

## City of Sun Prairie Policy/Procedure

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### General Policy

The contents of this manual are presented as matters of information; they are not conditions of employment. The City of Sun Prairie reserves the right to modify, revoke, suspend or terminate any or all of the plans, policies and procedures described herein. This manual is not intended to create, nor is it to be construed to constitute, a contract between the City of Sun Prairie and any one or all of its employees. Employees of the City of Sun Prairie are employees at-will. No person other than the City Council has authority to make any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

The Human Resources Director is responsible for the administration of the program described herein. If you have any questions regarding its application and interpretation, please contact the Human Resources Department. Administration of the program is to be uniform.

Throughout this document, duties and decisions assigned to the City Administrator may be performed by any other official designated by the City Administrator to act in their absence.

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**1. Policy of Employee Relations**

The City is a service organization with one of its most important resources being the employees who directly provide the service to the community. Therefore, the City’s employees are of utmost importance and concern to the Mayor and Council as well as to the City Administrator and all managerial/supervisory personnel employed by the City. The City’s policy of employee relations is based on fairness and internal consistency among all employees. The City’s policy is to deliver services to the City taxpayers at the highest rate of efficiency and at the lowest possible cost while insuring that the City’s workforce is treated in a fair and equitable manner.

**2. Management Rights**

The right, function and authority to manage all operations are vested in the City and include, but are not limited to the following:

- a) To manage and otherwise supervise all employees.
- b) To hire, promote, transfer, assign, retain and terminate employees.
- c) To suspend, demote, dismiss or take other disciplinary action against employees.
- d) To relieve employees of duties because of lack of work and for other legitimate reasons.
- e) To maintain efficiency and economy of the City operations entrusted to the administration.
- f) To determine the methods, means and personnel by which such operations are to be conducted.
- g) To exercise discretion in the operation of the City budget, organization, assignment of personnel and technology of work performance.
- h) To promulgate reasonable work rules.
- i) To subcontract work.

**3. Fair Employment**

The City of Sun Prairie provides equal opportunity in employment, compensation and other benefits related to employment regardless of actual or perceived race, color, creed, religion, national origin, ancestry, age, sex/gender, disability, arrest/conviction record, marital status, sexual orientation, gender identity and/or gender expression, political affiliation, results of genetic testing, honesty testing, pregnancy or childbirth, military service, disabled veteran or covered veteran status, service in the U.S. Armed Force, the State Defense force, National Guard of any state, or any reserve component of the United States or State military forces, use or nonuse of lawful products off the employer’s premises during nonworking hours, or an individual’s affiliation with or perceived affiliation with any of these protected categories. For more information, consult the current personnel policies or contact the Human Resources Department.

#### **4. Appointments**

In accordance with Section 62.09 of Wisconsin Statutes and the Code of General Ordinances, the City Council appoints the City Administrator who in turn is responsible for appointing all other City employees except city department heads, and Police and Fire Commission appointed staff of the Police and Fire/EMS Departments. The appointment of the Library Director is subject to the approval of the Library Board.

All appointments shall be on the basis of merit – the qualified applicant who best fits a position shall be selected. Position qualifications are enumerated in the personnel policies and job descriptions. For more information, consult the City's Recruitment and Selection policy.

New employee performance reviews will be made after six (6) and twelve (12) months, and annually thereafter. Scheduled increases will be on their anniversary date, based upon the Council-approved budget and satisfactory job performance.

#### **5. Emergency Response Requirements**

Response Requirement for Emergency Management Incident Command

The following personnel must respond within thirty (30) minutes to their work location when called for the early implementation of Emergency Management Incident Command

- Police Chief
- Fire/EMS Chief
- Deputy Fire/EMS Chief
- Fire Battalion Chiefs

Additional staff members are identified in the emergency management operations plan and have defined roles during emergency operations. If the Emergency Operations Center is activated, all staff will be expected to fulfill their roles to the best of their ability.

##### 45-minute Response Requirement for Field Personnel

The following personnel must respond within forty-five (45) minutes to their work location when called in for emergency situations: All field staff including crew leaders and first-line supervisors in the Public Works, Parks Recreation & Forestry, Stormwater, Fleet Maintenance and Wastewater facilities. The city will make every effort to provide reasonable notice of foreseeable conditions that might warrant after-hours work.

Staff other than those listed above who are put on notice that they may be expected to respond to work outside of their normal schedule, are required to respond within sixty (60) minutes when called in for emergency situations.

##### On-call Pay and Expectations

When hourly-paid personnel and first-line supervisors are expected to carry a city-owned communication device during any off-duty period and make themselves continuously available to report to work in a proper physical condition, they will be provided a pay incentive equal to \$2.25/hour. They will be expected to monitor communication, problem-solve, possibly coordinate the work of others, and at times report to work. When hourly employees are required to travel to the work location, they will be compensated at time and one-half for all hours worked based upon their time of arrival or a minimum of two (2) hours, whichever is longer. Note: second-line supervisors and managers are not eligible to receive the on-call pay compensation.

In addition to the above listed requirement, several City Officers must also abide by appropriate State Statutes, City Ordinances and individual employment contracts in regards to residency.

## **6. Nonunion Employee Compensation Plan**

The city's compensation plan provides guidelines for managers in making compensation decisions based upon defensible policies. It is made up of a schedule of pay grades, based upon job classifications and market data. Each of the pay grades lists a minimum, midpoint, and maximum pay rate. Each grade has steps between the range minimum and maximum. An individual moves through the steps on an annual basis based upon performance. The use of this type of system allows the manager to recognize individual employee growth and performance.

Employees are normally hired at or near the minimum of their pay grade. An employee may be started above the minimum for exceptional qualifications or when warranted by special market conditions. Movement within the grade is based upon performance and the length of time spent in the position. No employee will receive base pay below the minimum of their pay grade or above the maximum of their grade.

Each year, the plan will be reviewed and recommendations made for adjustments to the plan that may be necessary to ensure that the plan remains fair and competitive in the market. When a cost-of-living adjustment is made, it is made to all pay grades in the plan. Employees in the plan whose performance is rated as adequate or better normally receive the cost-of-living pay increase. It is recommended that this adjustment be made at the beginning of the year; however, timing will depend upon the detail during the budget adoption process.

Additional information about the City's job classification and pay plan is available in the Human Resources Department.

## **7. Hours of Work**

City business offices are generally open to the public from 8:00 a.m. to 4:30 p.m., Monday through Friday. Hours may vary according to seasonal and operational needs. Other City operations may have various schedules.

As workload permits, paid breaks may be allowed up to 30 minutes per each 8-hr work day. Supervisors may adjust individual work hours to allow unpaid meal periods in excess of 30 minutes.

Employees shall report promptly at the designated starting time at their assigned work station, be ready to begin work at the designated starting time and shall devote their entire efforts during working hours to assigned duties. Departments will establish appropriate work periods (e.g. Saturday-Friday) and maintain accurate information on file in the Human Resources Department.

1. Regular, full-time personnel are employees who consistently work the minimum workweek of 40 hours.
2. Regular, part-time personnel are employees who consistently work a schedule less than the minimum workweek (above), but not less than an average of 20 hours per week with an expectation of continued employment.
3. Limited Term personnel are employees who are hired for a specific period of time or for the duration of a specific project or groups of assignments, or employees who work less than 1200 hours each year.

4. Seasonal employees are those who work for a specific period of time (season) to complement the regular workforce.

When a full-time employee who is capable of working is sent home during their regularly scheduled shift, they will continue to receive pay for their regular base hours. Examples may include mandatory break periods per DOT driving restrictions or facility closures. This will not apply to time off for disciplinary purposes or when the employee is not fit for duty.

#### Attendance at Conferences:

Attendance at professional conferences, seminars, technical meetings and/or training programs shall be considered part of the employee's normal duties. An employee may request authorization to attend such functions at City expense from their Supervisor. The City shall provide reimbursement as provided in the Travel Policy.

#### **Overtime and Compensatory Time**

The Federal Fair Labor Standards Act (FLSA) sets the minimum wage, overtime pay, equal pay, record keeping, and child labor standards for covered employers. Under this rule, employees are classified into exempt and non-exempt status to determine eligibility for overtime. The State of Wisconsin also has Wage and Hour Laws to establish state overtime rules, minimum wage, record keeping, and child labor regulations. The City of Sun Prairie is covered by both the federal FLSA and Wisconsin laws, and must comply with both by meeting the more stringent requirement of each law.

#### Non-Exempt (Hourly) Employees:

Employees covered by the Fair Labor Standards Act (FLSA) or the Wisconsin overtime laws will be paid time and one-half for "all hours worked" over 40 in one week. Hours worked under these rules is defined as actual hours "suffered or permitted to work" where the employer has knowledge of and benefits from the work.

In addition to the above, the City of Sun Prairie considers the following as "hours worked" in the calculation of overtime for employees: holidays, personal holidays, leave-with-pay for bereavement/funeral leave and workers compensation absences; and prior scheduled vacation time. This list does not include compensatory time used, sick leave, jury duty leave, or other type of paid time off like paid parent and caregiver leave.

#### Overtime for Dispatchers

Hours a Dispatcher works on an approved trade will not be used in computing the following pay premium. For all hours worked above and beyond the employees' regular schedule, full-time Police Dispatcher personnel shall be paid at a rate of time and one-half.

#### Overtime for Sergeants

Although Police Sergeants are classified as exempt from FLSA, overtime may be authorized for essential work that extends beyond the regularly assigned shift. The rate of compensation shall be at time and one-half (1.5) for all hours worked outside of the assigned shift and two (2) times the rate of pay for hours worked in excess of 4 hours beyond the regularly assigned shift. Compensation may be requested as overtime or accrued as compensatory time off.

Fire Battalion Chiefs are classified as exempt from FLSA and work a rotational schedule of 24 hours on-duty followed by 48 hours off-duty on a rotational schedule with periodic days: off, for a total of 2496 hours per year. They are allowed to exchange tours of duty, or parts thereof,

provided they give notice to, and with prior approval of, the Fire/EMS Chief or designee. Responsibility for working transfers to the replacement worker. Battalion Chiefs are limited to a maximum of 48 consecutive hours worked, except in an emergency determined by the Chief or designee.

During the course of a year, hourly employees may bank compensatory time up to a maximum of 60 hours (40 actual hours worked). Any overtime exceeding the 60-hour maximum must be taken in the pay period it is earned. Compensation may be in pay or time off subject to the prior approval of the employee's Supervisor. An employer's prior consent is required if the overtime compensation is taken in the form of time off in lieu of overtime pay. Overtime shall be approved in advance by the supervisor. Overtime shall be kept to a minimum and shall be utilized to relieve specific, occasional peak workloads or emergencies.

Employees may receive a pay out of their comp bank as outlined below:

- Compensatory time on the books as of December 1st shall be paid out unless scheduled to be used by the end of the year or carried over to the following year. An employee may carry over up to 40 hours of compensatory time. The amount carried over must be used during the next calendar year.
- Prior to receiving a promotion. All hours will be paid on the pay period prior to their promotion date unless arrangements have been made to use the hours in time and approved by the City Administrator.
- Upon termination of employment as an employee with the City of Sun Prairie.
- Upon request through the biweekly payroll process at any time during the year.

**Exempt (Salaried) Employees**

Employees who meet the exemptions for Executive, Administrative, Professional, or Computer under the FLSA or State tests shall be exempt from all premium pay provisions of any type.

However, in recognition of extra effort and additional hours worked that are required of them periodically, they are eligible for Administrative Flex Time.

### **Administrative Flex Time**

Department and division managers are able to have more flexibility in setting their work hours. In recognition of extra effort and additional hours worked that are required of them periodically, they are authorized to flex their work hours (not to be an hour for hour exchange of time) within a two-week period. However, any significant work hours from home must have prior approval. Any flex time off during the regular business hours must be recorded on their calendars.

Administrative time off may also be granted to other salaried positions on a schedule that is approved by their supervisor. Administrative time is not to be an hour for hour banking of time, but gives the Supervisor the ability to acknowledge extraordinary efforts. Administrative time off must be requested and approved as "leave with pay" in the payroll system. Administrative time is not applicable to Sergeants.

### **Premium Pays**

**Shift Premium for Police Personnel**

The City shall pay a shift differential for all Police Community Service Officers, Police Dispatch, and Police Clerical workers of fifty (50¢) per hour for hours worked between 6:00PM and

10:00PM and sixty (60¢) per hour for hours worked between 10:00PM and 6:00AM for regularly scheduled shifts or extended shifts.

**Sunday Hours Premium**

Hourly employees who are not regularly scheduled to work on Sundays will receive two times (2x) their normal hourly rate of pay for hours worked over six (6) on Sundays. This provision shall not apply to Police Department Dispatcher and Records Bureau positions; Library staff; and Recreation staff positions; and to the employee(s) of the Water Pollution Control Facility who is scheduled to work for two (2) hours on Sunday as part of their regular work schedule.

Full time hourly employees will be compensated at time and one-half for all hours worked for any emergency call-in outside of normal work hours from the time of arrival at their designated work location.. In these cases, a minimum of two (2) hours compensation will be paid. Each Supervisor shall determine the need for the call-in status in the operation of their Department.

**8. Vacation Schedule**

The City shall grant regular full-time and regular part-time employees vacation with pay. Upon completion of their anniversary, regular employees shall be eligible to use their accrued vacation hours that they earned from the previous year.

Employees are able to use vacation time within their first year; however, employees who leave during their first year of employment and have not used all of the vacation time, will not receive any compensation from the city for those days unused.

Employees shall be placed on an anniversary accrual system as defined below. Part-time employees, as defined in section 7 above, will be eligible for prorated hours.

<u>Upon Completion of</u>	
start	15 days
5 years	20 days
10 years	25 days
15 years	30 days

\*same total hours are applied to nonunion sworn on a 6-3 schedule

Fire Battalion Chiefs working a schedule of 2496 hours per year shall be granted Vacation leave with pay according to the schedule below and be allowed to carryover a maximum of forty-eight (48) hours of vacation leave, subject to current city policy.

<u>Upon Completion of</u>	
start	48 hours
1 year	120 hours
5 years	168 hours
12 years	216 hours
20 years	240 hours

It is the intent of this policy to encourage all employees to utilize their vacation for the purpose of being away from work. The City feels this is an important part of the overall well-being of the employee.

1. Employees are limited to a carry-over of two weeks of unused vacation [twelve (12) days for sworn officers working a 6-3 work shift, and 96 hours for Fire Battalion Chiefs].
2. The unused vacation must be utilized throughout the entire next anniversary year.
3. It is the responsibility of the Department Manager to review any unique requests.
4. Employees are limited to only one week of this carryover time being eligible for a payout upon termination.

Vacations shall be taken in one-half hour increments and vacation schedules are to be determined by the Supervisor. Vacation accruals will cease upon the final date of employment. Regular full-time and regular part-time employees shall receive compensation of all unused and accrued vacation allowances at the employee's current rate of pay provided the employee resigns in good standing. To resign in good standing, an employee must provide two (2) weeks written notice of such intention, unless waived by Human Resources. If the required written resignation notice is not given, nor waived as provided herein, the employee shall not be considered to have resigned in good standing and will not be eligible to receive payment for accrued benefits which may otherwise be payable under separation. Specifically excluded from this are all new employees who terminate their employment prior to completion of their first year.

Employees who are promoted from within the organization will receive credit for all years of service with the City when determining their vacation allowance. Variation shall be at the sole discretion of the City Administrator.

Employees eligible for retirement will be able to extend their last day of employment by using their vacation time.

## **9. Sick Leave**

The City shall grant Sick Leave, which is paid leave of absence when the employee is unable to work due to non-service connected mental health condition, illness or injury, or during an emergency of the employee.

New employees will be granted 6 months of sick leave upon hire, and will begin to accrue additional time after completion of 6 months.

Fire Battalion Chiefs working a schedule of 2496 hours per year shall accumulate sick leave with pay at a rate of twelve (12) hours per month to a maximum of 1,248 hours.

All other regular part-time/full-time employees shall accumulate sick leave with pay at the rate of one (1) day per month. Employees shall continue to accrue sick leave to a maximum limit of 250 days. Regular part-time employees as defined in Section 7 shall accumulate sick leave on a prorated basis, according to hours worked.

Sick leave shall be taken in half-hour increments. Employees promoted to nonunion positions from positions covered by a bargaining group shall, upon promotion, be credited with their existing sick leave bank.

Sick Leave with pay is granted as follows:

- a. An employee's mental health condition, illness or injury which makes it unreasonably difficult to perform their duties.

- b. Substitution of sick leave for leave provided for in the Wisconsin and Federal Family and Medical Leave Acts. For details of substitution, consult the City's personnel policy on Family and Medical Leave.
- c. Employees may take time off during normal working hours to receive routine medical services, dental care or any other similar medical attention for themselves or an immediate family. Immediate family member shall include all persons residing at the employee's primary residence; and all family members as defined under the limits of the State and Federal Family Medical Leave Acts. Such usage must be requested and approved by the supervisor prior to leaving their area of work.
- d. Appointments with a licensed counselor, including those as part of the city/SPU Employee Assistance Program (EAP).
- e. In addition, an employee may be allowed to use accumulated sick leave for "emergency leave" in the event of an unplanned personal crisis which makes it difficult to perform the essential functions of the position. This may include times where the employee needs time off while medications are being adjusted, or if they are impacted by a personal physical hazard (e.g. fire or evacuation of residence) or when their attendance is required for immediate assistance or caring for others (e.g. driving someone to the Emergency Room).

In order to qualify for sick leave, an employee must:

- a. Inform the immediate supervisor of the fact and the reason for absence and where/how they can be reached, as soon as possible within the Department requirements.
- b. Keep the immediate supervisor informed during the period of absence and the expected date of return to work. The City retains the right to contact the employee at any time to request additional information. Such contact shall be made at the discretion of the Supervisor.
- c. An employee who misses three (3) consecutive work days, may be required to furnish documentation indicating the need for the absence and/or certifying the employee's fitness to return to work. An employee whose absences are excessive or follow a pattern may be required to furnish such documentation for any absence, regardless of length.

Sick leave shall not be utilized by any City employee because of the unavailability of day care/baby-sitting services.

When a regular employee exhausts all of their accrued benefits (including Sick Leave, vacation and holidays) they may be placed on Personal Leave of Absence with the approval of the City Administrator.

If the employee is permitted a Temporary Medical Leave of Absence, the City Administrator shall set the time period based on the circumstances in each specific case. Benefits will not accrue during the Temporary Medical Leave of Absence and in no event shall the leave be permitted to extend beyond one (1) year. An employee on Temporary Medical Leave of Absence will be permitted to continue their coverage under the Group Health Insurance and/or Life Insurance at their own expense.

In the event of a serious health condition affecting an employee or employee's family member, the City Administrator may allow the donation of sick leave from fellow employees. See the Employee Donation of Sick Leave policy in the Human Resources Department for further details.

**Sick Leave Conversion at Retirement:**

An employee who retires with the City (see definition under *Retirement* section), shall have a maximum of 120 days converted to cash and credited to their individual Health Reimbursement Arrangement (HRA) to be used for reimbursement of qualified medical or premium-only expenses.

The 120 day maximum is limited to a combined balance of retirement payout and previously converted days.

**10. Holidays**

Employees shall receive the following twelve (12) paid holidays during the course of a calendar year. The eligibility of an employee to receive holiday pay requires that the employee be classified as a regular full time or regular part-time employee. Regular part-time employees as defined in Section 7 shall receive holiday pay on a prorated basis, according to hours worked. The paid holidays are as follows:

- |  |                      |                    |
|--|----------------------|--------------------|
| New Year’s Day                                 | July 4 <sup>th</sup> | Christmas Eve Day  |
| Dr. Martin Luther King Jr. Birthday (observed) |                      | Labor Day          |
| Memorial Day                                   | Thanksgiving Day     | Christmas Day      |
|  |                      | New Year’s Eve Day |

**AND**

Nonunion sworn police personnel (6-3 schedule)  
Easter, President’s Day and Lincoln’s Birthday

All other personnel  
the day after Thanksgiving,  
and two (2) personal days

Working on Holidays

At times, some departments of the city will remain open during one of the above named Holidays. Employees working an average of 20+ hours per week will be provided with additional time off equal to the hours expected to work on that day. Employees may request to be off that day, however time will be granted or denied based upon staffing needs. Employees working on these Holidays will not receive any Holiday premium pay for that day.

Part-time employees working 10-20 hours/week at the Library (Floaters are not eligible) earn eight personal hours annually to use any time during the year with supervisor approval. These hours will be prorated for new hires in their first year (8 hours if hired between Jan-June; 4 hours July-Oct; and 0 hours if hired after Oct 1).

Holiday Bank for Dispatchers

Hours attributable to the named holiday shall be credited as a bank of time as of January 1<sup>st</sup> of each year, but shall not be considered earned until the holiday occurs and unless the employee is in active duty status (i.e. not on an unpaid leave of absence beyond FML or layoff) on the date of the holiday is observed. An employee who receives holiday pay for a holiday for which they are not eligible, shall reimburse the City for any such payments.

These days will be used in increments of 8 hours and scheduled off with the supervisor’s approval. Holiday hours not taken or scheduled to be taken prior to December 31, shall be paid out in the first payroll in December.

Holiday Bank for Fire Battalion Chiefs

Fire Battalion Chiefs working 2496 hours shall be given on hundred forty-four (144) hours of paid Holiday Leave on January 1 of each year, to be scheduled throughout the year. Any Holiday Leave not used by the end of the year shall be paid at the employee’s hourly rate on the first pay in December. Holiday Leave time will be prorated for new employees and for employees who leave prior to December 31. The Holiday proration shall be calculated based upon twelve (12) hours of leave for each full month worked. Holidays will be taken in increments of twelve (12) hours.

Fire Battalion Chiefs who work on the following designated Holidays will be compensated a premium at one and one-half (1 ½) times their hourly rate for all hours worked during this 24-hour period.

New Year's Day (January 1), Easter, Memorial Day, Independence Day (July 4<sup>th</sup>), Labor Day, Thanksgiving Day, Christmas Eve (December 24), Christmas Day (December 25), New Year's Eve Day (December 31).

#### Holiday premium when working on a holiday

Full-time hourly employees who are required to work on a holiday shall be compensated at the rate of time and one-half times (1 1/2 X) their rate of pay for hours worked, in addition to holiday pay. The term compensation shall include pay and/or compensatory time. The choice is that of the employee. Dispatchers shall receive a Holiday pay premium equal to one-half of their hourly rate for hours worked on each holiday.

Police Sergeants who are required to work on holidays shall receive a one-half time (1/2 X) premium. Holidays occurring on scheduled days off will qualify them for another day off. This shall be day for day (hour for hour) time, or 8 additional hours of pay during the payroll period in which it was earned, at the employee's option.

#### Personal Holidays

Personal holidays can be taken at the discretion of the employee. Approval must be secured prior to the use of the personal holiday. Personal holidays must be taken in full-day increments, unless approved by supervisor.

For employees working a standard workweek, a scheduled holiday that falls on a Saturday shall be observed the Friday before. A scheduled holiday that falls on a Sunday shall be observed the following Monday. For employees working a non-standard workweek a scheduled holiday shall be observed on the exact day that the holiday falls.

Employees whose normal day off falls on a scheduled holiday will be permitted to reschedule an alternative holiday in lieu of the scheduled holiday. The rescheduling will be subject to the approval of the Supervisor.

Newly hired regular full-time employees, who begin employment with the City prior to July 1 of the year shall be entitled to one personal holiday. Newly hired employees who begin employment with the City on July 1 and after, up until October 1, shall be entitled to use one-half of a personal holiday. Newly hired employees who begin employment on October 1, and after shall not be entitled to any personal holidays for that calendar year.

Employees who terminate their employment with the City during the calendar year are only entitled to use the number of personal holidays that are accrued as defined above. In no event are employees eligible to receive pay for unused personal holidays.

Employees who do not use their entitled personal holidays in the given calendar year will not receive additional compensation or additional time off as a carry-over into the next calendar year.

When scheduled to work on a paid holiday, if the employee is unable to report to work, they shall not be eligible for the holiday compensation. Under no circumstances will an employee be compensated with both holiday pay and sick leave pay when the employee is unable to report to work on a scheduled holiday.

If a scheduled holiday should fall during a seminar or training exercise, the employee will be allowed to reschedule the holiday. The seminar or training exercise must be on-going during the scheduled holiday and the employee's attendance must be authorized and paid for by the City.

### **11. Paid Parental and Caregiver Leave (see separate policy for more detail)**

**Parental Leave:** Employees who meet the eligibility criteria and have a qualifying event, shall receive 240 hours (prorated for less than 1.0 FTE) of paid parental leave.

**Caregiver Leave:** Employees who meet the eligibility criteria shall receive 80 hours (prorated for less than 1.0 FTE) of paid caregiver leave per year.

### **12. Personal Leaves of Absence**

A regular full-time or regular part-time employee may, upon written request to the Supervisor and subsequent approval by the City Administrator, be granted a Leave of Absence without pay or the accrual of any benefits for one of the following reasons:

1. To enable an employee to engage in a course of study that will enhance their usefulness to the City service.
2. To enable an employee to take a temporary position in other employment where the job experience would afford direct benefit in the performance of the employee's work for the City
3. Any other exceptional personal reason considered valid by the Supervisor and City Administrator.

Original requests for a Leave of Absence without pay shall be for a period not to exceed one (1) year in duration. Any request for extension of leave shall be subject to all the requirements of the original request, with the approval of the City Council.

The requesting employee shall state the reasons why in their opinion the request should be granted the date when they desire the leave to begin, and the probable date of their return.

Benefits will not accrue during the Personal Leave of Absence. An employee will be permitted to continue their coverage under the Group Health/Dental Insurance and/or Life Insurance at their own expense.

The City Administrator, upon the recommendation of the Supervisor, may approve or deny such request on the basis of the operation requirements of the department, availability of temporary substitute employees, the performance and attendance record of the individual, and the reason for the request.

Employees wishing to take such Leaves of Absence must realize that all positions in the City are subject to elimination. Thus, absolute assurance of reinstatement cannot be given. However, if the position is still in existence and is vacant at the conclusion of the period, the employee may resume their same status therein. If the position no longer exists or is filled, every effort will be made to place the employee in a comparable position as soon as possible.

#### **Active Military Service**

Any employee, other than temporary and seasonal employees, who leaves active employment for the purpose of being inducted, entering, determining physical fitness to enter, or performing training duty in the armed forces, either by enlistment, draft or recall, will be granted a Military Leave of Absence.

Upon the expiration of such Leave of Absence, each employee will be restored to their former job classification or to a position of like seniority, status and pay, unless circumstances of the City have

so changed as to make it impossible or unreasonable to do so. This will be done provided the employee's military service with the city has not exceeded five years (unless adjusted by law):

1. Employees absent 30 days or less must reapply by reporting to work at the beginning of the next regularly scheduled workday.
2. Employees absent 31-180 days must submit an application for reemployment no more than 14 days after release.
3. Employee absent for more than 180 days must apply for reemployment within ninety (90) days after completion of training, service or discharge from active service or within two years of release from hospitalization due to the injury or illness related to military service.

#### Military Training (Reserve/National Guard)

Any full-time employee who, as a member of a military unit of the United States or State of Wisconsin, attends special training assignments, shall be given leave - not to exceed fifteen (15) calendar days a year. This special leave shall in no way affect vacation, Sick Leave or other benefits of the employee's job status. The employee will receive full pay during the absence which shall be computed at any amount equal to one hundred percent (100%) of base pay, less any payments made by the military unit of the United States or the State of Wisconsin.

### **13. Bereavement/Funeral Leave**

The city provides regular full-time employees with paid leave for bereavement purposes. The same policy is provided to part-time employees as defined in Section 7 at a pro-rated basis.

- Up to one week bereavement leave is provided for the death of a relative of the employee, their spouse or domestic partner. Relatives of the employee, their spouse, or their domestic partner may include but is not limited to: parent, spouse, child, spouse of child, brother, sister, grandparent, great-grandparent, aunt, uncle, cousin, niece, nephew, or grandchild.

Bereavement Leave is not intended to accrue and/or accumulate over time and should be used within a reasonable time. Sick leave may be used to extend bereavement leave with the supervisor's approval.

### **14. Life Insurance**

Basic life insurance shall be provided for all regular employees who are eligible for retirement. The life insurance coverage ceases with termination of employment. In the event of a retirement, life insurance may be continued under the provisions of the policy at the employee's expense. The percentage of premium paid by the City shall be determined by the Mayor and City Council.

### **15. Health Insurance**

The City shall provide medical health insurance for all regular full-time employees and their dependents as prescribed within the terms and conditions of the policy in effect. The same policy is provided to part-time employees as defined in Section 7 at a pro-rated cost. Employees who are working less than 20 hours per week but are currently enrolled in health insurance will remain eligible for coverage until their schedule is reduced. The percentage of premium paid by the City shall be determined by the Mayor and City Council. This benefit becomes effective the 1st day of the month following employment. Provisions under COBRA do permit terminated employees and their families the opportunity to continue health insurance coverage at their own expense. Any eligible

persons interested in continuing limited health insurance coverage should contact the Human Resources Department.

## **16. Dental Insurance**

The City shall provide dental insurance for all regular full-time employees and their dependents as prescribed within terms and conditions of the policy in effect. The same policy is provided to part-time employees as defined in Section 7 at a pro-rated cost. Employees who are working less than 20 hours per week but are currently enrolled in dental insurance will remain eligible for coverage until their schedule is reduced. The percentage of premium paid by the City shall be determined by the Mayor and the City Council. This benefit becomes effective the 1st day of the month following employment. Provisions under COBRA do permit terminated employees and their families the opportunity to continue dental insurance coverage at their own expense. Any eligible persons interested in continuing limited dental insurance coverage should contact the Human Resources Department.

## **17. Retirement Plan**

All regular employees working or anticipated to work at least 1200 hours per year shall be eligible to participate in the Wisconsin Retirement System (WRS), administered by the Department of Employee Trust Funds (or previously enrolled in the MissionSquare Defined Contribution Plan). Participation is effective immediately.

A full description of the WRS retirement program is available in the Human Resources Department.

An employee becomes eligible for “retirement” with the City, when they reach the age of fifty (50) or older and have fifteen (15) or more years of service with Sun Prairie. For every additional full year of service to the City above fifteen (15) years, the age requirement shall be decreased by one year. An employee is also considered eligible for “retirement” with the City, when they have reached the age of fifty (50) or older, and have ten (10) or more years of service with Sun Prairie, and have previously worked full-time for another Wisconsin governmental entity for fifteen (15) years or more.

Extension of Insurance to Retiring Employees:

The City shall permit retired employees to continue the City's Group Health/Dental Insurance at the retired employee's expense until they exhaust their HRA funds (Health Reimbursement Arrangement). Thereafter, employees are given the option to continue coverage under COBRA. Any subsequent changes to the Health/Dental Insurance policy shall be effective for retired employees.

## **18. Additional Voluntary Benefits**

All employees may elect to participate in additional pre or post tax voluntary benefits. A full description of the following benefits programs are available in the Human Resources Department.

### Retirement:

Traditional IRA, Roth IRA and 457 Deferred Compensation Programs. Life Insurance:

Additional units of term and whole life insurances are available.

### Long Term Disability Insurance

Employees working at least part-time (as defined in Section 7) may elect to purchase Long Term Disability coverage that the City offers at their expense. This benefit becomes effective the 1<sup>st</sup> day of the month following 1 full month of service.

### Income Continuation Insurance

Employees eligible for WRS receive income continuation coverage with a 180 day waiting period administered through the Wisconsin Department of Employee Trust Fund. Each employee has the ability to buy down to a shorter waiting period at their own expense. This benefit is effective the first day of the calendar month that first occurs within 30 days of hire, or within 30 days of becoming a WRS-participating employee if the employee was not considered a participating employee at the time of hire.

#### Section 125 Cafeteria Plan and Flexible Spending Accounts

Eligible employees and elected officials may participate in the premium-only and Medical/Dependent Care Reimbursement Programs that the City offers. The cafeteria plan and flexible spending accounts are a means whereby employees are given a voluntary choice to have certain employee benefits paid on a "before-tax" basis. A full description of the program is available in the Human Resources Department.

#### Vision Insurance

Employees working at least part-time (as defined in Section 7) may elect the Vision Insurance coverage at their own expense. This benefit becomes effective the 1<sup>st</sup> day of the month following employment.

#### Other Voluntary Benefits

Employees may choose to enroll in additional voluntary benefits offered through payroll deduction, including Excess Medical and Accident Plans. These benefits become effective after each appropriate waiting period.

### **19. Uniforms/Boot Allowance**

Each department shall determine the need for uniforms and shall designate in writing the portion that will be provided by the City. The city shall replace uniforms as may be deemed necessary. Such policy will be communicated to each employee.

In addition, each department shall determine the need for safety gear/equipment depending upon the employee's exposure to hazardous conditions.

The City will pay up to \$200 every two years toward the purchase of footwear for the Fire and EMS staff, when required; and \$150/year toward the purchase of each employee's steel toed boot in all other departments, when required.

Community Service Officers will be provided \$800 toward the purchase of body armor. All CSO's are required to wear the body armor as part of their daily uniform. The body armor will be returned to the City upon replacement or leaving employment. CSO's shall also have a credit on January 1 of each year of \$540 against which they may draw for uniform and equipment purchases or replacement, as approved by the Chief of Police. Newly hired CSO's shall be provided an initial allocation of up to \$1,000 toward the purchase of new uniforms/equipment.

For loss or damage while on duty, the city agrees to reimburse employees up to fifty dollars (\$50) for the loss of, or damage to, personal wristwatches, and up to one hundred dollars (\$100) for the loss of, or damage to, personal eyewear.

### **20. Tuition Reimbursement Program**

The City of Sun Prairie strongly feels that continuing education for its employees is an important benefit. Therefore, when additional education is related to an employee's position with the City, the City will participate in paying for the education within limits imposed by the annual budget and within the parameters outlined below.

To qualify for tuition reimbursement, an employee must meet the following requirements:

1. Be a full-time employee in good standing with the City, be in active employment status (not on medical or other extended leave), and having completed any initial review periods.
2. Enroll in a course leading toward a degree (Associate, Bachelor's, Master's, etc.) or other measure of advanced education at a regionally accredited college, university or technical college. The City will only reimburse one course per person, per semester, subject to the limits of the annual budget established by the City Council. At the time of approval, the employee will be notified of the amount for which they are eligible.
3. The class must be directly related to the employee's job. Job related refers to the employee's position or prospective position with the City of Sun Prairie.
4. Employee must request tuition reimbursement from their supervisor or department head in writing at least 30 days in advance of the course start date. Approval will be based on availability of funding, the number of individuals requesting tuition reimbursement, relevance of course, and other considerations.
5. Upon receiving approval for tuition reimbursement, employees must initially pay for the course out of their own pocket and retain an itemized receipt for later reimbursement.
6. Upon completion of the course, employee must submit a transcript or other official document showing successful completion of the course (passing grade) along with the itemized tuition receipt to the supervisor or department manager..

Responsibilities of Supervisors and Department Heads:

1. Plan for funding tuition reimbursement requests in the Department's annual budget.
2. Prepare a method for distribution of funds and approval of requests that is fair and equitable.
3. Receive and review requests for tuition reimbursement from employees in advance of the course to be taken. Receive and review requests for payment along with proof of successful completion of the course with a satisfactory grade and a receipt showing fees paid.

Miscellaneous:

1. The City will reimburse only tuition and registration paid, within the limits cited below. Travel expenses, meals, books/materials/supplies, parking, etc., will not be reimbursed.
2. The employee must use their own time to attend the course. For courses that meet during the employee's work day, the employee may, with prior approval, make up the time missed from work provided the time is made up within the same work week.
3. If an employee who has received tuition reimbursement leaves City employment, the employee must repay the City for any reimbursement received within the last six months of employment.
4. In the case of Department Heads, City Administrator approval is required for all tuition reimbursement requests.

Any exceptions to this policy must be approved by the City Administrator.

## **21. Jury or Witness Duty Leave**

An employee whose service on a jury or appearing as a witness in any case and causes the loss of regularly scheduled work, shall receive full pay for such time lost. To be eligible for full pay the employee shall turn over to the Finance Office all fees paid to them by the court, excluding parking fees or mileage reimbursements.

## **22. Worker's Compensation**

City employees operate under and are subject to the Wisconsin Worker's Compensation Act.

If any employee suffers an accidental injury or disablement as the result of occupational disease, arising out of and in the course of their employment, they should report the incident immediately to their supervisor.

All related billings and record of time off, due to accidental injuries or occupational illness, must be forwarded to the Human Resources Department. Benefits will be paid under Worker's Compensation and not under the Group Insurance plan.

An employee incurring a physical injury while on-the-job for the City will, if the injury is disabling, receive full pay for the period of total temporary disability not to exceed eight (8) months in any twelve (12) month period. Accumulated Sick Leave will not be used for this purpose. Group Health Insurance and Life Insurance coverage will be provided by the City during the above defined period. All other benefits will accrue during the job related disability.

3. Any hours lost due to the on-the-job injury/illness should be recorded on the individual's timesheet and notice given to Human Resources.

If the employee is determined by the Employer to be capable of working at some level and capacity of Light Duty Status, the City may assign the employee to such duties, if in the opinion of the City, such assignment is consistent with the efficient performance of available work and will not result in a hardship to the City. The City shall consult with the employee and such medical and/or professional personnel as may be appropriate, and shall give the employee notice of any such assignment, and the terms of such assignment.

For more information, see the Workers Compensation and Light Duty policies.

## **23. Employees Required to Possess Commercial Driver's Licenses**

Individual job descriptions define whether Parks, Public Works, Fleet Maintenance, Stormwater, and Wastewater Treatment Plant employees require a valid Commercial Driver's License (CDL). However, in the event that one of these CDL holders loses their CDL for a non-Commercial Motor Vehicle (CMV) conviction and remains available for work, the City of Sun Prairie agrees to continue their employment during a maximum of one (1) year (365 calendar days) for the CDL suspension. If the employee's CDL is unable to be reinstated after the 365 calendar day period the employee will be deemed unqualified to continue in their position and will be subject to dismissal. Only one (1) employee will be given this extended employment situation at one time in each of the two departments: Public Works (which includes Parks, Public Works, Fleet Maintenance, Stormwater) and Wastewater Treatment (which includes Collections and Plant Operations).

The City agrees to retain the employee at full-time status during this suspension period (arising from the non-CMV conviction); however, the employee's pay will be reduced by 10% for the entire period of the suspension. This employee will be expected to perform all of their regular job duties except those requiring a CDL.

This period of continued employment during a CDL suspension (arising from a non-CMV conviction) will only be afforded to an employee once during their employment with the City. If a second CDL suspension period is imposed upon an employee, they will be deemed unqualified to

continue in their position and will be subject to dismissal. In addition, this continued employment period will not apply to employees with less than 12 months of service.

This policy was created by the City of Sun Prairie as a result of the licensing changes and is effective upon the adoption of the policy by the Personnel Committee on January 24, 2005.

#### **24. Transfer, Promotion, Demotion and Reclassification**

For posted vacancies, each interested employee must file a formal application for the vacant position within the application period with the Human Resources Department.

Employees are encouraged to discuss promotional opportunities with their supervisors. Whenever possible, in-service training programs shall be established which prepare employees for promotional opportunities. In addition, employees may be given increasingly responsible work assignments to assist in preparing them for future advancement.

When an employee accepts a transfer/promotion/ demotion, the new rate of pay will be determined by the Department Manager, in accordance with the Compensation Plan.

##### **Pay Rates for Work in a Higher Job Classification:**

In situations where the assignment or schedule of work requires an employee to perform in a higher level position (higher pay range), a temporary pay rate may be established for a period of that assignment or work schedule. An employee must be working in a higher position for at least sixty-percent of the time for a minimum of thirty days. The temporary pay rate will be determined by the City Administrator.

#### **25. Reductions in Work Force**

Should it become necessary to reduce the City workforce, due to budgetary restrictions, changes in service requirements, changes in the methods of providing services, or general lack of work, the City Administrator shall prepare a report and recommendation to identify the most effective manner to implement a general reduction in workforce. Included in the report shall be the Administrator's recommendation identifying which position classifications would be affected.

Upon approval by the Mayor and City Council the City Administrator shall implement the reduction in the workforce program. Subsequently, each Supervisor shall submit to the City Administrator a ranking by position classification of all departmental personnel for lay-off purposes.

The City reserves the right to manage staffing levels to deliver services to the City taxpayers at the highest rate of efficiency and at the lowest possible cost while insuring that the City's workforce is treated in a fair and equitable manner and in compliance with relevant State Statutes.

Efforts shall be made to transfer employees to other position classifications within the organization to avoid lay-offs. Affected regular employees will be provided with the ability to request, in writing, the ability to accept a demotion rather than a lay-off. The affected employee must possess the minimum qualifications for the lower rank and/or position classification, as defined by the official job description. Affected employees shall be allowed five (5) calendar days from the date they are notified of their pending lay-off to submit a written request asking for consideration to be demoted to a lower and/or lesser position classification.

All employees who are laid-off as a result of implementing the reduction in force, shall be entitled to payment for accrued and unused vacation, unused compensatory time. Payment for unused holidays pertain to sworn non-union and Dispatch personnel only. Further, each employee shall receive such

assistance as is within the capacity of the City for locating other employment opportunities. At a minimum, such assistance shall consist of letters of reference, letters of referral, and counseling with respect to accumulated benefits available through the City and other public institutions.

No form of compensation or other benefits will be provided to an employee who has been laid off, nor shall the employee be eligible to accrue benefits during the period of lay-off.

Nothing in this section shall be construed as limiting the City's ability to reduce the compensation received by all employees or a specific position classification of employees. Compensation shall include wages and salaries, as well as, fringe benefits paid for by the City. The City also retains the ability to reduce the average number of work hours for all position classifications or any specific position classification based on operational requirements and fiscal capabilities.

The City shall retain its ability to contract work out and to hire temporary employees.

## **26. Misconduct - Unacceptable Performance**

The continued employment of City employees shall be contingent upon acceptable conduct, satisfactory job performance and compliance with the personnel rules and regulations. Failure to display acceptable job performance or the violation of the personnel rules and regulations shall be cause for disciplinary action including reprimands, suspension without pay, or dismissal. The exact form of discipline shall depend on the seriousness of the offense committed. See the Code of Conduct policy and Employee Grievance Procedure in the Personnel Rules and Regulations Manual for more detailed information.

Sworn members of the Police and Fire Departments are subject to the provisions of Wisconsin State Statute 62.13 and any additional rules as may be established by the Board of Police and Fire Commissioners for the administration of this subsection.

## **27. Employee Access to Personnel File**

Employees are permitted to inspect and copy any material which is contained in their personnel file. If an employee disagrees with certain items in their file, such as a disciplinary action, the employee may submit a concise statement of disagreement for inclusion in their personnel file. If factual information is demonstrated to be incorrect by the employee, it will be corrected. No documents or other information shall be removed from an employee's personnel file without authorization from the City Administrator.

**ACKNOWLEDGMENT OF RECEIPT  
AND STATEMENT OF  
EMPLOYEE UNDERSTANDING**

I, \_\_\_\_\_, have been provided with a copy of the updated Personnel Manual.

My signature indicates that I did receive a copy of the Personnel Manual. I understand that the rules, regulations and procedures set forth in this Manual will govern my employment with the City of Sun Prairie. I further acknowledge that it is my responsibility to thoroughly review this Manual and familiarize myself with its contents. This Personnel Manual is understood to form the parameters for my employment with the City of Sun Prairie.

I understand that this manual is not intended to create, nor is it to be construed to constitute, a contract between the City of Sun Prairie and any one or all of its employees. Employees of the City of Sun Prairie are employees at-will and the City of Sun Prairie reserves the right to modify, revoke, suspend or terminate any or all of the plans, policies and procedures described herein.

I agree to periodically review personnel policies for updates. Each policy's revision date is noted on the first page. If I have questions, I understand that it is my responsibility to contact the Human Resources Department.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT