

*****ATTACHMENTS*****

SALARIES AND GRIEVANCES COMMITTEE MINUTES - 4:30 PM (Monday, October 27, 2014)

Generated by Vicki Leonhardt on Tuesday, October 28, 2014

1. OPENING OF MEETING

1.1 CALL TO ORDER

1.2 COMMITTEE MEMBERS: Chair Mary Lynne Donohue, Vice Chairman Ty Dassler, Jim Bohren, Don Hammond, Jodi VanderWeele

1.3 EX-OFFICIO MEMBER: Sandy Rohrick, Director of Human Resources
ALSO ATTENDED: Jim Amodeo, Ald. Bitters, David Biebel, Mayor Vandersteen, Sheboygan Press

1.4 PLEDGE OF ALLEGIANCE WAS RECITED BY ALL

1.5 APPROVAL OF THE MINUTES FROM September 29, 2014

Motion to approve by Ald. Hammond, Second by Ald. Dassler - All Ayes

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

2.1 Discussion and possible action of status of job search process and other matters related to the Chief Administrative Officer.

Ald. Donohue stated that at the previous Salaries and Grievances meeting Jim Amodeo mentioned that he was inclined to stay and not retire as of August 22, 2015. Depending on Jim's decisions we have some procedural issues to resolve and move forward.

Jim Amodeo stated he took a couple of weeks to think about his decision and has decided to stay, to continue his employment with the City.

Ald. Donohue informed the Committee that the Chief Administrative Officer does not have a contract; the terms are in an ordinance which states the appointment ends August 22, 2015. If we do nothing Jim would become an at will employee, however the ordinance does say that the Chief Administrative Officer needs to be appointed by Council with input from the Mayor. We need to decide how we want to structure Jim's continued employment. It could be an at-will employee or a short term contract.

Discussion was held regarding a time frame for the position and the amount of time for notice when leaving the position (120 days). Council will need to continue the appointment and approve the terms and conditions including 120 days notice which maybe included in the Memo of Understanding.

A motion was made to amend Sec. 2-341 of the Municipal Code, that James Amodeo is hereby appointed as Chief Administrative Officer for the City of Sheboygan, until August 23, 2016. This extension of employment may require a Memo of Understanding that will include all the necessary time frames by Ald. Hammond, Second by Ald. VanderWeele, 4 - Ayes, 1 Nay (Bohren). Motion Passes.

3. CLOSING OF MEETING

3.1 NEXT MEETING DATE: November 10, 2014

Motion to adjourn by Ald. Hammond, Second by Ald. Dassler - All Ayes

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6.4

Gen. Ord. No. 36 - 14 - 15. By Alderperson Lessard. November 3, 2014.

AN ORDINANCE amending Section 82-33 of the 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 A.3. City Development Department as follows:

ADD:

JOB CODE	CLASS GRADE	NO. OF EMPLOYEES
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A.3. CITY DEVELOPMENT DEPARTMENT

Code Enforcement Officer	D07910	01	0.5
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Section 2. The new 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.

Section 3. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and this ordinance and attached job description shall be in effect from and after its passage and publication.

Sal. & Drew

Susan J Lessard

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



Code Enforcement Officer

CODE _____

Nature of Work

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

Typical Duties: (These examples do not list all duties which may be assigned).

- 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.

Minimum Qualifications:

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 60 pounds safely.
10. Ability to work a varied schedule, if necessary.

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

DATE
Gen. Ord. _____

III

4.6

Res. No. 88 - 14 - 15. By Alderperson Donohue. November 3, 2014.

A RESOLUTION approving certain Human Resource Department procedures.

RESOLVED: That the Common Council hereby approves Procedures HR101-2014 and HR105, copies of which are attached hereto.

Sae & Grew

M. Suzanne 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

III

ch. 11

Richard Langford

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Title: Non-Represented Employee Benefits Policy		Policy Number: HR 101-14	
Author: Sandy Rohrick		Created: 11/03/2014	Revision: New
Scope: Non-Rep City Employees	Print Date: 10/30/14 2:11 PM		Page 1 of 6

1.0 Purpose

The purpose of this policy is to give a general overview of benefits available to both full-time and part-time non-represented employees who hold regular, permanent positions (i.e., positions that are not temporary or short-term in nature). 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 and your Certificate of Coverage, the Certificate of Coverage will govern.

2.0 Scope

This policy applies to non-represented regular, permanent employees of the City of Sheboygan.

3.0 Benefits

3.1 Direct Deposit

All non-represented employees shall be required to have direct deposit. Employees may utilize up to 3 financial institutions for direct deposit options.

3.2 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.

<u>Monthly Single Premium Amount</u>	<u>FT Employee Costs/month</u>	<u>PT Employee Costs per month</u>
\$737.00	\$110.55 (15%)	\$368.50 (50%)*
\$737.00	\$88.44 (12%) w/HRA	
<u>Monthly Family Premium Amount</u>	<u>FT Employee Costs/month</u>	<u>PT Employee Costs per month</u>
\$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. This is a taxable benefit.

c) 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 \$10 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



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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.

- e) **Voluntary Group Medicare Supplement Insurance for Retirees**
Retirees and/or their spouses transitioning to Medicare are 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.

3.3 Dental Insurance

Delta Dental is the 2014 provider of benefits. Employer-sponsored dental insurance is available to qualified full and part-time employees. The plan includes a \$25 per participant deductible (\$75 family), \$1,500 lifetime orthodontic, 100% coverage for diagnostic, preventive, sealants to age 14 (on molar teeth only); and most service 80/20%:

<u>Total Single Costs</u>	<u>Full-Time Employee Costs per month</u>	<u>Part-Time Employee Costs per month</u>
\$42.54	\$6.38 (15%)	\$21.27 (50%)
<u>Total Family Costs</u>	<u>Full-Time Employee Costs per month</u>	<u>Part-Time Employee Costs per month</u>
\$120.92	\$18.13 (15%)	\$60.46 (50%)

3.4 Group Life Insurance

After 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.

3.5 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 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*:

New Years Day	Labor Day	Christmas Eve
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.



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b) Discretionary / Personal PTO

Discretionary Paid Time Off (DPTO) is provided for employees 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 (pro-rated for part-time). 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 earns 1/10th 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. 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

<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

c.) 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:

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:

<u>Hired the previous</u>	<u>Eligible on the following January 1</u>
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 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

1 year – 4 years:	144 hours (6 days)
5 – 12 years:	216 hours (9 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)

3.6 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 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.

3.7 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.

3.8 Voluntary Accident / Critical Illness Insurance

2014 is the first year this product has been introduced. UHC is the provider. This product is offered to cover 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.).

3.9 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.

3.10 Uniform Allowance

Employees who are required to wear special clothing or use special equipment for their work will receive an allowance as follows:

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

3.11 Overtime Pay

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.

3.12 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.



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3.13 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:

- (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.

3.14 Shift Premium

Employees whose normal work schedule is 2nd or 3rd shift will receive a shift premium of 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.

3.15 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).

3.16 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.

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 received pay increases over time, the "value" of the bank remained the same, though the hours were adjusted based on any pay increases.



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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 572/2 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:

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 672/2 hours x \$17.86 or \$6,000.96.

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 \$3,000.48.

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 employee's base hourly rate as of December 31, 2011.

3.17 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:

Benefit:

Exempt Employee*:

- Eligible to continue on the City's employees 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

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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. 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.

	Title: PTO (Paid Time Off) Policy		Policy Number: HR 105	
	Author: Sandy Rohrick		Created: 10/22/2012	Revision: B
	Scope: Non-Rep City Employees	Revision Date: 10/31/14 10:02 AM		Page 1 of 4

1.0 Purpose

The purpose of this procedure is to describe the conditions under which an employee will be granted paid time off (PTO) for discretionary, vacation and sick day bank and conditions under which PTO time/pay may be forfeited.

2.0 Scope

This policy applies to all non-represented City of Sheboygan employees.

3.0 Procedure

The amount of paid time off an employee is eligible for is based on length of continuous service as of January 1 of each year and is granted as of January 1 of each year. Newly hired employees or those switching from part-time to full-time will be eligible for a prorated amount of PTO. Vacation PTO is earned in one year and available to be used the next year, which makes this benefit vested. Discretionary PTO is not a vested benefit. When calculating eligibility for Discretionary PTO, an employee's hire-date the previous year is used to calculate the eligibility as of January 1. Depending on an employee's start-date during the year, permanent, full-time employees may be eligible for a prorated amount of Discretionary PTO after they have completed 3 calendar months of employment. For employees with greater than one year of employment, PTO is available starting on the first available workday of the calendar year. The PTO Schedule on January 1 is as follows:

	Total PTO	Vacation	Holiday	Discretionary
< 1 Year	Prorated	See Schedule	80 hours	See Schedule
Years 1 – 4	240 hours	80 hours	80 hours	80 hours
Years 5 – 12	280 hours	120 hours	80 hours	80 hours
Years 13 – 20	320 hours	160 hours	80 hours	80 hours
Years 21 +	360 hours	200 hours	80 hours	80 hours

When an employment anniversary "milestone" falls during the year (an employee's 5th, 13th, and 21st year of employment), the employee is credited for the anniversary on January 1 prior to the anniversary actually occurring (with the exception of new employees or returning employees with less than one year of service on January 1).

4.0 Paid Time Off Categories

There are 4 different types of PTO: Holiday, Vacation, Discretionary, and for some, Sick Bank

4.1 Holiday

This is not a vested benefit. Employees earn holiday pay when the holiday occurs, providing the employee is actively working (not on a leave of absence) when the holiday occurs. Full-time employees with a traditional weekly schedule (5 – 8 hour days) must use holiday pay in 8-hour (or the amount of time the part-time employee normally works) increments on the City designated holiday. This benefit is available to all full-time employees starting on the first day of employment. Non-represented employees with non-traditional schedules and part-time employees should see their supervisor regarding the application of this PTO relating to their schedule.

4.2 Vacation

This is a vested benefit. Time worked in one year earns vacation time the following year. The schedule of allowable vacation is prorated for new employees and those transferring from part-time to full-time status.

- a) A full-time employee who has no leave of absence or missed work time the previous year will receive the full amount of vacation applicable with their years-of-service.
- b) A full-time employee who missed work the previous year with a leave of absence may receive a reduced amount of vested paid time off, depending on the length of the leave. The amount of productive hours worked the previous year is used to calculate the eligible amount of VPTO.



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- c) Family Medical Leave: Time off for qualified FML hours may affect reduce the amount of eligible vacation the following year, but will not affect the employees start-date or years of credited service. This means the employee will be eligible for the schedule of benefits (number of hours based on their start-date), regardless of their time off while on FML. However, the vesting might be affected, depending on the length of time that employee is out on FML.
- d) An employee transitioning from part-time in one calendar year to fulltime the next calendar year will have their vacation pro-rated using the actual hours worked (not including vacation, holiday or sick day pay) the previous year divided by 2080, the average hours worked by a full-time employee). Employees are eligible to use their vacation beginning on the first calendar day of the year. Those with less than one year of employment may be eligible for a prorated amount of vacation (see schedule below).

e) New full-time employees are eligible for the following pro-rated vacation time as of January 1:

<u>Hired the previous</u>	<u>Eligible on the following January 1</u>
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

f) Vacation must be used in either 4 or 8 hour increments. In the event the vacation balance is less than 4 hours, the remaining amount should be taken in one lump sum to deplete the account balance to zero.

4.3 Discretionary (DPTO)

Discretionary PTO is not a vested benefit. Regardless of an employee’s tenure with the City, unused DPTO will not be paid out. In addition, although DPTO may be issued on January 1, it is earned by an employee through that employee’s active employment at work (“productive hours”). Vacation taken during the month is counted as credit towards the month of work. Unpaid leave, unearned DPTO, or sick leave does not count towards credit. Each full month of active employment, the employee earns 10% of their eligible amount of DPTO, up to the maximum qualifying amount for that employee.

For example: If an employee is issued 80 hours of DPTO on January 1 but subsequently quits employment January 20, that employee would not be eligible for DPTO. If DPTO was taken prior to January 20, the amount paid would be removed from the employee’s final pay check. If that employee terminates July 1, the employee would have completed 6 full months of active employment and would be eligible for 60% of their 80 hours of DPTO or 48 hours. If that employee only used 40 hours, the additional 8 hours is forfeited. If that employee used 80 hours, 32 hours would need to be held from that employee’s final pay check.

a) Full-time employees with greater than one year of full-time service as of January 1 are eligible for 80 hours of DPTO. Part-time employees will be eligible for a prorated amount of discretionary time as of January 1, whether they continue their part-time position or transition to full-time. Those who transition to full-time will receive the greater amount of either their pro-rated discretionary time or the prorated schedule below. New full-time employees may be eligible for a prorated amount of DPTO during their first year of employment upon completion of 90 days of continuous employment (see schedule below).

<u>Hired</u>	<u>Eligible after 3 months</u>	<u>Eligible the following January 1</u>
Jan 1 – 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:	* See note below	0 Discretionary Hours

** 40 discretionary hours (eligible after 3 months of employment) will be issued on day 91 of employment, not on January 1 following date of hire*

b) Discretionary PTO may be used in hourly or daily increments (whole hours only).



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4.4 Sick Bank

Prior to 2012, some employees earned sick time to use in the future. This benefit was discontinued as of December 31, 2011. However, employees with a remaining benefit were given a "Sick Day Bank" account; hours earned in previous years were converted to a dollar amount which may be used as follows:

a) Employee with qualified "Disability" (doctor certified)

1. If employee elected STD (Short Term Disability), Vacation or Discretionary PTO use is not required. Employee may use Sick Bank immediately and throughout the continued time off on disability. Sick Bank must be exhausted prior to STD insurance payments beginning.*
2. If an employee did not elect STD, all DPTO and all but 80 hours VPTO must be used before taking Sick Bank. If the employee's disability also qualifies for Family Medical Leave (FML), since the first 2 weeks are considered Wisconsin FML, the employee has the right to choose their sick day banked time for the first 2 two weeks. After 2 weeks, Federal FML starts and the City then reverts to the rule listed above in that all DPTO and all but 80 hours of VPTO should be used before the employee returns to the use of their Sick Bank.

* When employee has the choice to take Sick Bank or their current year vacation and DPTO, it is recommended that the employee use all available PTO time first, as neither VAC or DISC can be carried into the next calendar year if the employee has a "chance" to use their PTO. Therefore, employees are encouraged to use PTO or risk forfeiting it.

b) Employees who have minor (non-qualified) sicknesses

1. If an employee calls in for a single day absence (employee has the flu, for example), that employee must use any available VPTO or DPTO. Once a person utilized all their PTO, if there is remaining time in the Sick Bank, the employee may begin to use that time for single day absences for minor sicknesses such as the flu. Absences of 3 days or greater may require a physician's excuse, documenting the reason for the absence, and may also require a completed Return To Work slip from the treating physician.
2. Time taken towards Sick Bank must be in 4 or 8 hour increments and requires supervisor notification at least 15 minutes or greater in advance or the absence is subject to not be approved. On rare occasion, prescheduled absences in 1 hour increments may be approved for appointments that are scheduled at the start or end of an employee's shift, again requiring supervisor approval.
3. Sick Bank upon retirement
If the employee retires, he/she may use their qualified dollar amount in their sick bank account to apply to their eligible post-employment retirement medical insurance or COBRA medical insurance costs. To determine the qualified value upon retirement, see policy HR-101. The employee may also chose not to continue on the medical insurance and be eligible to receive a one-time payment equal to 50% of their qualifying calculation. This payment is not eligible for WRS contributions; applicable payroll taxes will apply.

4.5 Scheduling PTO

When requesting PTO, employees must schedule their absences in advance whenever possible to ensure the City's smooth operation. Vacation time is always expected to be scheduled in advance and must be approved by the employee's supervisor. Approval will depend upon the workload in the affected area.



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5.0 Management Discretion

There are times that management may need to recruit candidates with greater experience and/or skills. If necessary, modifications to this PTO schedule may be offered for recruitment purposes. Any deviations to the schedule listed above require approval of the respective Department Head and the Director of Human Resources & Labor Relations.

6.0 Forfeiture of PTO will occur in the following situations

- 6.1 Voluntary Resignation - an employee who resigns in good faith (provides 80 hours/two-week notice) shall receive payment only for the unused portion of the vacation they became eligible for on January 1st of the year of the resignation.
- 6.2 Retirement or Death – employees (or survivors in the case of death) shall receive payment only for the unused portion of the vacation they became eligible for on January 1st.
- 6.3 Termination for Cause – employees who are terminated for cause are entitled to payment only for the unused portion of the vacation they became eligible for on January 1st in the year in which the termination occurred.
- 6.4 Reduction in Workforce - employees who are terminated due to a reduction in workforce are entitled to payment for the unused portion of the vacation they became eligible for on January 1st in the year in which the reduction in workforce occurred.
- 6.5 Year-End Forfeitures – all vacation and discretionary days are a use-it or lose-it benefit. However, in the rare chance an employee is not able to use all of his/her vacation, the employee's supervisor may request a carryover of a maximum of forty (40) hours. The head of each department and the Director of Human Resources & Labor Relations must approve the carryover hours no later than December 15th. Payment in lieu of vacation is not permissible.
- 6.6 Discretionary PTO not used at time of employment termination is forfeited. In addition, it cannot be used during the two-week required notice time.