

*****ATTACHMENTS*****

CITY OF SHEBOYGAN

REQUEST FOR SALARIES & GRIEVANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Department of City Development/Building Inspection Division Table of Organization Change: Part-Time Code Enforcement Officer

REPORT PREPARED BY: Sandy Rohrick, Director of Human Resources and Labor Relations

REPORT DATE: December 22, 2016

MEETING DATE: December 27, 2016

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: Chapter 82

BACKGROUND / ANALYSIS:

This change has been approved in the 2017 budget. This temporary position assists in the enforcement of environmental health and housing.

STAFF COMMENTS:

This position identifies the support mission of the department and was approved in the 2017 budget.

ACTION REQUESTED:

Motion to recommend the City Council approve General Ordinance 35-16-17, with the modifications as identified on the Table of Organization.

ATTACHMENTS:

- I. G.O. 35-16-17



6.3

Gen. Ord. No. 35 - 16 - 17. By Alderpersons Donohue and Heidemann.
December 19, 2016.

AN ORDINANCE amending Section 82-33 of the Sheboygan Municipal Code so as to add a part-time code enforcement officer position in the City Development Department for the City of Sheboygan.

THE COMMON COUNCIL OF THE CITY OF SHEBOYGAN DO ORDAIN AS FOLLOWS:

Section 1. Section 82-33 of the Sheboygan Municipal Code entitled, "List of Classes and Class Specifications," is hereby amended in Section 3. City Development Department as follows:

A. CITY HALL DEPARTMENTS

	Class Grade	NO. of Employees
3. CITY DEVELOPMENT DEPARTMENT		
Code Enforcement Officer	01	1

Section 2. The position will be temporary to last no more than 2 years with a maximum pay of \$22,000/year (monies to come from the Mayor's budget).

Section 3. The job description for the part-time code enforcement officer in the City Development Department is attached, and copies of which shall be on file in the City Clerk's Office, Finance Department and the Human Resources Department.

John Gruel

By Eugene Donohue

I HEREBY CERTIFY that the foregoing Ordinance was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____, _____, City Clerk

Approved _____ 20____, _____, Mayor



Job Description

Job Title: Code Enforcement Officer
Temporary 2 year

Department: City Development/
Building Inspection Division

Date Issue: Gen Ord. 34-14-15

Reports To: Director of City Planning and Development

Classification: Non-Exempt

Wage: \$11.46 - \$18.00/hr
Temporary 2 year

Position Summary

Under direction, assists in the enforcement of environmental health and housing, and performs related work.

Essential Duties & Responsibilities

1. Performs housing inspections and surveys as they pertain to the minimum housing code.
2. Investigates citizens' complaints relating to the above.
3. Initiates appropriate legal action through the City Attorney on the basis of findings, assists the City Attorney in prosecution, and acts as an expert witness.
4. Performs nuisance control duties.
5. Explains and enforces applicable laws and regulations.
6. Keeps accurate records and completes the necessary reports, forms, and summaries.
7. Performs related work and duties as assigned.

Qualification Requirements:

1. Public contact experience and demonstrated ability to maintain effective public relationships.
2. Working knowledge of the basic principles and practices of environmental health and construction.
3. Ability to apply departmental laws, rules, regulations, and policies.
4. Ability to secure facts through investigations and inspections.
5. Ability to plan and show independent judgment and discretion.
6. Ability to establish and maintain effective working and public relationships and enforce regulations with tact and impartiality.
7. Possession of a valid Wisconsin Motor Vehicle Operator's License and an insured automobile for use on the job.
8. Ability to prepare and keep accurate records and present effective oral and written reports.

9. Ability to lift "live weight" in excess of 35 pounds safely.
10. Ability to work a varied schedule, if necessary.

Education and/or Experience

Graduation from high school or equivalent. One (1) year experience in the building trade and/or building inspection field preferred.

Pre-employment Requirement

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer

In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

CITY OF SHEBOYGAN

REQUEST FOR SALARIES AND GRIEVANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: HR 101-17 Non-Represented Employee Benefits

REPORT PREPARED BY: Sandy Rohrick, Director of Human Resources and Labor Relations

REPORT DATE: December 8, 2016

MEETING DATE: December 27, 2016

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

Non-Represented employees generally have the same benefits, with the exception of Fire Department Protective Service employees who are sworn officers and follow state-identified guidelines for protective service employees. In order to specify the correct application of benefits available to "Protected" employees, additional language has been added to the HR-101-17 Employee Benefits Policy. Certain differences are currently practiced, such as the Discretionary PTO for Battalion Chiefs who are on a 24-Hybrid Shift. In addition, uniform allowance for all Command Staff is different than uniform allowance for other Civilian Non-Represented Employees. The only significant change is a recommendation to allow the Command Staff (other than the Fire Chief) to have the opportunity to retain the retirement benefits they previously earned as a member of Sheboygan Fire Fighters, Local 483. This option would eliminate any retirement options / severance payout as a Non-Represented employee (the retiring employee would need to choose one severance payout or the other).

STAFF COMMENTS:

Other than the Fire Chief, all Command Staff members previously served in Local 483. Prior to 2012, benefits for Non-Represented employees were either mirrored or enhanced compared to the benefits in the union contract. As of January 1, 2012, that is not the case with all benefits, depending on the employee and his/her personal situation. This policy provides current Command Staff and future Command Staff who previously served with Local 483, and who continue to be eligible to return to Local 483, the option to retain previous severance benefits or elect to receive the Civilian Non-Represented severance benefits.

ACTION REQUESTED:

Motion to approve Resolution Number 162-16-17 recommending the City Council approve the changes to the HR-101-17 Employee Benefits Policy.

ATTACHMENTS:

- I. Res. No. 162-16-17 amendments to the Non-Represented Employee Benefits.
- II. Fire Benefits PowerPoint Presentation.

III

4.6

Res. No. 162 - 16 - 17. By Alderpersons Donohue, Heidemann, Lewandoske and Wolf. December 19, 2016.

A RESOLUTION approving the amendments to the Non-Represented Employee Benefits Policy, Policy Number HR 101.

RESOLVED: That the Common Council hereby approves Policy Number HR 101, a redlined version of which is attached hereto indicating the revisions made to the previous Policy Number HR 101.

John Greed

M. Lynn Rowland

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor



Title: Non-Represented Employee Benefits Policy 4417		Policy Number: HR 101-
Author: Sandy Rohrick		Created: 42/08/2014 Revision: B
Scope: Non-Rep City Employees	Print Date: 12/15/16 3:36 PM	Page 1 of 67

SECTION I: Purpose and Scope

The purpose of

1) Purpose

This policy is to give a general overview of outlines benefits available to both full-time and part-time non-represented provided to employees who hold regular, permanent positions (i.e., positions that are not temporary or short-term in nature), represented by a union. This is a summary of benefits only and does not include all plan provisions, exclusions, and limitations relating to coverage. Please refer to the applicable Certificate of Coverage. If differences exist between this summary document and your the Certificate of Coverage, the Certificate of Coverage will govern.

2) Scope

This policy applies to There are two classifications of Non-represented regular, permanent employees of: Civilian Non-Represented and Protected Service

Non-Represented. Protected Service Non-Represented employees are Sworn Officers in leadership positions within the City of Sheboygan Fire Department, excluding the Fire Chief (whose benefits follow the Civilian Non-Represented employees).

SECTION II: Benefits

2)3) Direct Deposit

All non-represented employees shall be required to have direct deposit. Employees may utilize Up to three (3) financial institutions for may receive funds, as designated by the employee. A minimum of one (1) financial institution shall be designated as receiving 100% of the remaining direct deposit; the other two (2) options, if elected, need to identify an designated dollar amount of the deposit.

2)4) Health Insurance

~~In 2014, UMR is the plan administrator. The medical insurance utilizes a traditional plan design which includes a \$750 single deductible and \$1,500 family deductible. Office visit copays (\$30/primary and \$50/specialty) are not subject to deductible. Employee and/or family are responsible for 100% of the deductible.~~

~~a) Premium Contribution~~

~~The full-time employee premium contribution for 2014 is 15%; employees who participate in the Health Risk Assessment prior to the new year will receive a 3% reduction in premium contribution (12%). As of January 1, 2014, the single employee premium is \$737 per month and \$1,731.40 per month for family coverage.~~

Monthly Single Premium Amount	FT Employee Costs/month	PT Employee Costs per month
\$737.00	\$110.55 (15%)	\$368.50 (50%)*
\$737.00	\$88.44 (12%) w/HRA	

Monthly Family Premium Amount	FT Employee Costs/month	PT Employee Costs per month
\$1,731.40	\$259.71 (15%)	\$865.70 (50%)*
\$1,731.40	\$207.77 (12%) w/HRA	

~~* Part-time employees pay 50% of the premium, regardless of participation in the Health Risk Assessment~~

~~b) Opt-out Credit~~

~~Full-time employees who leave the plan or opt-out of coverage will receive an opt-out credit in December of the plan year in which they opt-out. Full-year opt-out employees will receive a \$1,200 credit. Partial-~~



~~year opt-out will receive credit for each month off the plan. Part-time, permanent employees working 20-30 hours per week are eligible for a \$600 opt-out credit. This is a taxable benefit.~~

~~e) In-Health Clinic (County Clinic)~~

~~City of Sheboygan medical insurance participants are eligible to visit the In-Health Clinic (County Clinic) run by Interra Health.~~

~~a) Nurse Practitioner: There is no co-pay for employees and/or their dependents on the plan to utilize the Nurse Practitioner available at the clinic.~~

~~b) Chiropractic Care: This service is also available, although some costs may apply when utilizing this care. There is no co-pay for the first 10 visits every 6 months in the plan year. Starting with the 11th visit per employee/eligible dependent from January to the end of June, a \$40 co-pay per visit applies. This schedule starts over July 1 through December 31.~~

~~d) Spousal Surcharge~~

~~In an effort to continue to offer a respectable health insurance plan to our employees and their families, the City encourages working spouses who are eligible for health insurance under their own employer to take that insurance rather than be on the City's insurance. Accordingly, employees with working spouses who continue coverage under the City's Health Insurance Plan will be assessed an additional \$50 per month. Those who do not have a spouse on the family plan or whose spouse is not employed full-time must complete a form to waive the surcharge.~~

The City offers an Affordable Care Act compliant Qualified High Deductible Health Insurance Plan administered by UMR. This plan has a \$1,500 deductible per single/member, and a \$3,000 deductible for family. Cost per month is as follows:

2017 Health Insurance Monthly Costs (4 Tier Options)							
	Premium	Full-Time Employee Cost	Employee Percentage*	Full-Time Employee Cost with HRA	Employee Percentage*	Part-Time Employee Cost	Employee Percentage
Single	\$674.36	\$109.60	16%	\$54.80	8%	\$337.18	50%
Ee plus Spouse	\$1,278.77	\$207.88	16%	\$103.94	8%	\$639.39	50%
Ee plus Child/ren	\$1,156.98	\$188.04	16%	\$94.02	8%	\$578.49	50%
Family	\$1,776.00	\$288.68	16%	\$144.34	8%	\$888.00	50%

*Percentage listed is rounded to the nearest whole number

- Employees become eligible for insurance (based on the position they hold) on the first of the month following their start-date. See Summary Plan Document for an overview of benefits.
- Employees on this plan may utilize the Interra InHealth Clinic (the County Clinic). Fees may apply for non-preventive visits and/or appointments.
- Opt-Out Credit: Full-time, permanent employees who chose not to take the City's health insurance are eligible for up to \$1,200 per year (paid \$50 per pay check, first two payrolls of each month).
- Spousal Surcharge: Covered spouses who work full-time and have medical insurance available to them yet remain on the City's plan (even as a secondary insured), are charged an additional \$100 per month for coverage. A Spousal Waiver application must be completed by employees on a yearly basis to be considered for a waiver of this fee.

~~e) A Voluntary Group Medicare Supplement Insurance is available for Retirees~~



- ~~Retirees and/or their spouses transitioning to Medicare are for those able to elect this Voluntary Group Medicare Supplement Plan. In 2014, United Health Care is the provider of benefits. See the Human Resources Department for details. a supplement plan.~~

4)5) Dental Insurance

~~Delta Dental is the 2014 provider of benefits. Employer sponsored~~The City offers dental insurance is available to qualified full and part-time employees, administered through Delta Dental. The plan includes has a \$25 per participant deductible (\$75 family), per person, with an out-of-pocket maximum of \$1,500 lifetime orthodontic, 100% coverage per year. See Summary Plan Document for diagnostic, preventive, sealants to age 14 (an overview of the benefits).

	Premium	Full-Time Employee Cost	Employee Percentage*	Part-Time Employee Cost	Employee Percentage
Single	\$45.24	\$6.79	15%	\$22.62	50%
Ee plus Spouse	\$91.31	\$13.70	15%	\$45.66	50%
Ee plus Child/ren	\$102.02	\$15.30	15%	\$51.01	50%
Family	\$149.92	\$22.49	15%	\$74.96	50%

*Percentage listed is rounded to the nearest whole number

- ~~Employees become eligible (based on molar teeth only); and meet service 80/20%: the position they hold for insurance on the first of the month following their start-date. See Summary Plan Document for an overview of benefits.~~

Total Single Costs	Full Time Employee Costs per month	Part Time Employee Costs per month
\$42.64	\$6.38 (15%)	\$21.27 (50%)
Total Family Costs	Full Time Employee Costs per month	Part Time Employee Costs per month
\$120.02	\$18.13 (15%)	\$60.46 (50%)

5)6) Group-Life Insurance

a. After Group Life

Upon completion of the qualifying period, the City provides eligible employees with the Wisconsin Group Life Insurance Plan equal to one-times an employee's annual salary. Premiums for basic coverage are paid 50% by the City and 50% by the employee. Additional coverage available for spouse and/or children.

b. Voluntary Group Life Supplemental Insurance

Voluntary Group Life Insurance is also available for new employees through The Standard Insurance Company, with amounts of guaranteed issue for new hires and/or their spouse and children.

6)7) Paid Time Off (PTO)

Permanent employees, both part-time and full-time, will be eligible for paid time off. There are 3 types of PTO: Holiday, Vacation and Discretionary (Personal). (Employees hired prior to 2012 may have a sick bank account. Please see the HR 105 PTO Policy regarding the use of sick bank.) Regular, permanent, part-time employees earn a prorated amount of PTO based on either the average number of productive hours worked the previous year (if the employee was in a part-time position), or in the event the employee transfers from full-time to part-time, the pro-rated PTO will be based on the average hours scheduled per day in the new position. Length of employment will be used in calculation of PTO and Vacation. For example, if an employee is in their 8th year of employment but transitions from full-time to part-time working 20 hours per



~~week, that employee will be paid 4 hours each holiday and will be eligible for 50% of the 8-year employee vacation schedule (60 hours of vacation) and 40 hours of discretionary PTO.~~

~~a) **Holidays**~~

~~There is no waiting period for holiday pay eligibility. New qualified employees are eligible for holiday pay upon hire. Full-time employees who are actively employed during a holiday (not out on a leave of absence, sick leave, or short-term disability) will receive 8 hours of holiday pay for the designated holiday. Part-time employees will receive a prorated amount of holiday upon hire and/or through time worked. Part-time employees will receive a prorated amount of holiday and discretionary pay based on either the amount of productive hours actually worked the previous year (if part-time the previous year) or the average scheduled projected hours worked divided by a 40-hour work week. This PTO is not a "vested" benefit. It is earned by an employee working the day before and after the holiday. If an employee is on vacation the day before or after, the employee must be at work their last scheduled day before the vacation. The 10 holidays observed are*: (When a person moves to part-time from full-time, the holiday hours follow their scheduled hours, not the hours worked the previous year.~~

a. **Holidays**

Employees are eligible for holiday pay upon hire provided the employee is actively working the day before or after the holiday. If on vacation, the employee must work the day before the scheduled vacation and the day after.

- | | | |
|-----------------------------|-------------------------------|--------------------------|
| New Years Day | Labor Day | Christmas Eve Day |
| Friday Before Easter | Thanksgiving Day | Christmas Day |
| Memorial Day | Day After Thanksgiving | New Year's Eve |
| Independence Day | | |

~~* Observed holidays will typically be recognized on the actual holiday. However,~~ * The observed day may be modified if appropriate and approved by City administration.

b.b) **Vacation**

Employees with less than one year of service on January 1, the schedule is as follows:

<u>Pro-rated Vacation Schedule</u>	<u>Eligible on the following January 1</u>
<u>Hired the previous</u>	
<u>January 1 – March 31</u>	<u>40 Vacation Hours</u>
<u>April 1 – June 30</u>	<u>28 Vacation Hours</u>
<u>July 1 – Sept 30</u>	<u>16 Vacation Hours</u>
<u>October 1 – December 31</u>	<u>0 Vacation Hours</u>

Employees with greater than 1 full year of service as of January 1 are eligible for the following:

- 1 – 4 years: 80 Hours
- 5 – 12 years: 120 Hours
- 13 – 20 years: 160 Hours
- 21 + years: 200 Hours

Protected Service Non-Represented Employees (Battalion Chiefs)

<u>If working a Hybrid 24/8 Shift</u>	<u>If working the traditional 24-hour shift:</u>
<u>>5 Years of Service: 6 Tours (144 hours)</u>	<u>>5 Years of Service: 10 Tours (244 hours)</u>
<u>>15 Years of Service: 9 Tours (216 hours)</u>	<u>>15 Years of Service: 13 Tours (312 hours)</u>
<u>>20 Years of Service: 12 Tour (288 hours)</u>	<u>>20 Years of Service: 14 Tours (336 hours)</u>
<u>>22 Years of Service: 14 Tours (336 hours)</u>	<u>>22 Years of Service: 15 Tours (360 hours)</u>

- Vacation must be used during the calendar year or it will be forfeited. On rare circumstances, it may be necessary for a person to carry over up to 40 hours of vacation to the next calendar year. This must be approved by the Department Head by December 15.
- Vacation requires supervisor approval and may be taken in 4 or 8 hour increments

a.c. Discretionary / Personal PTO

Discretionary Paid Time Off (DPTO) is provided for employees available to take care of personal business or tend to the unplanned issues

that happen in life, including sicknesses, bereavement, etc. Existing full-time employees are eligible for up to 80 hours of discretionary time per year (prorated for Employees with one or more years of service as of January 1 will be issued DPTO in January (80 hours for a full-time employee, prorated for a permanent part-time employee). New employees are eligible for this benefit after 3 months of employment.

DPTO is not a vested benefit. It is issued in January but is "earned" through time worked in the current year. Every month an employee works, the employee Employee earns 1/10th 10% of their eligible DPTO. (Vacation taken during the month does count towards the completion of that month for calculating eligible DPTO.) If a full-time employee works from January – October, without a leave, that employee will earn all 80 hours of DPTO schedule per month while actively working. Employees may use time prior to it being earned. However, if a person uses more DPTO than they have earned, they would need to refund the amount of the overage, or the amount will be deducted from their final paycheck or the last payroll of the year.

Absences must be coordinated with Supervisor approval where possible/practical to allow for continued departmental operations. Time may be taken in a minimum of 1 hour increments. Time not used in the calendar year is forfeited. Unused, earned DPTO is not paid out upon resignation.

Prorated PTO Schedule for Civilian Non-Represented Employees

<u>Hired</u>	<u>Eligible after 3 months</u>	<u>Eligible the following January 1</u>
January – March 31:	32 Discretionary Hours	40 Discretionary Hours
April 1 – June 30:	16 Discretionary Hours	40 Discretionary Hours
July 1 – Sep 30:	8 Discretionary Hours	40 Discretionary Hours
Oct 1 – Dec 31:	0 Discretionary Hours	40 hours upon reaching

e.) Vacation PTO

Vacation PTO is an earned benefit. New employees are not eligible for vacation upon hire; rather, they earn vacation in the current year to be taken in the next year, provided they are actively employed on or after January 1 of the next year. Employees who have actively worked in the current year and leave employment in good faith (providing 2-week notice, for example) may be issued pay for all earned but unused vacation they became eligible for in the year in which they leave active employment.

————— The vacation schedule on January 1 of each year is as follows:



Title: Non-Represented Employee Benefits Policy
4417

Policy Number: HR 101-

Author: Sandy Rohrick

Created: 42/08/2014 11/28/2016

Revision: B

Scope: Non-Rep City Employees

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New full-time employees with less than 1 year of service on January 1 are eligible for the following pro-rated vacation time as of January 1:

Hired the previous	Eligible on the following January 1
January 1 - March 31	40 Vacation Hours
April 1 - June 30	28 Vacation Hours
July 1 - Sept 30	16 Vacation Hours
October 1 - December 31	0 Vacation Hours

~~Employees with 1 full year of service or more as of January 1 are eligible for the following:~~

1 - 4 years:	80 Hours
5 - 12 years:	120 Hours
13 - 20 years:	160 Hours
21 + years:	200 Hours

~~When an employee's employment anniversary is achieved mid-year, the employee will be credited with the additional vacation credit in January of the year in which an anniversary falls.~~

~~Vacation must be used during the calendar year or it will be forfeited. On rare circumstances, it may be necessary for a person to carry-over up to 40 hours of vacation to the next calendar year. This must be approved by the Department Head by December 15.~~

~~Vacation requires supervisor approval and may be taken in 4 or 8 hour increments.~~

~~PTO~~

DPTO for 24-Hour Battalion Chiefs of the Fire Department

Due to the nature of the position and hours worked, Battalion Chiefs have a separate schedule.

Vacation PTO

96 Hours (4 - 24 hour tours)

d. Sick Leave / Sick Leave Bank (for those hired prior to January 1-year - 4 years: -144, 2012)

Employees with a balance in their sick bank accrual may use the paid time off (PTO) immediately for up to 80 hours (-6 days)/ 2 Weeks

5 - 12 years:	216 hours (-8 days)
13 - 20 years:	288 hours (-12 days)
21 +:	336 hours (-14 days)

Discretionary PTO

New employees: Prorated (Battalion Chiefs are generally promoted from within)

Current employees: 96 hours (-4 - 24-hour days)

-in the case of a Wisconsin Family Medical Leave qualifying absence. This PTO may also be used in the event the employee has exhausted all but 2 weeks of his/her available Vacation and Discretionary PTO.

7)8) Voluntary Short-term and Long-Term Disability / Family Medical Leave (FML)

Short and Long-Term disability insurance is available on a voluntary basis to provide pay-continuation in the event of an extended illness. Family Medical Leave is available to qualified employees as well. FML and Short Term Disability run concurrent to each other. Active employees who go out on a disability may need to utilize available PTO. Once that PTO is exhausted, the employee will be unpaid during the disability. While Family Medical Leave protects an employee's position for 12 weeks, the City of Sheboygan will hold a person's employment status open for 26 weeks (6 months). Once an employee is out beyond 26 weeks, they will be placed on inactive employment status (active employment termination) and the position they hold may be forfeited, filled with another employee or a new employee may be hired. If the terminated employee



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receives a return to work authorization releasing him/her return to work, the employee may reapply for an open position, but there is no guarantee they will be able to return to their previous position and/or be offered a return to employment.

8)9) Voluntary Vision Insurance

Though eye exams are covered in the medical insurance plan, this insurance is available to help pay for the cost of glasses, ~~contacts, and other vision products.~~
contacts, and other vision products.

9)10) Voluntary Accident / Critical Illness Insurance

~~2014 is the first year this product has been introduced. UHC is the provider. This product is offered available to offer~~
cover of hidden costs related to accidents and critical illnesses. This voluntary product is available to assist in expenses related to those hidden costs (cost of lost time from work, deductibles, copays, etc.).

10)11) Mileage

Mileage is paid to employees who use their personal vehicles to perform work-related activities. The City of Sheboygan reimburses at the IRS mileage rate.

11)12) Uniform Allowance

Employees who are required to wear special clothing or use special equipment for their work will receive an allowance as follows ~~(amount issued is applicable to IRS tax regulations):~~
follows (amount issued is applicable to IRS tax regulations):

- a) Uniform Allowance: \$100 yearly
- b) Safety Shoes/Boots/Equipment: \$100 yearly
- c) Glasses with safety lens / frame \$ 50 once every two years
- d) Protected Service Battalion Chiefs Uniform Allowance \$425 yearly

12)13) Overtime Pay

Non-exempt employees working over 40 hours in a week are eligible to receive time and one-half pay for hours worked over 40. PTO time taken/paid does not count in the calculation of time worked for overtime pay purposes. With supervisor approval, employees may flex their time during the same workweek to maintain the 40 hour schedule.

13)14) Parking

City employees will receive employer paid parking, either a specific parking location or a parking lot. ~~Paid parking is not available for Library employees.~~

14)15) Jury Duty

Employees who are subpoenaed and serve on jury duty on an involuntary basis on any days which are scheduled workdays for them shall be excused for the time spent in jury service and shall receive their regular rate of pay (no greater than 8 hours of pay for each full day served) for said time served on jury duty, not to exceed sixty (60) days per calendar year, subject to the following provisions:

~~exceed sixty (60) days per calendar year, subject to the following provisions:~~

- (a) The employee must present proof of jury duty service, stating the dates and hours per day served on jury duty.
- (b) The employee shall immediately endorse his/her check for such jury service over to the human resources/payroll department.
- (c) When the employee is excused for jury service, the employee shall report back to work within one hour to complete his/her shift unless the employee chooses to utilize paid time off for the absence.



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15)16) Shift Premium

~~Employees whose normal work schedule is 2nd or 3rd shift Shift Premium will receive be paid to non-exempt, hourly employees as follows:~~

~~Work Hours from 6:00 a.m. – 5:59 p.m. No Shift Premium~~

~~Work Hours from 6:00 p.m. – 11:59 p.m. \$0.35 cents per hour~~

~~for 2nd shift and 45 cents per hour for 3rd shift. 1st shift employees who work up to 4 hours at the beginning or ending of their normal shift do not qualify for a shift premium if that overtime is an extension or continuation of their shift. If an employee left work and are called back to work or were called in greater than 4 hours prior to the start of their shift, that employee would qualify for a shift premium (i.e., a few extra hours either before or after a normal shift generally do not qualify for the shift premium as the primary schedule is first shift).~~

~~First shift is generally considered "day shift". The starting hour of first shift depends on the department a person works. An employee whose primary hours are in the afternoon and early evening is considered "2nd shift". An employee whose primary hours start in the late evening and continue throughout the early morning hours is considered to be on 3rd shift.~~

~~Work Hours from 12:00 a.m. – 5:59 a.m. \$0.45 per hour~~

16)17) Wisconsin Retirement System (WRS)

~~Employment with the City of Sheboygan may qualify an employee to participate in the Wisconsin Retirement System. The 2014 WRS contribution rate for general class employees is 14% which is split 50/50 with the City of Sheboygan contributing one half (50%) of the contribution rate and the employee contributing the second half (non-rep protected service personnel may have a different rate. Please see HR if applicable). The~~

~~City will provide the WRS required city contribution. Employees will be required to pay the required employee portions following WRS guidelines for both Civilian Non-Represented Employees and Protected Service Non-Represented Employees.~~

18) Residency

~~Protective Service Non-Represented Employees must establish a residence within 15 miles of City boundaries.~~

17)19) Severance/Termination Pay at Retirement, Death, Layoff without Cause, and Termination

Employees leaving in good faith may qualify for a severance payout. In the event of an employee's retirement, resignation with notice, termination without cause or layoff, the employee qualifies for all unused vacation the year in which the employee becomes inactive. Upon death, the employee's beneficiary/estate will be issued a severance payout in accordance with state/federal requirements. Those who quit while a disciplinary action is being performed, are terminated for willful misconduct, or fail to provide 2 weeks resignation will not be eligible for a severance payout. Discretionary PTO cannot be included in the 2-week resignation notification and will not be paid out. The term "retirement" as used herein shall mean the employee must be retired under the Wisconsin Retirement System and has applied for and will be or is receiving monthly annuity payments immediately after the retirement date.


a) Vacation Severance

All earned and unused vacation a person became eligible for on January 1st of the year in which their employment is terminated will be paid out providing employee provides a minimum of two (2) workweeks notice. PTO may not be used during the two-week resignation time.

*Protective Service employees assigned to the 24-hour shift or 24-hour hybrid shift, the formula for a tour of duty shall be regular biweekly pay divided by 112 multiplied by 24.

b) Sick Bank Account

~~Prior to January 1, 2012, employees were eligible to earn sick time and bank the time for future use. This paid time off eligibility discontinued as of January 1, 2012 (replaced with Discretionary PTO), but those who had earned time off were able to keep it and use it in the event of a disability. (Employees unable to return to work after the exhaustion of their sick bank account or after 6 months would lose their active employment status and their employment would be terminated.) A value of the bank was assigned by calculating the amount of hours earned by the hourly pay as of December 31, 2011. As employees~~

	Title: Non-Represented Employee Benefits Policy 4417		Policy Number: HR 101-
	Author: Sandy Rohrick		Created: 12/08/2014 11/28/2016 Revision: B
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~~received pay increases over time, the "value" of the bank remained the same, though the hours were adjusted based on any pay increases.~~

Upon a qualified retirement (WRS eligibility requirements), employees with a balance in their sick bank account are eligible to receive a portion of the account to either use towards the cost of post-employment medical insurance premiums or a cash payout of 50% of the maximum qualified value. The maximum eligible amount an employee "qualifies" for depends on the employee/union group the employee was part of as of December 31, 2011:

<u>As of December 31, 2011 And Upon Retirement</u>	<u>Qualified Value Available For Retiree Medical or COBRA Med Insurance</u>	<u>Eligible Payout Value</u>
Non-Rep Employees:	Up to 672 576 Sick Bank hours = Max Value	50% of Max Value
AFSCME (DPW) & City Hall:	Up to 672 Sick Bank hours = Max Value	50% of Max Value
Professionals:	Up to 640 Sick Bank Hours = Max Value	50% of Max Value

Example: DPW Employee/City Hall Employee

A long-term DPW employee decides to retire. He was hired in 1980 (employees hired before 1978 do not have their bank divided by 2). On December 31, 2011, this employee made \$17.86 per hour and he had 972 hours in his Sick Bank. The value of his Sick Bank \$17,359.92 as of December 31, 2011, and he has not used time from the bank since then. Upon actual retirement (WRS eligible, receiving an annuity), he has the ability receive a portion of that bank in one of two ways:

ways:

Option 1: Qualified Portion applied to COBRA medical insurance continuation

The retiring employee may apply the qualified portion of his Sick Bank to apply towards the medical insurance election (COBRA). (This money is not available for dental or other COBRA benefits.) This employee's Qualified Max Value is 672 hours x \$17.86 or \$12,001.92.

Option 2: Qualified Portion 50% Payout

The retiring employee may choose to receive a lump-sum payout equal to 50% of his qualified portion of the max value. His qualified Maximum Value payout is \$6,000.96.

c) Good Attendance Bonus


Tier I and II employees (non-rep employees as of December 31, 2011) may have earned a value based on their good attendance. Employees may use the value to pay for medical insurance premiums if the employee elects to remain on the City's medical insurance program. There is no cash payout of this value if the employee leaves the City's medical insurance plan. The value of the bonus will be based on the number of hours over maximum bank as of December 31, 2011/8 x \$60.

d) Post-Employment Health Insurance Plan / Surviving Spouse

Non-represented employees qualify for continuation of coverage in health and dental insurance. Due to the changes in benefits over time, some employees may have grandfathered benefits. For reference purposes, there are 3 classifications employees may fall into relating to post-employment health insurance:

Class / Tier I

WRS vested employees who, as of December 31, 2011, were retirement eligible but chose not to retire prior to December 31, 2011. Tier I employees will retain the benefit as-is; that is, these employees will be eligible to continue on the City's medical insurance upon retirement after December 31, 2011. As of December 31, 2011, Tier I employees achieved at least 15 years of service with the City of Sheboygan, with at least 5 years as a non-represented employee, and had reached retirement age according to WRS retirement eligibility (55 for non-protective services and age 50 for protected services) on or before December 31, 2011. In all categories, if spouse becomes Medicare eligible, Medicare must be primary:

	Title: Non-Represented Employee Benefits Policy		Policy Number: HR 101-4417	
	Author: Sandy Rohrick		Created: 42/08/2014 11/28/2016 Revision: B	
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Benefit:

Exempt Employee*:

Eligible to continue on the City's employee s medical insurance plan for up to 10 years.

Single Continuation of Coverage: Paid 100% by the City

Family Continuation of Coverage: Paid 60% by the City

Non-Exempt Employee*:

Eligible to continue on the City's employees medical insurance plan for up to 5 years.

Single Continuation of Coverage: Paid 100% by the City

Family Continuation of Coverage: Paid 60% by the City

Class / Tier II

Non-represented employees as of December 31, 2011 (employee was not in a bargaining unit) who did not meet eligibility for retirement under WRS guidelines as of December 31, 2011. Upon retirement, providing an employee in this group achieves at least 15 years of service as a non-represented employee and retires from an exempt position, the employee is eligible to remain on the health insurance plan for 5 years post-retirement. A non-exempt employee who has been a non-rep for at least 15 years is eligible to remain on the health insurance plan for 2.5 years post-retirement. Premium payment in either situation is 50% City funded and 50% employee funded for either Single or Family coverage until either the retired employee or spouse becomes Medicare eligible.

Class / Tier III

All new employees hired on or after January 1, 2012, and employees hired before January 1, 2012 who were covered under an employment contract prior to January 1, 2012 are qualified for COBRA continuation of coverage. COBRA is available for 18 months following the last day of the month in which an employee retires or terminates employment.


Surviving Spouse

In the event an active employee dies, the surviving spouse may remain on the City of Sheboygan Health Insurance Plan. The spouse would be responsible for 100% of the premium contribution plus 2% administrative fees. In the case of death of a retired employee in Class I or Class II, the spouse would be eligible to continue on the City of Sheboygan health insurance plan until the spouse becomes eligible for health insurance through his/her own employer, by marriage, or becomes Medicare eligible. The surviving spouse would be responsible for the same premium contribution. In the case of death of a retired employee in Class III, the spouse may be eligible for an additional COBRA benefits, following federal guidelines.



20) Severance/Termination Pay at Retirement, Death, Layoff without Cause, and Termination for Protected Service Non-Represented Employees

Protected Service employees who reach WRS qualified retirement for protected, sworn employees and who actually retire as a WRS qualified annuitant receiving an annuity upon direct retirement from the City of Sheboygan, who previously served 5 or more years of service with the City of Sheboygan's Local 483, retain the ability to elect an optional retirement program. This option waives any alternative rights available to the Civilian Non-Represented Employees Severance Program except where listed otherwise. This option includes the following:

- a) Option to remain on the City of Sheboygan Health Insurance Plan until reaching Medicare eligibility. Employee to pay the full cost of monthly premium for single or family coverage.
- b) Good Attendance Bonus. No cash payout. Credits previously earned were frozen at the time of transfer into Protected Service Non-Represented Employee. Qualified portion eligible to use towards health insurance premiums.

	Title: Non-Represented Employee Benefits Policy		Policy Number: HR 101-4417	
	Author: Sandy Rohrick		Created: 4/28/2014 11/28/2016	
			Revision: B	
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- c) Sick bank: employee may choose to deposit the after-tax amount of ½ the value of all accumulated sick days to a maximum value of 72 days, not to exceed the cost of health insurance premiums for 1 year, or choose payout of ½ accumulated sick days up to a max of 72-days pay.
- d) Vacation: Employee will receive a severance payout of all earned, unused and prorated vacation based on the schedule of vacation applicable for their position. For employees assigned to the 24-hour shift duty, the formula for a tour of duty shall be regular biweekly pay divided by 112 multiplied by 24.
- e) Regular bi-weekly pay / 80 hours.
- f) Surviving Spouse: For employees whose hire date is prior to January 1, 2012, the guidelines set forth in the Civilian Non-Represented Retiring Employee will apply.

**Proposed Modifications
to
Sheboygan Fire Department
Non-Represented Personnel
Retirement Benefits**

**Fire Department Employees are
Protective Service Employees**

"Sworn Officers" exist in both union and non-union positions

Union Local 483	State & Federal Differences
Fire Fighter/Paramedic	Guidelines differ for
Fire Lieutenants	Protective Service
Fire Captains	• Residency
	• Life Expectancy
	• Retirement Age
Non-Represented	
Battalion Chiefs	
Deputy Fire Chief	
Assistant Fire Chief	
Fire Chief	

Non-Represented Employee Benefits

Fire Command Staff follow the same benefits as other Non-represented employees. However, changes in retirement benefits have created a disincentive in considering a promotion.

Differences affect the following 4 categories:

- 1) **Health Insurance**
- 2) **Sick Leave Payout**
- 3) **Good Attendance Bonus & Retiree Credit**
- 4) **Vacation Payout**

Category 1: Health Insurance

- a) Retired Fire Fighter Union member may remain on the City's Health Insurance until Medicare (Retiree pays the full cost of the premium)
- b) Retired Non-Represented Employees (Tier III) 18 Months COBRA Insurance. (Retiree pays the full cost of the premium)
- c) Three of the current Command Staff are Tier II These employees are eligible to remain on the insurance for 5 years at 50% of premium costs

Category 2: Sick Leave

- a) Retiring Fire Fighters receive a payout of their full qualified balance of hours (572 hours)
- b) Retiring Non-Represented employee (Tier III) receive a payout of 50% of their qualified balance (572 hours/2 = 286 hours)

or may use the qualified amount as credit towards COBRA premiums

Category 3: Good Attendance Bonus

- a) Retired Union Fire Fighter may use the balance of their Good Attendance Bonus and Retiree Credit towards the cost of health care premiums
- b) Retiree Non-Represented Employees (Tier III): Program discontinued

Category 4: Vacation

a) Retired Union Fire Fighters will receive a payout for their earned and unused vacation plus prorated days for earned vacation the next year.

b) Retired Non-Represented Employees (Tier III) will receive a payout for their earned and unused vacation (no payout of prorated days for earned vacation)

One Recommended Solution

At the time of the promotion, allow employee to retain the retirements benefits earned (at time of promotion)

OR

Follow applicable Non-Represented retirement benefits (Tier II or III, depending on start-date of promotion)

Potential Cost to the City
 Allow the Command Staff (less Fire Chief) the option to choose the union fire fighter retirement benefit.
 Likely cost: \$16,250 (depending on election and banded hours)

AGE 55	RRF UNION	City Cost Union	City Cost Tier 3
Category 1: Health Insurance			
	City Health Insurance and Medicare eligible (to include payroll taxes)		\$12,800 (to include 100%)
Category 2: Sick Leave			
	Up to 572 hours paid out	\$22,480	100% 572 hrs
	300 per hour employees		
Category 3: Good Attendance Bonus & Senior Credit (No Cash Payout)			
	For all vacated positions	\$1,500	100% 1,500
		\$1,500	100% 1,500
Category 4: Vacation Payout			
	Unused 2016 Vacation	\$15,500	100% 15,500
	Prorated 2017 Vacation	\$8,250	100% 8,250
	City total cost	\$39,430	\$16,250

Potential Savings to the City

- When senior employees with higher salaries are promoted, they are replaced with new employees with entry-level wages

Example of savings realized with an internal promotion

A tenured Fire Fighter/Paramedic's salary:	\$73,119
An new Fire Fighter/Paramedic salary:	\$46,851
Likely salary savings in 1 year:	\$26,267

Likely savings over 5 years: \$92,320

CITY OF SHEBOYGAN

REQUEST FOR SALARIES AND GRIEVANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: HR 200 Employee Anniversary Award Program

REPORT PREPARED BY: Sandy Rohrick, Director of Human Resources and Labor Relations

REPORT DATE: December 8, 2016

MEETING DATE: December 27, 2016

FISCAL SUMMARY:

STATUTORY REFERENCE:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

The City of Sheboygan is privileged to have a dedicated workforce, many of which have spent all or most of their career with the City. In an effort to show these employees how much their work is appreciated, a new program has been created through a committee made up of employees representing all departments throughout the City.

STAFF COMMENTS:

Employers benefit by having a steady, trained workforce. This program is one way of showing appreciation to those employees who have dedicated so much of their time and energy providing services needed to help make the City of Sheboygan a better place to live and work.

ACTION REQUESTED:

Motion to approve Resolution Number 163-16-17, recommending the City Council approve the Anniversary Program.

ATTACHMENTS:

- I. Res. No. 163-16-17 Employee Anniversary Award Program.

III

4.7

Res. No. 163 - 16 - 17. By Alderpersons Donohue, Lewandoske and Wolf.
December 19, 2016.

A RESOLUTION establishing an Employee Anniversary Award Program beginning in 2017 for eligible employees.

RESOLVED: That the Common Council hereby approves Policy Number HR 200, a copy of which is attached hereto.

Handwritten signature

Handwritten signature

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor



Title: Employee Anniversary Award Program		Policy Number: HR 200	
Author: Sandy Rohrick, Director of Human Resources and Labor Relations		Created: 12/19/2016 Revision: A	
Scope: City of Sheboygan Employees	Print Date: 12/14/16 2:37 PM	Page 1 of 1	

SECTION I: Purpose and Scope

1) Purpose

This program has been created to recognize employees for their dedication and years of service to the City of Sheboygan. This policy outlines the schedule of benefits available for 2017, based on City Council approval. The schedule of benefits will be reviewed yearly. The goal is to award employees for their years of dedication and service to the citizens of Sheboygan.

2) Scope and Eligibility

This policy applies to all employees, represented or non-represented, and is based exclusively on City Council approval. Eligible employees must be employed with the City of Sheboygan for a minimum of five (5) years of continuous service. This Employee Recognition Program is for years-of-service only and is not based on merit, quality of work or popularity or an employee.

SECTION II: Benefits

3) Awards

Employees who reach a milestone year of service shall receive an anniversary award of their choice. Awards will consist of either a gift certificate or an anniversary gift. (Applicable income tax reporting requirements may apply following IRS guidelines.)

4) Measurement Used

The initial program is being introduced starting in calendar year 2017 and is not retroactive. Employees with the incremental completed years of service (following the Schedule of Benefits listed below) as of December 31, 2016, will be issued an anniversary award in 2017. For example, a full-time employee who completed 10 years of service as of November 1, 2016 will receive a gift or gift certificate in 2017 of \$50.

5) Schedule of Benefits

<u>Full-Time Employees</u>		<u>Part-Time Employees</u>	
<u>Years of Service</u>	<u>Gift or Gift Certificate</u>	<u>Years of Service</u>	<u>Gift or Gift Certificate</u>
5	\$ 25	5	\$ 10
10	\$ 50	10	\$ 25
15	\$ 75	15	\$ 35
20	\$100	20	\$ 50
25	\$150	25	\$ 75
30	\$200	30	\$100
35	\$250	35	\$125

6) Celebration Event

Employees will be formally recognized by his/her direct supervisor, Department Head, Mayor and/or City Administrator at a *Recognition Gathering* and anniversaries will be announced in the quarterly employee Newsletter.

7) Disclaimer

Benefits associated with this program are outside of any bargaining agreement, are non-precedent setting and non-negotiable.

CITY OF SHEBOYGAN

REQUEST FOR SALARIES AND GRIEVANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: HR 135 Employee Referral Bonus Program

REPORT PREPARED BY: Sandy Rohrick, Director of Human Resources and Labor Relations

REPORT DATE: December 8, 2016

MEETING DATE: December 27, 2016

FISCAL SUMMARY:

STATUTORY REFERENCE:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

Over the past few years, the number of applications the City of Sheboygan has received for various positions has decreased. This trend is consistent with most employers, public and private sector. In addition, Sheboygan (as a city) has a very low unemployment rate, as well as a favorable projection of available openings in the future. In order to encourage employees within the City to spread the word regarding open positions to their friends and family, the City is considering a referral bonus program in hopes to stay ahead of the curve with recruitment efforts.

STAFF COMMENTS:

Recruitment efforts have changed drastically over the years. Word-of-mouth and networking are now considered one of the best ways to advertise openings, either through conversation or social media. The incentive identified (\$250) is only paid if the applicant is hired and works for 90 or more days, and only if the applicant lists the referring employee on the application.

ACTION REQUESTED:

Motion to approve Resolution Number 164-16-17 recommending the City Council approve the HR135 Employee Referral Bonus Program.

ATTACHMENTS:

- I. Res. No. 164-16-17 Employee Referral Bonus Program.

III

4.8

Res. No. 164- 16 - 17. By Alderpersons Donohue, Heidemann, Lewandoske and Wolf. December 19, 2016.

A RESOLUTION establishing an Employee Referral Bonus Program beginning in 2017 for eligible employees.

RESOLVED: That the Common Council hereby approves Policy Number HR 135, a copy of which is attached hereto.


Sal & Givell

My Lynne Donohue

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

	Title: Employee Referral Bonus Program		Policy Number: HR 135
	Author: Sandy Rohrick, Director of Human Resources and Labor Relations		Created: 12/12/2016 Revision: New
			Page 1 of 1

1.0 Purpose

The purpose of the Employee Referral Bonus Program is to provide an incentive to active employees who promote employment with the City of Sheboygan to their friends and family, resulting in potential candidate(s) who are subsequently hired by the City of Sheboygan.

2.0 Scope

This policy applies to active, permanent full or part-time employees of the City of Sheboygan.

3.0 Procedure

When an employee becomes aware of openings within the City of Sheboygan, the employee is encouraged to invite friends or family members to apply for the position. The applicant is responsible to list the referring employee's name on their original application as the referral source. If the applicant is hired and maintains active employment for a minimum of 90 calendar days, the referring employee will be issued \$250 in compensation. (Applicable taxes will be deducted following IRS guidelines.)

4.0 Definitions

a. Applicant

Applicants are persons not currently or previously employed with the City of Sheboygan and must meet the minimum qualifications for the position he/she is applying for.

b. Eligible Employee

All active employees are eligible to receive a referral bonus with the exception of employees whose regular, recurring, jobs include the recruitment and selection of employees (Director of Human Resources and Labor Relations, for example, is excluded) or where the manager/supervisor or other persons associated with the selection of the candidate under their immediate or subsequent direction.

c. Positions

All permanent full or part-time positions are eligible for this program. (Seasonal positions are not.)

5.0 Disclaimer

Benefits associated with this program are outside of any bargaining agreement, are non-precedent setting and non-negotiable.