

**MEETING NOTICE
PERSONNEL COMMITTEE
MONDAY, MARCH 16, 2020
5:30 P.M.
MUNICIPAL BUILDING
800 BORNER ST
PRESCOTT, WI 54021**

1. Call to Order
2. Roll Call
3. Approve minutes for October 7, 2019
4. Discussion on Emergency Closing Policy
5. Discussion on working from home
6. Other Business
7. Adjourn

NOTICE

ACCESS TO THE MUNICIPAL BUILDING FOR THE DISABLED IS AVAILABLE THROUGH THE MUNICIPAL BUILDING PARKING LOT ENTRANCE. ALL THOSE WITH SPECIAL NEEDS SHOULD CALL CITY HALL OFFICES (715-262-5544) IF ASSISTANCE IS REQUIRED.

CITY OF PRESCOTT, WISCONSIN

PERSONNEL COMMITTEE MEETING MINUTES FOR OCTOBER 7, 2019

Pursuant to due call and notice thereof, a meeting of the Personnel Committee was held October 7, 2019, 800 Borner St., Prescott, WI 54021.

Call to order/Roll Call: Alderperson Maureen Otwell called the meeting to order at 5:30 p.m. Members present were Rob Daugherty and Dar Hintz. Police Chief Eric Michaels and City Administrator Jayne Brand represented staff.

Daugherty/Hintz motion to approve the minutes for April 16, 2019 passed without a negative voice vote.

The committee discussed job positions and descriptions for the 2020 budget. The administrative assistant to the Fire Department is currently open. The position will be posted to be filled. This is a part-time position with no benefits. There was discussion on the code enforcement/parking position if this will continue to be a needed position with the city getting an electronic machine for the boat launch. There should be less need to have the boat launch being monitored. It was discussed if we should go back to reactive rather than proactive code enforcement. The committee would like to have this discussed at a council level.

The committee reviewed a number of performance evaluation forms. It was decided to have an annual performance checkup. A portion of the checkup will be completed by the employee, a portion by the supervisor and the rest of the form together.

Daugherty/Hintz motion to adjourn passed without a negative voice vote.

Respectfully Submitted,

Jayne M. Brand
City Administrator

Military Duty: If employees engages in temporary active military service, such as the National Guard or Reserves and must be away from work to fulfill this service for a period of ten working days or less, he/she will receive the difference between his/her military base pay and his/her regular salary. An employee may request this time to be taken as vacation earned and receive his/her regular pay, and may keep all military pay earned.

- a. While on temporary active duty, all benefits remain in effect.
- b. The employee may choose to receive his/her regular paycheck and turn all Jury or Military pay over to the City or have his/her regular paycheck reduced by the amount received for the Jury or Military service. In either instance, the employee must furnish a statement of earnings to the Accounting Clerk.
- c. Jury duty and military duty terms in excess of ten working days will generally be handled in accordance with the leave of Absence Policy and applicable federal and state laws.

UNPAID FAMILY AND MEDICAL LEAVE

The City of Prescott is not covered by the Wisconsin Family and Medical Leave Act because it has fewer than fifty full time employees. However, employees who have been employed for at least a year and have worked at least 1,000 hours in that initial year may request an unpaid leave for family and medical situations. No vacation or sick leave shall accrue during leave of absence without pay and all vacation and floating holiday hours must be used before unpaid medical leave of absence may begin without pay. The request must be in writing. The written request will be approved by the department manager and submitted to the Common Council for approval. The Council may consider approving the following.

- a. An employee may be approved for unpaid leave of up to six weeks for the birth or adoption of a child during a 12 month period, with the leave to begin within sixteen weeks of the birth or placement of the child. An employee may be approved for unpaid leave of up to eight weeks for the birth of a child by C-section.
- b. An employee may be approved for unpaid leave of up to two weeks per 12 month period to care for the employee's child, spouse, parent step-parent, sibling, step-sibling, step-children, step-grandparents, step-grandchild, life partner, grandparents and grandchildren with serious health condition. A serious health condition is defined as a disabling physical or mental illness, injury, impairment or condition involving inpatient care in a hospital, nursing home or hospice or outpatient care that requires continuing treatment or supervision by a health care provider. The City may require certification from a health care provider.
- c. An employee who has a serious health condition, which makes the employee unable to perform his/her duties, may be approved to take an unpaid medical leave of up to

two weeks per 12 month period. The Common Council may require certification from a health care provider.

- d. An employee may be approved for unpaid leave of up to twenty six weeks to care for a military service member.
- e. The employee must be reinstated to the same or equivalent position in all terms and conditions.
- f. Health benefits if any will continue during these leaves, but sick leave or vacation credits will not accrue. The employee, at his/her discretion, may substitute any paid leave earned by the employee for the unpaid leave.
- g. The employee cannot work during their unpaid leave.

NURSING MOTHERS

Nursing mothers may generally be provided a private place other than a bathroom to nurse or express milk except where it imposes an undue hardship on the City.

FUNERAL LEAVE

In case of death in the employee's immediate family (i.e. spouse, mother, father, sister, brother, children, step-mother, step-father, step-sibling, step-children, step-grandparents, step-grandchild, life partner, grandparents and grandchildren) the City shall grant such employee a maximum of three (3) days off with full pay. In case of death in the employee's spouses immediate family (i.e. mother-in-law, father-in-law, sister-in-law, brother-in-law, or any relative residing with the employee in the same house), the City shall grant such employee a maximum of two (2) days off with full pay. In all cases the employee shall immediately notify his/her supervisor of any absence.

Funeral Leave shall not be paid if an employee is on his/her vacation or if such day is a paid holiday, however, employees may use vacation or sick time for Funeral Leave if additional time is needed. The Common Council may grant additional paid-for or unpaid Funeral Leave on a non-discriminatory basis.

NON-MEDICAL LEAVE OF ABSENCE

Upon advance written request of an employee, leave of absence without pay may be granted by the Common Council taking into consideration, good conduct, length of service, and the efficiency of the department and the general good of the City. Such leave of absence shall not exceed a period of 30 calendar days provided that the same may be extended beyond such period if the leave of absence is for continued disability or other good and sufficient reasons. No vacation or sick leave shall accrue during leave of absence without pay and all vacation and floating holiday hours must be used before leave of absence may begin without pay. Leave without pay shall require the

advance approval of the department manager and the Common Council. Emergency Leaves, not to exceed three (3) days in length, may be approved by the department head.

WORK FROM HOME POLICY

Work from home is defined as related work/activities accomplished at home **in lieu of** the work place, with specific, advance authorization by employee's supervisor and appropriate governing body. This definition and policy does not include or apply to work "taken home" beyond the 8 hour workday, or other professional activities pursued at home which extend beyond the regular 8 hour workday.

Generally, given the nature of our work and the high level of interaction with citizens, there are no provisions for working at home. However, on rare occasions, exceptions may be made for certain work-related urgent situations.

Permission to work from home is not an individual's right; it is granted for a specific amount of time, and for a specific purpose. Permission to work from home will be granted based on the demonstrated need and the condition that it will have a minimal negative impact on the city operations. It is not available for every job or every employee. Only employees that have no pending disciplinary action and are not in probationary status may request to work from home. To work from home, employees must submit a written request in advance to their supervisor or appropriate authority. The request must outline the nature of the work to be accomplished. The request must include job duties to be performed at home with clearly defined requirements that are measurable and results oriented.

When approving a request to work from home, the supervisor or appropriate authority will consider:

- Demonstrated need: how and why the specific task(s)/project(s) would be best completed at home rather than in the work place.
- Personal needs of requestor (e.g. the need to be home to attend to or to accommodate personal/family commitments, schedules, or responsibilities). The approving authority shall determine if these circumstances are more appropriately addressed through the use of sick time or vacation time.
- Ability of the employee to successfully work in an unsupervised environment.
- The need for the employee to be present to accomplish other work-related activities.
- No blanket authorizations for work from home arrangements may be granted. Requests must contain the duration of the work from home arrangement along with appropriate justification.

The request shall be signed and dated by the employee and the supervisor or appropriate authority. A copy shall be given to the City Administrator and the original shall be kept in the employee's file.

An employee who is unable to get to work because of weather-related conditions, even though the City is open, may use vacation time as available or elect to take the day without pay. Each employee must decide if road conditions make travel unsafe or unwise. Employees are not asked to travel if they feel they are taking undue risk in doing so. Employees are not authorized to work from home due to weather-related conditions.

The City's needs take precedence over a request to work from home. The employee shall report to the City when requested by the supervisor. The employee must be reachable during the period outlined in the approved request to work from home. Employees working from home are subject to the same rules, policies, statutes, and procedures applicable to employees working at the city work site.

The City shall not be liable for injury or property damage to third persons at the home of an employee authorized to work at home. Any employee requesting to work at home agrees to indemnify and hold harmless the City from and against any and all claims, demands, judgments, liabilities, losses, damages, or expenses resulting from any injury or damage to any person caused directly or indirectly by the employee's acts, omissions, bad faith, willful misconduct or negligence.

The employee is responsible for providing equipment, supplies, and telephone connection to perform his/her job duties from his/her home. Any equipment, software, telephone services, supplies, etc. provided by the City shall be used only for official City business. Personal use of these materials is prohibited. Equipment, supplies, software, hardware, etc. provided by the City remain City property and must be returned to the City in good working condition at the termination of the agreement or when requested by the City. The City shall not assume responsibility for any additional costs associated with working from home such as utilities, home maintenance, etc. The employee shall be responsible for any tax implications of the telecommuting arrangement. It is the employee's responsibility to provide insurance coverage for equipment, supplies, etc. provided by the employee.

Any approval to work from home more than 3 consecutive days will normally be reviewed after every 10 days. The City reserves the right to remove approval to work from home without cause and upon reasonable notice.

LEAVING EMPLOYMENT

Upon leaving employment, all benefits due the employee will be paid in the next paycheck. All City owned equipment must be returned to the department manager or employee's supervisor prior to receipt of the employee's final paycheck. The cost of replacing any such property of the Employer not returned may be deducted from employee's final pay.

DENTAL INSURANCE

The City of Prescott offers its regular full-time and regular part-time employees a dental plan. The City shall pay one-half the cost of single coverage premium for regular full-time employees and regular part-time employees. Contact the Clerk's office if you are interested.

LIFE/STD/LTD INSURANCE

The City provides life insurance for any employee who is eligible for retirement from the Wisconsin Retirement System.

The City provides short-term disability insurance coverage for regular full-time and regular part-time employees at no cost to the employee. The City shall pay one-half the cost of long-term disability for regular full-time and regular part-time employees. Contact the Clerk's office if you are interested.

Short-Term Disability

The City of Prescott pays 100% of the short-term disability premium for all regular employees working 30 hours per week or more. Short-Term disability pay will begin 7 days following a disabling event such as injury, birth of a child, extended illness, etc. During the first 7 days before the disability pay begins, the employee must use their sick pay if they have any available or take the time without pay; vacation or floating holiday hours may not be used per the disability policy. An employee may be covered under short-term disability for up to 180 days from the day of the event with proper medical documentation and recommendation from a medical provider.

The short-term disability pays out 2/3 of the employee's current pay. Employees may not use sick or vacation time to supplement the unpaid portion while receiving disability but may opt to use their sick, vacation or floating pay in lieu of filing a disability claim.

While an employee is being paid through disability, He or She will stop accruing sick and vacation time. Retirement and child support if any will also stop by default when no wages are processed through payroll. All other benefits including Health Insurance, HSA, HRA, Dental, PILOHI, Disability and Life Insurance will continue at normal employer paid rates as well as employee elected benefits including ICMA, 457, Aflac & additional HSA contributions. The employee will be billed for their portion of the premiums on the last day of the month for any benefits paid during that month on their behalf. The Employee must submit payment to the City upon receipt of the invoice. A second invoice will be sent after 15 days along with a cancelation warning notice and possible termination of any unpaid benefits if still left unpaid after an additional 7 days.

Employees shall remain in contact with their Supervisor regarding the status of their disabling event so that it can be determined if temporary staffing is necessary. Upon return to work, employee shall obtain written authorization from their medical provider along with any restrictions they have. This should be given to the employee's Supervisor as well as the payroll department.

Long-Term Disability

Following the end the short-term disability pay out, the employee may opt to use any sick or vacation time they have in lieu of filing a long-term disability claim. Employees opting to use their earned time off will accrue sick and vacation during that time and all benefits will continue to be paid by the City at the City's normal contribution rates. They may also opt to request an unpaid medical leave of absence. See the Medical Leave section of the employee handbook for more information.

The City of Prescott will contribute 50% towards long-term disability for any regular employee working 30 hours per week or more. Long-term disability is optional to the employee.

Employees filing a long-term disability claim will be paid 2/3 their normal rate of pay and they may not use sick, vacation or floating hours to supplement the unpaid portion.

Once an employee's short-term disability pay ends after 180 days following a disabling event, an employee that is covered under long-term disability may opt to begin a long term disability claim. Employees will not earn sick or vacation time while on long-term disability pay. An employee may opt to stay on the City's health, dental and life insurance plans but the employee must pay 100% of all premiums, employer paid HSA and HRA will discontinue as well as employees receiving PILOHI. Elected benefits such as Aflac, 457, ICMA and additional HSA will also continue at the employee's expense unless cancelation is requested. The premiums will be billed to the employee on the last day of the month for that month's premiums paid on the employee's behalf. A second invoice will be sent after 15 days along with a cancelation warning notice and possible termination of any unpaid benefits if still left unpaid after an additional 7 days.

After 180 days of a disabling event a discussion will be made with the employer and the employee regarding future employment. Upon return to work, the employee shall obtain written authorization from their medical provider along with any restrictions they have. This should be given to the employee's Supervisor as well as the payroll department.

RETIREMENT

The City of Prescott will pay the retirement contribution required by state law for all employees who are eligible for retirement from the Wisconsin Retirement System. Employees will pay the requirement contribution required by State law except where otherwise determined by a bargaining agreement. Complete details on the Retirement Fund are available from the City Administrator's office.



Kennie Downing

City Administrator

City of Baraboo

Posted on 03-11-2020

In light of the coronavirus, has anyone developed a policy to address hourly and un-benefitted employees if City facilities have to shut down because of the virus? If you have an emergency sick time policy, please provide a copy.



Sharon Eveland

City Administrator

City of Clintonville

Posted on 03-11-2020

The City of Clintonville has an emergency closure policy that treats such a closure as a paid holiday. Below is a copy of our policy. (It does only apply to full-time personnel though. We do not provide any paid benefit time to part-time personnel.) We originally put this policy in place as a result of having to shut down for a snow emergency but this would be applicable to any emergency closure.

POLICY 407 LEAVE – EMERGENCY CLOSINGS

1. Purpose. To provide a plan for employees in the event of an emergency closing due to inclement weather or other emergency situation. As a general practice, the City of Clintonville makes every effort to maintain its normal schedule of operations. The City of Clintonville will

close all or parts of operations only in cases of extreme emergency caused by impassible roads, restricted visibility, violent weather, energy loss, or other conditions seriously endangering the health and safety of employees and/or the general public.

2. Reporting to Work.

2.1 Each employee accepts the responsibility for reporting to work at the regularly scheduled time, regardless of prevailing weather conditions.

2.2 Employees not reporting to work will not be paid, however, such employees may use vacation or compensatory time to minimize or avoid a loss of wages as a result of the absence.

3. Responsibility to Close. In the event the City of Clintonville is forced to close or delay the opening, the decision will be made by the City Administrator with approval of the Mayor.

4. Official Announcements. When the City Administrator determines that it is necessary to close or delay the opening of various operations, the starting time will be communicated to department heads via email and by phone who are, in turn, responsible for notifying their employees.

5. City Closures.

5.1 In the event the City Administrator determines the weather is sufficiently severe enough or is expected to become sufficiently severe enough to warrant closing down all non-essential operations, the closure will be treated as a paid holiday for all employees eligible for holiday pay.

5.2 Employees who are considered essential and who are required to report to work during a closure will be paid as if they are working on a holiday.

6. Essential Personnel. For the purposes of this policy, essential personnel include all employees of the Police Department and the Public Works Department. The City Administrator is authorized to designate additional employees as essential based on the circumstances of the emergency situation.

8. Employees Who Desire to Leave Early. Employees who desire to leave early when operations have not been shut down may do so with the approval of the department head. Employees will only be paid for the time actually worked, but they may use vacation time or compensatory time to minimize or avoid loss of wages as a result of the absence.

8.1 Making Up Lost Time. With approval from the respective department head, employees may make up lost time so long as the make-up time is within the same week as the delayed opening or closure.



Steve Volkert

City Administrator

City of Hartford

Posted on 03-12-2020

Our normal policy is that if we are shut down, non-salaried employees who do not have sick leave or PTO would not get paid. However, if this becomes an extended issue, we may make exceptions.

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