



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
September 17, 2019

Committee #2 met on Tuesday, September 17, 2019 at 8:45 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: CW King, Chuck Hull, and John Monarski
Mayor/Other Council Members present: Mayor Hoffman, Rob Kiefer, and Paul Nadreau
Others present: Finance Manager/Treasurer Lynne Bauer, Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer, Parks and Recreation Director Dick Hebert, Police Chief Matt Kelm, Police Lt. Brian Micolichuk, Street Superintendent Rick Ruf, Water Supervisor Matt Boos, and City Clerk Bridget Givens.

Call to Order: 8:45 am

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

It was discussed that the current employee handbook does not specifically address emergency call in procedures other than to state that the departments will develop policies and place them on file with the Finance and Administration Office. In order to comply with this requirement, the Committee discussed the Department Policy and Work Rules for the Street Department, Storm Water Utility, and Parks and Recreation Departments.

Motion by Hull/Monarski to recommend Council approve the emergency call-in pay policies for the Street Department, Storm Water Utility, and Parks and Recreation employees as presented. **All present voting aye, motion carried.**

2. Adjournment

Motion by Monarski/Hull to adjourn at 8:52 am. **All present voting aye, motion carried.**

Minutes submitted by,
Lynne Bauer
Finance Manager/Treasurer

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.