



# Human Resources

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TO: Finance and Personnel Committee  
FROM: Wendy Oestreich, Director of Human Resources  
RE: Changes to the Employee Handbook effective January 1, 2016

In 2015 various changes to the Employee Handbook were approved by Common Council. In addition to those changes the Employee Handbook is proposed to be amended, effective January 1, 2016, as follows:

## Section 1 - Introductory Period and Review Period

- a. Clarify that the 2 year introductory period is also for "those employees who transfer from a collective bargaining agreement to a position covered under the Employee Handbook".

## Section 2 – Types of Employees

- a. 1. (A) (iii) Delete the positions of GREAT Regional Administrator/Programmer, and Administrative Services Specialist – Police from identified grant funded positions.
- b. 4. (A) – clarify that "regular full time" status required the employee to work full time.
- c. 4. (B) – clarify that "regular part-time" status requires employees work a minimum of 20 hours per week.
- d. 4. (C) deleted position of Administrative Assistant – Municipal Court.

## Section 3 – Time Away From Work

- a. Military Leave – Amend the off set of wages for military leave to occur upon receipt of the employee's military pay stub. Such military pay stub is due to Human Resources within 30 days from the date in which the employee returns to City employment.

## Section 4 – Work Week/Pay Week

- a. Work week – Change the work week language for Airport Operations Coordinators from 049 hours per week to "24.5 hour days, on a rotational 2-3 days per week."

## Section 5 – Pay and Compensation

- a. Compensatory Time – Change the ability to earn compensatory time to only hours worked over 40 in a work week. This affects only City Hall non-exempt employees who work a 37.5 hour workweek. Any time worked between 37.5 and 40 would be paid at straight pay only.
- b. On-Call/Pager Pay – Add the position of Janitor – Parking Utility to positions eligible for on-call/pager pay.

## Section 6 – Benefits

- a. Holidays – Change the accrual for Airport Operations Coordinators from 9.8 hours of holiday pay to 10.1 hours of holiday pay.
- b. Medical Benefit Plan – Health Care Cost Containment Committee – delete sentence of "Such funds are to be allocated as determined by the Health Care Cost Containment Committee."

**Wendy K. Oestreich**  
Director of Human Resources

**Audra M. Bloom**  
Employee Benefits Coordinator

**Angela R. Leisso**  
Human Resources Assistant

**Amy M. Spriggle**  
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## Section 6 – Benefits (continued)

- c. Sick Leave Accumulation– Change the accrual for Airport Operations Coordinators from 9.8 hours of sick leave accrued per month to 10.1 hours of sick leave accrued per month. Maximum of 48 shift days/1176 hours.
- d. Personal Business Days – Change the use of three (3) days of accumulated sick leave for personal business days to four (4) days (30/32 hours). Airport Operations Coordinators are eligible to request an additional 8 hours of accumulated sick leave, subject to available coverage by the Airport Operations Maintenance Supervisor so as to avoid overtime. In addition coverage is limited to weekdays between 8:00 a.m. and 5 p.m.
- e. Family Care Days – allow use of Family Care Day for medical/dental appointments of minor dependents.
- f. Vacation – Change vacation accrual during the initial year of employment for new employees from 1 week following 4 months of employment to a pro-rated accrual based on earning 1 week for working through December 31 and expected full weeks of actual work.
- g. Vacation – For subsequent years the vacation (based on what would be attained during that calendar year) is credited to the employee in the payperiod which includes January 1.
- h. Vacation – Airport Operations Coordinators hired after January 1, 2014, increase the accrual rate for vacation based on their expected hours worked and accrual rate for general employees.
- i. Vacation – delete language specific to vacation carryover limitations, including reference to usage by March 31, etc.
- j. Bereavement – clarify bereavement leave is pro-rated for part-time employees.

## Section 7 – Employment Recruitment and Separation

- a. Job Vacancies – Recruitment – clarify that exceptions to the recruitment process is by Human Resources. Examples of extenuating circumstances cited as ADA, Workers Compensation, etc..
- b. Nepotism – Recruitment. Amend definition of “immediate family” to include “mother-in-law, and father-in-law”. Include the status of “regular part-time” employees under the resolution.
- c. Random Drug and Alcohol Testing (Non-DOT) – Includes Sworn Police Management for random drug and alcohol testing, as part of the Department testing of sworn officers. One random draw per month.

## Section 8 – Employee Conduct

- a. Change title from “Discipline” to “Remedial Action and Discipline”. Define remedial action and discipline.

Change in terminology: throughout the Employee Handbook, change the terms for Airport Operations employees to Airport Operations Coordinators, and Fire platoon employees to Division Chief of Fire - Suppression.

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