

CITY OF CHIPPEWA FALLS, WISCONSIN

**NOTICE OF PUBLIC MEETING**

In accordance with the provisions of the Wisconsin State Statutes, Sec. 19.84, notice is hereby given that a public meeting of:

**Committee #2**  
**Labor Negotiations, Personnel, Policy & Administration**

**Will be held on Tuesday, September 17, 2019 at 8:45 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Items of business to be discussed or acted upon at this meeting are shown on the attached agenda below:

- 1. Discuss Emergency Call-In Pay Policies for Street Department, Storm Water Utility and Parks & Recreation employees. Possible recommendations to the Council.**
- 2. Adjournment**

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THEY HAVE DECISION MAKING RESPONSIBILITY.

NOTE: REASONABLE ACCOMMODATIONS FOR PARTICIPATION BY INDIVIDUALS WITH DISABILITIES WILL BE MADE UPON REQUEST. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT THE CITY CLERK AT 726-2719.

PLEASE NOTE THAT ATTACHMENTS TO THIS AGENDA MAY NOT BE FINAL AND ARE SUBJECT TO CHANGE. THIS AGENDA MAY BE AMENDED AS IT IS REVIEWED.

**CERTIFICATION OF OFFICIAL NEWSPAPER**

I hereby certify that a copy of this notice has been posted on the City Hall bulletin board and a copy has been given to the Chippewa Herald on September 13, 2019 at 4:15 pm by BNG.

## **Department Policy and Work Rules**

Street Department and Storm Utility

Effective : September 18, 2019

### **Emergency Call-In Pay:**

All employees reporting for work in case of emergency call-in shall be receive a minimum of two (2) hours of overtime pay.

If additional emergency call(s) are received within this two hour period, only two (2) hours will be paid, if time surpasses the two hour initial window, actual overtime hours will be paid.

When emergency or scheduled time work is required on a holiday, employees shall receive twice the hourly rate of pay in addition to holiday pay. This pay is reflected from 12:00 am to 11:59 pm on the holiday.

Double time is paid when a City recognized holiday falls on a Saturday or Sunday. For example, if Christmas falls on a Sunday, the City recognizes Monday as the holiday. If a person is called in on Sunday or Monday, they would receive double time. Holidays recognized for this purpose are New Year's Day, Independence Day, Christmas Eve day, Christmas Day and New Year's Eve day.

### **Sick Leave**

The intention of sick leave is to provide employee paid time to address their own personal health care needs or the health care needs of their spouse or minor child.

Verification:

The employer may require verification of illness and/or discussion of illness with Human Resources, Supervisor, and/or Department Head. Abuse of sick leave may result in disciplinary action, up to and including discharge from employment.

### **Unpaid Leave**

Unpaid leave requests (non-FMLA / Non-USERRA) will be considered on a case-by-case basis.

Applications: Applications for unpaid leave time, not covered by FMLA or USERRA, shall be made in writing to the employee's Department Head. Employees must utilize all applicable paid leave time, such as vacation time, before requesting unpaid leave. Leaves of absence shall not be allowed for the purpose of taking other employment of any duration.

The Department Head may grant or deny leaves of absence of 14 days or less. Leave requests of more than 14 days shall be forwarded to the City Council with a recommendation for action from the Department Head.

In making a determination as to whether to approve a leave request, the City will consider such factors as the stated reason(s) for the leave request, impact of leave on City operations, and the

performance record of the employee.

Eligibility: All full-time employees and all part-time employees working at least 1200 hours may apply for an unpaid personal leave.

City of Chippewa Falls  
Parks, Recreation & Forestry Department  
Policy and Work Rules  
Emergency Call-In Pay  
Effective September 17, 2019

Any full-time employee who reports to work due to an emergency call-in shall receive a minimum of two (2) hours of overtime pay.

If additional emergency call(s) are received within this two hour period only two (2) hours will be paid. If time surpasses the two hour initial window actual overtime hours will be paid.