employees. A month of employment shall mean a month in which the employee receives pay from the City within a minimum of a twenty (20) consecutive calendar day period. The sick leave credits shall be allowed to accumulate to a maximum of one hundred twenty (120) days.

**Fire Battalion Chiefs and Assistant Fire Chief:** Day shift employees shall accumulate sick leave at a rate of 12.86 hours per month for each month of employment commencing with the first month of employment, to a maximum accumulation of 1371.43 hours (171.42 days). Battalion Chief employees shall accumulate at a rate of .75 shift days for each month of employment to a maximum accumulation of 1920 hours (80 shift days). A month of employment shall mean a month in which the employee actually receives pay from the City within a minimum of a twenty (20) consecutive calendar day period.

**Airport Operations Coordinators** shall accumulate sick leave at a rate of 10.1 hours per month for each month of employment commencing with the first month of employment, to a maximum of 48 shift days (1176 hours). A month of employment shall mean a month in which the employee actually receives pay from the City within a minimum of a twenty (20) consecutive calendar day period.

Effective January 1, 2026, the accumulated sick leave rate for Airport Operations Coordinators will be 11.2 hours per month for each month of employment commencing with the first month of employment to a maximum of 48 shift days (1176 hours).

For New Hires: Newly hired employees must have worked prior to the 15<sup>th</sup> of their first month of hire to accrue the initial day of sick leave.

At retirement or termination, the employee will accrue a day of sick leave for their last month only if the last day worked is the 20<sup>th</sup> of the month or later.

Effective December 20, 2024, employees who transfer positions that result in their standard work schedule changing (i.e. 7.5 hrs. per day to 8 hrs. per day) will accumulate sick leave based on the hours per day of their new position beginning on the position start date. For example, if an employee worked a 7.5 hr. schedule, their sick leave will accumulate (in hours), at a rate of 7.5 hrs. per month. If they begin a new position that is scheduled to work 8 hrs. per day, they will accumulate sick leave (in hours), at a rate of 8 hrs. per month following the new position start date. Previously earned sick leave hours will not be adjusted.

### **B. Sick Leave Usage**

Accumulated sick leave may be used for any bonafide illness, injury, or medical/dental appointments of the employee except when sickness or injury is work connected and deemed to be within the meaning of the Wisconsin Worker's Compensation Act. Injuries or illnesses incurred by employees engaged in any outside employment or business are not compensable under sick leave provisions.

All sicknesses or injuries of more than three (3) days duration (or 2 shift days for Airport Operations Coordinators or Battalion Chiefs) must be verified with acceptable medical substantiation by a physician. Such medical substantiation must state the kind or nature of the illness or injury and indicate that the employee has been incapacitated for work for said period of absence.



When sick leave abuse is suspected the City reserves the right to require acceptable medical substantiation, including a general diagnosis, for any and all absences including those of two (2) or less workdays. The City reserves the right of reasonable independent medical examination at the employer's expense. Such medical examination shall be at the request of the department head, the governing board or appointing authority.

Sick leave shall be based on the rate of employee's regular classification.

Any and all medical substantiation, including physician certificate, required under this Article may bypass the employee's immediate supervisor and be directed to the City's Human Resources Department, if the employee so desires. To be deemed an excused absence, the employee must provide a written doctor's note within thirty (30) days of the date of absence to Human Resources. No doctor's note will be accepted after thirty (30) days.

An employee severing his/her employment with the City may not use accumulated sick leave to extend his/her separation date beyond the last day worked. The ban on the use of accumulated sick leave prior to separation does not apply when the employee has provided medical substantiation of the employee's inability to work.

**C. Personal Business Days**

Employees may request to use up to four (4) days (30/32 hours or pro-rated for regular part-time employees) of accumulated sick leave credits for personal business subject to approval of their supervisor, however employees shall request same of their supervisor at least twenty-four (24) hours prior to the time off requested. Exceptions to the hours are:

Battalion Chiefs may use up to 32 hours of accumulated sick leave credits for personal business, subject to approval of their supervisor. Leave must be requested at least twenty-four (24) hours prior to time off requested.

Airport Operations Coordinators may use up to 24.5 hours of accumulated sick leave credits for personal business, subject to approval of their supervisor, and requested at least twenty-four (24) hours prior to time off requested. An additional 8 hours of accumulated sick leave may be requested when coverage is available and whereas no overtime occurs.

Use of sick leave for personal business shall be deducted from sick leave accumulation. Employees who have not accumulated sick leave shall not be entitled to such time off. Requests for personal business are subject to management approval, based on the needs of the department. Personal business days shall be based on the rate of employee's regular classification. *Personal business is not available during the employee's initial six (6) months of employment. Personal business days may be taken through the last full pay period of each calendar year.*

**D. Family Care Days**

Employees working day shifts may use up to three (3) days (22.5/24 hours or pro-rated for regular part-time employees) of accumulated sick leave credits to care for their priority family members identified below due to minor illness, injury, or medical/dental appointments or in the event of an unexpected closure of school (i.e., snow day, etc.) or daycare facility.

Battalion Chief employees and Airport Operations Coordinators may use accumulated sick leave credits (up to 24 hours for Battalion Chiefs, and 24.5 hours for Airport Operations Coordinator) to care for their priority family members due to minor illness or injury or medical/dental appointments or in the event of an unexpected closure of school (i.e., snow day, etc.) or daycare facility.

Use of sick leave for family care days shall be deducted from sick leave accumulation. Employees who have not accumulated sick leave will not be entitled to such time off.

Priority family shall be defined as the employee's parent, legal spouse, or child (biological, adopted, foster, or serving in loco parentis or stepchild). Parents in the preceding sentence shall be interpreted as parents/stepparents of the employee and/or their legal spouse.

#### **E. Catastrophic Leave**

Upon accruing the maximum sick leave accrual, an employee shall continue to accrue sick leave for a "catastrophic leave bank" to be used for the FMLA qualifying serious health condition of the employee, employee's spouse or dependent for which a physician has certified that the duration of the medical condition is expected to be more than 30 continuous calendar days. Catastrophic leave is only available after all accrued sick leave and vacation days have been exhausted, and employee must have met the "adequate" attendance standards in the previous 12 months. A request for use of catastrophic leave must be approved by the Director of Human Resources or their designee.

Sick leave for the employee's catastrophic leave bank shall be accrued at the same rate as defined above and shall only accrue when the employee's sick leave accrual is at maximum accrual. The catastrophic leave bank will be capped at 60 days for day shift employees, 24 days for Airport Operations Coordinators and 30 days for Battalion Chiefs. Catastrophic leave is not eligible for payout at retirement.

#### **F. Sick Leave Pay-Off at Retirement or Death**

For purposes of this section, "retirement" shall mean that either 1) the employee applies for an immediate Wisconsin Retirement System (WRS) benefit at any time after age 55 (general WRS employees) /50\* (WRS protective) or takes an early WRS retirement in conjunction with a special early retirement program; or 2) the employee is at least the minimum age for which he/she would be eligible for Social Security (non-disability) benefits, however, the employee would not be required to apply for such benefits.. (Note: \*Retiring prior to age 53 disqualifies the employee for retiree Medical Benefit Plan. Refer to Section on Medical Benefit Plan)

1. For employees hired as Regular Full-time or Part Time prior to January 1, 2014: (Note: "Hire date" for part-time employees who became full-time on or before December 31, 2013, is based on their adjusted hire date.)

Upon retirement or death, the City will make a lump sum payment to the retiree for the amount of accrued, unused sick leave on record at the time of retirement or death. Such payment shall be according to Wisconsin Statutes Section 40.02 (22)(b)(6) concerning single cash sum payments.

General employees	45%
Fire Chief/Chief of Police	45%
Assistant Chief of Police/Police Captain	54%
Assistant Fire Chief / Battalion Chief	37.5%

2. Employees hired as Regular Full-time or Part Time after January 1, 2014: (Note: "Hire date" for part-time employees who became full-time after January 1, 2014, is the date in which they were transferred or promoted to the full-time position.)

Upon retirement or death, the City will make a lump sum payment to the retiree equal to one hundred percent (100%) of the amount of accrued, but unused sick leave earned at the time of retirement or death. Eligibility for 100% sick leave payout requires 20 years of full-time continuous service with the City **and** meets the definition of "retirement" defined above.

An employee who retires (retirement as defined above) prior to meeting the 20 years of regular full-time continuous service with the City would receive a lump sum payment equivalent to that stated for incumbents in paragraph F-1.

## **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**

- 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 a 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.

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.

## **Tuition Reimbursement**

Employees shall be eligible for tuition reimbursement for college level courses related to their occupation as approved by their Department Head and the Director of Human Resources or their designee. The maximum citywide pool of money for this purpose is \$15,000 each year, with an individual maximum in accordance with the Tuition Reimbursement Policy. See Employee Handbook - Policies.

## **Vacation**

Employees shall accumulate vacation based on full months of continuous service as a regular part-time or regular full-time employee. When an employee qualifies for an additional vacation period within the calendar year, the vacation may be taken within the calendar year. However, if the employee terminates their employment prior to reaching their anniversary date, the unearned portion will be deducted from their final pay. Vacation shall be paid at the employee's regular classification rate.

*All employees are responsible for the use of their accrued vacation time within the year in which it is earned.*

When an employee terminates employment with the City, the employee will receive a lump sum payment for unused, earned vacation and prorated vacation on the basis the employee's earned vacation for each month of employment, calculated from the anniversary day to termination date. Termination for vacation purposes includes all forms of employment separation from the City. An employee severing their employment with the City may not use accumulated vacation to extend their separation date beyond the last day worked.

Vacation requests must be pre-approved by management.

### **A. Vacation Accrual**

1. *Initial* calendar year of regular full-time or regular part-time employment: An employee will be credited with vacation on the first full pay period following their date of hire. The vacation will be prorated by the number of remaining full pay periods in the initial calendar year (from first full pay period through the last full pay period of the calendar year). The crediting of vacation is determinant upon the employee being employed through December 31 of their initial calendar year as a regular full-time or regular part-time employee. Should an employee leave employment or change status wherein they are no longer a regular full-time or regular part-time employee prior to December 31, all credited vacation taken will be deducted from their last paycheck as it had not yet been earned. Vacation will be credited by rounding to the tenth.
  - i. *Note the vacation is pro-rated for regular part-time employees based on the regular part-time hours for which the employee was hired. For example, if a regular part-time employee is hired for 29 hours per week for a position which would normally be 37.5 hours, the FTE*

status for pro-rata vacation is .77 FTE; if a regular part-time employee is hired for 23 hours per week for a position which would normally be 37.5 hours per week, the FTE status for pro-rata vacation is .61 FTE.

Non-Exempt Employees (Hourly)		
# of Pay Periods	40 hrs. per week	37.5 hrs. per week
26 full pay periods	80.0	75.0
25 full pay periods	76.9	72.1
24 full pay periods	73.8	69.2
23 full pay periods	70.8	66.3
22 full pay periods	67.7	63.5
21 full pay periods	64.6	60.6
20 full pay periods	61.5	57.7
19 full pay periods	58.5	54.8
18 full pay periods	55.4	51.9
17 full pay periods	52.3	49.0
16 full pay periods	49.2	46.2
15 full pay periods	46.2	43.3
14 full pay periods	43.1	40.4
13 full pay periods	40.0	37.5
12 full pay periods	36.9	34.6
11 full pay periods	33.8	31.7
10 full pay periods	30.8	28.8
09 full pay periods	27.7	26.0
08 full pay periods	24.6	23.1
07 full pay periods	21.5	20.2
06 full pay periods	18.5	17.3
05 full pay periods	15.4	14.4
04 full pay periods	12.3	11.5
03 full pay periods	9.2	8.7
02 full pay periods	6.2	5.8
01 full pay period	3.1	2.9

Exempt (Non-City Executives) Employees (Salaried)		
# of Pay Periods	40 hrs. per week	37.5 hrs. per week
26 full pay periods	120.0	112.5
25 full pay periods	115.4	108.2
24 full pay periods	110.8	103.8
23 full pay periods	106.2	99.5
22 full pay periods	101.5	95.2
21 full pay periods	96.9	90.9
20 full pay periods	92.3	86.5
19 full pay periods	87.7	82.2
18 full pay periods	83.1	77.9
17 full pay periods	78.5	73.6
16 full pay periods	73.8	69.2
15 full pay periods	69.2	64.9
14 full pay periods	64.6	60.6
13 full pay periods	60.0	56.3
12 full pay periods	55.4	51.9
11 full pay periods	50.8	47.6
10 full pay periods	46.2	43.3
09 full pay periods	41.5	38.9
08 full pay periods	36.9	34.6
07 full pay periods	32.3	30.3
06 full pay periods	27.7	26.0
05 full pay periods	23.1	21.6
04 full pay periods	18.5	17.3
03 full pay periods	13.8	13.0
02 full pay periods	9.2	8.7
01 full pay period	4.6	4.3

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City Executives (Salaried)		Battalion Chiefs		Airport Operations Coordinator	
# of Pay Periods	40 hrs. per week	# of Pay Periods		# of Pay Periods	
26 full pay periods	160.0	26 full pay periods	216.0	26 full pay periods	112.8
25 full pay periods	153.8	25 full pay periods	207.7	25 full pay periods	108.5
24 full pay periods	147.7	24 full pay periods	199.4	24 full pay periods	104.1
23 full pay periods	141.5	23 full pay periods	191.1	23 full pay periods	99.8
22 full pay periods	135.4	22 full pay periods	182.8	22 full pay periods	95.4
21 full pay periods	129.2	21 full pay periods	174.5	21 full pay periods	91.1
20 full pay periods	123.1	20 full pay periods	166.2	20 full pay periods	86.8
19 full pay periods	116.9	19 full pay periods	157.8	19 full pay periods	82.4
18 full pay periods	110.8	18 full pay periods	149.5	18 full pay periods	78.1
17 full pay periods	104.6	17 full pay periods	141.2	17 full pay periods	73.8
16 full pay periods	98.5	16 full pay periods	132.9	16 full pay periods	69.4
15 full pay periods	92.3	15 full pay periods	124.6	15 full pay periods	65.1
14 full pay periods	86.2	14 full pay periods	116.3	14 full pay periods	60.7
13 full pay periods	80.0	13 full pay periods	108.0	13 full pay periods	56.4
12 full pay periods	73.8	12 full pay periods	99.7	12 full pay periods	52.1
11 full pay periods	67.7	11 full pay periods	91.4	11 full pay periods	47.7
10 full pay periods	61.5	10 full pay periods	83.1	10 full pay periods	43.4
09 full pay periods	55.4	09 full pay periods	74.8	09 full pay periods	39.0
08 full pay periods	49.2	08 full pay periods	66.5	08 full pay periods	34.7
07 full pay periods	43.1	07 full pay periods	58.2	07 full pay periods	30.4
06 full pay periods	36.9	06 full pay periods	49.8	06 full pay periods	26.0
05 full pay periods	30.8	05 full pay periods	41.5	05 full pay periods	21.7
04 full pay periods	24.6	04 full pay periods	33.2	04 full pay periods	17.4
03 full pay periods	18.5	03 full pay periods	24.9	03 full pay periods	13.0
02 full pay periods	12.3	02 full pay periods	16.6	02 full pay periods	8.7
01 full pay period	6.2	01 full pay period	8.3	01 full pay period	4.3

- Subsequent calendar years: Vacation is always credited to employees in the pay period which includes January 1 of each calendar year, and the amount provided is based on the length of employment the employee will attain during the calendar year. Vacation is earned based on the employee's anniversary date. To earn all of the vacation credited to them for the current year, an employee must work up to their anniversary date.

If an employee were to leave employment prior to their anniversary date and had used more vacation than what was earned as of their last day of employment, they would owe the City for the time used they had not yet earned. If the employee leaves employment after their anniversary date, they are entitled to receive all of their vacation entitlement, plus additional prorated vacation calculated from employment anniversary date as a regular full-time or regular part-time employee to termination date.

### Non-Exempt Employees (Hourly)

<b>Continuous Service</b>	<i>Days</i>	<i>Weeks</i>	<i>Hours (80)</i>	<i>Hours (75)</i>
Upon Hire (*Prorated)	10	2	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	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	240	225.0
After thirty (30) years of continuous service	32	6.4	256	240.0

### 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	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	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	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	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	240
After twenty (20) years of continuous service	32	6.4	256
After twenty-five (25) years of continuous service	35	7	280
After thirty (30) years of continuous service	37	7.4	296

Battalion Chiefs			
Continuous Service	Shift Days	Weeks	Hours
Upon Hire (*Prorated)	9	3	216.0
After two (2) years of continuous service	10.8	3.6	259.2
After three (3) years of continuous service	12	4	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	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

Airport Operations Coordinator			
Continuous Service	Shift Days	Weeks	Hours
Upon Hire (*Prorated)	4.6	2	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	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	338.4
After thirty (30) years of continuous service	14.8	6.4	361.0

Vacation schedule changes are applicable to only active non-represented employees as of January 1, 2026.

#### B. Vacation Carryover

All employees are responsible for the use of their accrued vacation. An employee may carry over accrued, unused vacation not to exceed two (2) weeks (75/80 hours, pro-rated for regular part-time employees, 4.6 shift days for Airport Operations Coordinators, and 4 shift days for Battalion Chiefs) into the subsequent calendar year. The carryover will occur automatically after the last pay period of the year. Any vacation carried over into the subsequent year must be used by the last full pay period of that year or it shall be forfeited.

In addition, any vacation remaining at the end of the year that exceeds two (2) weeks (or as defined above) shall result in vacation forfeiture.

#### C. Change in Status

Employees who change employment status (PT to FT) shall have their vacation adjusted during the initial year for which the vacation is being earned. A status change which occurs *prior* to an employee meeting

their “anniversary hire date” shall have their vacation pro-rated that year. Employees who change employment status (PT to FT) *after* meeting their “anniversary hire date” shall have their vacation pro-rated for the following year’s accrual. “Anniversary hire date” is defined as the continuous date of employment as a regular full-time/part-time employee with the City. Thereafter, vacation accrual shall be based on the employee’s “anniversary hire date”.

Beginning January 1, 2017, current full-time employees who had changed from regular part-time to regular full-time status prior to 2016 shall receive vacation accruals for 2017 and forward based on their “anniversary hire date.”

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## **SECTION 7: Employment Recruitment and Separation**

### **Background and Reference Checks**

To ensure that individuals who join the city of La Crosse are well qualified and to ensure that the City maintains a safe and productive work environment, it is our policy to conduct background checks and reference checks on candidates who are offered employment. Background and reference checks may include verification of any information on the applicant's resume or application form.

The City also reserves the right to conduct a background check for current employees to determine eligibility for promotion or transfer within the City.

Department Head background checks will be conducted by the La Crosse Police department at the direction of the Director of Human Resources.

Prior to employment additional checks may be required, such as pre-employment drug testing, driving records, DOT Release of Information – 49 CFR Part 40, etc.

### **Exit Interviews**

An exit interview will be conducted through the Human Resources Department for all voluntary resignations of employment for regular full-time and regular part-time employees. The interview is intended to be beneficial for both the City and the departing employee. Employees will have the opportunity to discuss their employment experience. Additionally, it is the intention of the City to obtain information that will help in our recruitment and retention efforts.

### **Job Vacancies - Recruitment**

The City seeks to hire the best qualified candidate regarding employment and equal opportunity. Approved vacancies for non-exempt regular full-time positions shall be posted in Human Resources and the field departments (Water, WWTP, La Crosse Center and Streets/Parks), on the City's intranet (for employment opportunities exclusive to employees covered under the Employee Handbook), and on the City's webpage (for all employment opportunities available to both the general public and internal employees). Employees may apply via the application process. All applicants must apply within the stated deadlines and are subject to job qualifications as defined in the job description. For positions requiring a Commercial Driver's License (CDL), preference will be given to applicants who possess a minimum of a Class B CDL. Additionally, consideration for hire will include ability to perform the work, relative skills and abilities, proven performance, disciplinary record, and experience. Qualified applicants who apply within the defined application deadline may be eligible to participate in an interview process coordinated through Human Resources. Interviews which occur during an employee's off-duty hours will not be considered paid time. In some cases, as determined by Human Resources, the City may conduct an internal recruitment only.

Human Resources reserves the right to waive the recruitment process when placing qualified regular full-time and regular part-time employees in vacant positions due to extenuating circumstances (ADA, Workers Compensation, etc.).

Testing requirements may apply to certain positions. Depending on the position, testing may include, but is not limited to, computer skills test, typing accuracy/speed test, written exam, ten key test, physical capacity exam, DOT drug test, etc.

When a vacancy at a manager-level position or higher occurs, Department Heads will be allowed to have a 30-day crossover where the person vacating the role, and the newly hired employee can work together to train and prepare for the transition of duties. At the Department Head level, if more than 30 days is needed, prior approval from the Director of Human Resources and the Mayor is required. This does not increase the department's formal

FTE headcount. Department budgets will not be increased to accommodate for this crossover; department heads will need to plan accordingly to utilize this option.

### **Residency Requirements**

The City of La Crosse follows State law regarding residency requirements. WI Act 20, Section 1270, 66.0502(4)(b) states, “a local governmental unit may impose a residency requirement on law enforcement, fire, or emergency personnel that requires such personnel to reside within 15 miles of the jurisdictional boundaries of the city, village or town to which the personnel are assigned.”

### **Separation of Employment**

Employees are requested to provide adequate advance notice of their intent to separate employment with the City. Non-exempt employees are requested to provide a two (2) week notice, exempt employees are requested to provide a four (4) week notice, and Department Heads are required to provide advance notice of retirement as per resolution. All property of the City, including the identification badge, must be returned to the City in appropriate condition prior to the employee’s last day of work.

Any forced separation of an at-will employee requires review and approval by Human Resources.

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## **SECTION 8: Employee Conduct**

### **Attendance and Punctuality**

Punctual and regular attendance is an essential responsibility of each employee. Employees are expected to report to work as scheduled, on time and prepared to start work. Absenteeism can cause scheduling problems for the department and can adversely affect our ability to serve the public. Attendance and punctuality are considered during the performance evaluation process.

Exempt employees are responsible for accomplishing the duties assigned to them and may be required to attend regular and special meetings and events outside their normal work hours. Exempt employees are eligible for the Flex Time policy. See Employee Handbook - Policies.

### **City Vehicles**

Employees may be granted approval by their department head to take home City vehicles. Approved use includes official city business or serving in an official "on-call" status to respond to emergencies on a rotating or consistent basis. Any employee who uses a City vehicle must comply with IRS regulations and reporting requirements for personal mileage. Department heads will be held responsible for their employees. Per Wisconsin law, smoking in public vehicles is prohibited.

### **Confidentiality**

Due to an employee's responsibilities within the City, an employee may have access to confidential, personnel or other sensitive information. This confidential information cannot be disclosed to any City personnel who do not have a legitimate business need to know such information or to persons outside of the City without the express authorization of the department head, who is the custodian of the records.

### **Grievance Procedure**

The City has a Grievance Procedure approved by Common Council. The Grievance Procedure is established for the employee to use for matters concerning discipline, termination or workplace safety, as defined by the Grievance Procedure. Discipline specifically includes an employment action that results in disciplinary suspension, with or without pay, disciplinary termination or disciplinary demotion. It does not include counseling; oral reprimands/warnings; written reprimands/warnings; performance improvement plans; performance evaluations or reviews; documentation of employee acts or omissions; administrative leave; non-disciplinary wage, benefit or salary adjustments; changes in assignment; action taken pursuant to an ordinance created under s. 19.59 (1m); or other non-material employment actions. See Employee Handbook - Policies.

### **Identification Badges**

An identification badge program exists to provide enhanced security and to aid in the public's recognition of those employees that serve the public in various functions. All management and office personnel, as well as employees that conduct City business on outside private property are required to wear their ID badges during the workday. Outside labor positions are required to have the ID cards on their person during the workday. See Employee Handbook - Policies.

### **Performance Evaluations**

The purpose of performance evaluations is to provide employees with feedback regarding their performance, to assist supervisory personnel in apprising employees of their progress and/or areas that need to be improved and to set goals. In addition, performance evaluations are used to determine eligibility for possible step increase, subject to funding in the budget process. Performance evaluations reflect the employee's performance in the preceding 12 months. Performance evaluations shall be conducted mid-year on an annual basis. Performance factors include employee's attendance (per Attendance policy) and punctuality, communication/customer service skills, productivity, initiative, leadership, work attitude, public image work, judgment and decision making.

In addition, exempt supervisors are evaluated on supervisory skills. Performance factors for Department Heads are set by Executive Committee.

### **Random Drug and Alcohol Testing (Non-DOT) – Airport and Police Department**

Sworn Police Management shall be subject to random drug and alcohol testing as part of the Department testing of sworn officers. Testing shall be limited to one (1) sworn officer per month and shall be conducted by a laboratory and by a physician or health care professional qualified and authorized to administer and determine the meaning of any test results. Selection for the random draw will be made by the laboratory. See Police Department General Orders.

Community Service Officers assigned to work in the Police Evidence Room and La Crosse Airport maintenance and operations staff are subject to random drug and alcohol testing at any time. Selection for the random draw will be made by Human Resources. Due to the integrity of the position in the Police Evidence Room and the significant public safety concern for Airport staff, a positive drug or alcohol test will result in immediate termination.

The laboratory shall test for the substances and within the current limits for the initial and confirmation test as provided within the NADA standards, which may change from time to time. Alcohol testing shall be conducted by the laboratory using a breathalyzer or similar test equipment.

The employer shall be responsible for costs involved for random drug and alcohol testing. The employer shall select the laboratory for the random drug and alcohol testing provisions.

### **Remedial Action and Discipline:**

Employees who have unsatisfactory work performance or who violate City rules, regulations, policies, and procedures, including, without limitation, those listed in this Handbook, are subject to remedial action or discipline. Remedial action includes supervisory counseling, evaluative notice and oral or written reprimands. Remedial action and administrative leave are not considered discipline.

Discipline is disciplinary action and only includes the following actions: suspension without pay, disciplinary demotion, or disciplinary discharge. At the sole discretion of the City, various types of employee remedial action and discipline may be imposed. No specific remedial action or discipline is required to be used before discharge from employment occurs, nor are the listed actions required to be used in any specific or progressive order. All documented remedial action and discipline will be placed in the employee's personnel file. Placement on administrative leave pending discipline or remedial action requires involvement of Human Resources. Discipline must be approved by the Director of Human Resources or their designee. Discipline is subject to the City's grievance procedure. Remedial action and administrative leave are not subject to the grievance procedure.

## **City of La Crosse – Employee Handbook Acknowledgement**

I acknowledge receipt of and understand that I have the responsibility to read and follow the Employee Handbook of the City of La Crosse. I further understand that I should direct any questions regarding this Handbook to Human Resources.

I understand and agree that nothing contained in the Handbook is intended to be, nor is to be construed as a guarantee that employment or any employment benefit will be continued for any period of time (except as mandated by law).

Since the information contained in the Handbook is subject to change, I acknowledge that revisions to the Handbook may occur, and that such revisions to the Handbook supersede, modify or eliminate existing policies.

Please sign and print name legibly:

Received by:

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Issued by: