



Human Resources

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Employee Notice: Changes to the Employee Handbook for 2025

The following is a summary of the changes within the Employee Handbook Part I and Part II. For more details, please refer to the Employee Handbook. All changes are effective January 1, 2025.

Employee Handbook, Part I

Section 5: Pay and Compensation

- a. Add category for *Non-Represented Employee Canine Handler Pay (Police Department)* to the employee handbook based on approved resolution 24-1014
- b. Update clothing allowance amounts for Police Captains, Assistant Chief of Police and Chief of Police based on approved CBA with LPPNSA and LPPSA.
- c. Update clothing allowance from \$350 to \$450 per year for Community Service Officers pre-approved uniforms.
- d. Update clothing allowance amounts for Fire Chief, Assistant Fire Chief and Battalion Chiefs based on approved CBA with IAFF.
- e. Add ADA Coordinator Training Certification Program (ACTCP) Premium Pay of \$1.50 per hour for Sidewalk and ADA Coordinator position.
- f. Update the on-the spot reward program from paying employees with a Visa gift card to a direct deposit.
- g. Update the compensation for an Out-Of-Class assignment from \$1.00/hr. to \$2.00/hr. for non-exempt employees assigned by management to perform limited supervisory duties.
- h. Remove the section on Property Appraiser Trainee as this is no longer used.
- i. Add clarifying language to the Recalls/Shift Abutment/Work Continuation section regarding straight time and overtime.

Section 6: Benefits

- a. In the bereavement leave category, add a failed surrogacy as a covered event for leave.
- b. In the bereavement leave category, add the family relation as those serving in loco parentis as a covered relationship.
- c. Update Bereavement Leave section to allow employees who are on vacation when bereavement leave is needed to change from vacation to bereavement leave.
- d. Add language regarding the City's newly adopted Health Savings Account (HSA) option for eligible employees.
- e. Add language how Battalion Chief holidays will be administered. Change from 10 holidays as flex time to a bank of time to be used by the end of calendar year.

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- f. Revise language to require the floating holiday be used by the last full pay period of the calendar year.
- g. Add language regarding the City's newly adopted High Deductible Health Plan (HDHP).
- h. Under the *Retiree Medical Benefit Plan Coverage – Normal Service (For Employee's Hired as Regular Full Time Prior to January 1, 2014)*, add clarifying language regarding Chief of Police and Fire Chief as approved by the Employee Benefit Trust Fund Committee on 10/17/2019 (the handbook was not updated at that time to reflect this approved language clarification).
- i. Added language regarding employees who transfer or are promoted into roles that change their schedules (i.e. from 7.5 hrs. to 8 hrs. per day or go to part-time) and how their sick leave will be accumulated. Effective December 20th, 2024, hours for sick leave will display as hours, not days in the new payroll system. With this change, we had to adjust our handbook and practice. When an employee changes their normal workday schedule, they will accumulate sick leave based on their current work schedule. If they reduce their work schedule to 7.5 hrs., their sick leave accumulation will reduce; if they increase their work schedule to 8 hrs., their sick leave accumulation will increase. Their previously accumulated balances will not be adjusted.
- j. Added language requiring personal business days be taken by the last full pay period of each calendar year.
- k. Add clarifying language to the City Executive section of the vacation policy to define how vacation will be credited in the initial year of employment.

Section 7: Employment Recruitment and Separation

- a. Add clarifying language to the Background and Reference Check section indicating that the La Crosse Police Department will conduct background checks on any newly hired Department Heads.
- b. Add language allowing a 30-day cross over between a person vacating the role of manager-level position or higher to providing time for training and preparation for the transition. Departments will not be provided additional funding for this and will need to work within the set budget for their department.

Minor grammatical changes and updates to job titles have been made throughout the entire handbook.



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Employee Handbook, Part II

Classification and Compensation Plan

Added language to Section 3. Compensation Plan to clarify the percent spread between grades. Previously it indicated that there was a seven (7%) spread between grades, but there are two (2) exceptions: Grade 5 has a ten (10%) percent spread between grades, and Grade 9 has a four (4%) spread between grades. This was previously adopted in the 2022 Pay and Class study, but not accurately reflected in the policy.

Added language to Section 8. Performance Evaluations and Step Increases, #10 indicates if a Performance Improvement Plan is initiated, it needs to be with the assistance of the Director of Human Resources.

Added a policy to not allow Pets in the Workplace, aside from the three categories outlined: service animals, canines owned and used by law enforcement and pets used for wellness programming.

Minor grammatical/formatting and job title changes have been made throughout the entire handbook as needed.

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