



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, 2017

Attached is the Employee Handbook which is effective January 1, 2017. As required, any change which resulted in a negative financial impact requires separate legislation for action by the full Council. The following changes are being proposed for the Employee Handbook, effective January 1, 2017.

Section 2 – Types of Employees

- a. 1. (A) (iii) Employment Categories. Delete the position of Code Enforcement Technician as a grant funded positions.
- b. 1. (E) City Executives– Change title of Airport Manager to Director of La Crosse Regional Airport, and Director of Information Systems to Director of Information Technology. Delete position of Director of Public Works.
- c. 2. (B) Fire Protective Employees. Delete position of Division Chief of Inspection.

Section 3 – Time Away From Work

- a. Blood Drives – Include regular Part-time as eligible for participation in blood drives.

Section 5 – Pay and Compensation

- a. Delete “EMT – Airport Operations”, as it is no longer applicable.

Section 6 – Benefits

- a. Holidays – In regards to Floating Holiday, delete sentence stating “Should the employee terminate their employment prior to their one (1) year anniversary the holiday pay will be deducted from their final pay.”
- b. Medical Benefit Plan – Change reference from 2016 to 2017 for employee medical benefit plan payments.
- c. Sick Leave – Personal Business Days. Change accrual for Division Chief of Fire from 28 hours to 32 hours.
- d. Vacation – Define
- e. Vacation - Change vacation accrual during the initial year of employment for new exempt employees from 1 week pro-rated vacation to 2 weeks pro-rated vacation.
- f. Vacation – Add vacation accrual table for exempt employee – initial year of vacation.
- g. Vacation – Add additional levels of vacation accrual where large gaps exist between years of continuous service:
 - a. Add to vacation table for Exempt and Non-Exempt:
Eighteen (18) days after 10 years of continuous service
Twenty-two (22) days after 16 years of continuous service

Wendy K. Oestreich
Director of Human Resources

Audra M. Bloom
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Add to vacation table for Airport Operations Coordinator hired prior to January 1, 2014:

12.88 shift days (315.6 hours) after 28 years of continuous service

13.34 shift days (326.8 hours) after 29 years of continuous service

13.8 shift days (338.1 hours) after 30 years of continuous service

Add to vacation table for Airport Operations Coordinator Hired After January 1, 2014:

8.2 shift days (200.9 hours) after ten (10) years of continuous service

10.18 shift days (249.4 hours) after sixteen (16) years of continuous service

Add to vacation table to City Executives:

Twenty seven (27) days after 15 years of continuous service

Change vacation table for City Executives:

Change six (6) weeks of vacation after 20 years of continuous service. Currently it is accrued after 30 years of continuous service.

h. Vacation – Change in Status: Part-time to Full time

Pro-rate vacation only during the *initial* accrual year when employee transfers from regular part-time to regular full time. Thereafter, vacation earned as a regular full time employee shall be based on the employee's "anniversary hire date". "Anniversary hire date" shall be defined as the continuous date of employment as a regular full time/regular part-time employee with the City. 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".

Section 8 – Employee Conduct

- a. Attendance and Punctuality – Add sentence: Attendance and punctuality is considered during the performance evaluation process.
- b. Performance Evaluations – Add "punctuality" to the sentence identifying performance factors.

Add Bone Marrow and Organ Donation Policy (per State Statutes)

Add Fair Labor Standards Act – Work Time Verification Policy

Amend Attendance Policy to address time taken as leave without pay, which was not pre-authorized by Human Resources. Such unauthorized leave without pay shall count as an absence/occurrence.

Attachment: Employee Handbook – Effective January 1, 2017

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