



VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
SPECIAL MEETING AGENDA OF THE HUMAN RESOURCES COMMITTEE

The Committee will hold a meeting on the date, time and location listed.

The following items were listed on the agenda in the Village Clerk's Office, in accordance with Chapter 2 of the Village's Municipal Code and will be ready for your consideration at the Committee's next regular monthly meeting on **Monday, June 24, 2019 @ 6:00 p.m.** at the Weston Municipal Center, 5500 Schofield Avenue, Weston, WI 54476.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above-noticed meeting to gather information. Should a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting. No officials' actions other than those of the Human Resources Committee shall take place.

AGENDA ITEMS.

1. Call to Order by Chairperson Fiene.
2. Roll Call by Recording Secretary Flory.
 - a) Fiene {c}, Zeyghami {vc}, Schuster, Hegg, Simmons
3. [Approval of minutes from previous meeting: June 3, 2019.](#)
4. Public comments.

NEW BUSINESS.

5. [Amendment to Sec. 7.04 Flexible Work Arrangements, Sec.12.03\(1\)&\(2\) Insurances, Sec.13.03\(1\),\(2\),&\(5\) holidays, and Sec.13.04\(2\)&\(4\) Paid-time off of the Employee Personnel Policies and Procedure Handbook.](#)
6. Recruitments Update
7. Meeting Schedule

FUTURE ITEMS.

8. Next meeting date: July 1, 2019
9. Topics for future meetings
10. Remarks from Staff
11. Remarks from Committee members
12. Announcements

ADJOURNMENT.

**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
OFFICIAL MEETING MINUTES OF THE HUMAN RESOURCES COMMITTEE**

Monday, June 3, 2019 @ 4:30 p.m.

1. Call to Order & Welcome by Chairperson Fiene

Fiene called the meeting to order at 4:32 p.m. Fiene requested a moment of silence to remember the victims of the shooting at the Virginia Beach Municipal Center.

2. Roll Call by recording secretary Flory.

MEMBER	PRESENT
Fiene, Nate	YES
Zeyghami, Hooshang	Absent, but excused
Hegg, Robin	YES
Schuster, Fred	Absent, but excused
Simmons, Ryan	YES

Village staff in attendance: Weinkauff, Hodell, Flory, Donner, and Higgins.

3. Approval of minutes from previous meeting: April 1, 2019.

Motion by, Hegg second by Simmons to approve the meeting minutes of April 1, 2019.

4. Public comments.

None.

NEW BUSINESS.

5. Discussion and possible action on employee requests to work reduced hours.

Donner stated a request was made by an employee in the Clerk Department to work reduced hours. He said he discussed this with both Attorney Yde and Committee member Hegg prior to the meeting. He is looking for guidance from the committee members. There was a short discussion regarding eligibility and hours worked to be considered full-time. It was indicated that 30 hours worked is the standard for most employers. Hegg suggested that staff create a flexible work place policy and bring back for the committee to review. Fiene said we should acknowledge the birth/adoption of children and feels we should not reduce any benefits. Hegg suggested having three different policy types to include fulltime status, flexible leave, and parental leave. She will share her policies with staff. Donner and Weinkauff will work on a proposed policy and bring back to the committee for consideration at a special meeting.

6. **Cellular phone stipend reimbursement.**

Staff recommends adding the Clerk, Property Inspector, Economic Development Coordinator, and Utility Superintendent to the cell phone stipend policy, as well as change the title of the Taxpayer Relations Coordinator to Public Relations. It was indicated exempt employees get \$50 a month and non- exempt employees get \$20.

Motion by, Simmons second by Hegg to recommend to the Board of Trustees to approve amending the cellular phone stipend policy to include the positions as noted above.

Yes Vote: 3 No Votes:0 Abstain: 0 Not Voting: 2 Result: Pass

Trustee	Voting
Fiene, Nate	YES
Zeyghami, Hooshang	-----
Hegg, Robin	YES
Schuster, Fred	-----
Simmons, Ryan	YES

7. **Business writing training Agreement with UW-Stevens Point**

Schuster said it was his idea to have employees take a business writing class. The class will be held on November 11, 2019. The office will be closed to the public that day. The cost of the class is \$1,250.

Motion by, Hegg second by Simmons to approve the business writing training agreement with UW-Stevens Point.

Yes Vote: 3 No Votes:0 Abstain: 0 Not Voting:2 Result: Pass

Trustee	Voting
Fiene, Nate	YES
Zeyghami, Hooshang	-----
Hegg, Robin	YES
Schuster, Fred	-----
Simmons, Ryan	YES

8. **Recruitments Update**

a. Economic Development Coordinator

The Economic Development Coordinator will begin June 10, 2019.

b. Deputy Director of Public Works

Wodalski said there are six candidates, with two being very strong. An offer will be made this week.

c. Public Works Maintainer/Operator

Wodalski said the job is still open for applications. To date there are 14 candidates.

9. **Acknowledge EAP 1st quarter Utilization report.**
Weinkauf stated that no one used EAP this last quarter.

FUTURE ITEMS.

10. **Next meeting date: July 1, 2019**
11. **Topics for future meetings**
Fiene said he would listen to any feedback, from employees, on how to make the workplace more fun and enjoyable.
12. **Remarks from Staff**
No comments.
13. **Remarks from Committee members**
There were none.
14. **Announcements**
There were none.

ADJOURNMENT.

Motion by, Hegg second by Simmons to adjourn meeting at 5:29 p.m.

Yes Vote: 3 No Votes:0 Abstain: 0 Not Voting:2 Result: Pass

Trustee	Voting
Fiene, Nate	YES
Zeyghami, Hooshang	-----
Hegg, Robin	YES
Schuster, Fred	-----
Simmons, Ryan	YES

CHAPTER 7

WORK SCHEDULING

Sec. 7.01.	Work Schedules.
Sec. 7.02.	Time Keeping.
Sec. 7.03.	Payroll.
Sec. 7.04.	Flex Time.
Sec. 7.05.	Shift Differential.
Sec. 7.06.	Overtime.
Sec. 7.07.	Called-into-Work.
Sec. 7.08.	Stand-By and On-Call.
Sec. 7.09.	Jury Duty.
Sec. 7.10.	Severe Weather.
Sec. 7.11.	Telework and Telecommuting.

Sec. 7.01. Work Schedules.

- (1) The normal workday shall commence at 8:00 a.m. and end at 4:30 p.m. with a ½ hour unpaid lunch period. A Department Director may determine a different start and end time to better serve the public and/or to meet operational needs. The workday for full-time employees will generally be considered eight (8) hours and the work week will generally be considered forty (40) hours. The work week shall begin at 12:00 a.m. on Monday and run through 11:59 p.m. on the following Sunday.
- (2) Work schedules for employees vary throughout the Village organization. Scheduled hours of work are set by the Village. Supervisors will advise employees of their individual work schedules. Staffing needs and operation demands may necessitate variations in starting and ending times, days of the week worked, as well as variations in the total hours that may be scheduled each day and week.
- (3) The Village places great emphasis on good attendance. Absence or tardiness places an extra burden on co-workers and undermines the efficient operation of the department. Regular attendance is expected of every employee. It is each employee's responsibility to be on the job on time each day, and fully able and ready to work. Although there are justifiable reasons to take time off from work, each employee's employment assumes his or her availability for work. Employees are expected to arrive at work on time, return from scheduled rest breaks and lunch breaks on time and to work until the job is completed, work day ends, or the employee is relieved from duty.
- (4) An employee who anticipates being absent or tardy must call in to report the absence or tardiness as soon as possible before their shift. Departments may have their particular requirements.
- (5) Absenteeism or tardiness may lead to discipline, including discharge and may also be taken into consideration when the Village reviews each employee for wage changes or promotion. Absenteeism is defined as the practice of regularly staying away from work without good reason. Two or more unexcused tardiness incidents constitute habitual tardiness or a pattern of tardiness and will be considered excessive.
- (6) Employees assigned to restricted duty shall work the hours and days when work is available within their restrictions and adequate supervision can be provided.

- (7) A Department Director, based on operational necessity, budget allocation, and grant funding (if applicable) has the authority to allow an employee to combine paid time off hours with time actually worked to exceed his/her normally scheduled hours.

Sec. 7.02. Time Keeping.

All non-exempt employees must accurately record time worked on a time card for payroll purposes and are required to record their own time at the beginning and end of each work period, and before and after any unpaid break. Employees must record their time whenever they leave the building for any reason other than Village business or with prior approval from the supervisor. Filling out another employee's time card, allowing another employee to fill out your time card, or altering any time card is strictly prohibited and may be grounds for immediate termination.

No work shall be performed by employees prior to their clocking or logging in at the start of their work day, during their lunch break when they are clocked out, or after they have clocked out at the end of their work day. No one in the Village of Weston has the authority to ask, or encourage, or insinuate that you should work off the clock.

Employees may use paid-time off in units of 1 hour/60 minutes.

Sec. 7.03. Payroll.

Village employees shall participate in the Village's direct deposit program and are paid on a bi-weekly basis. The payroll workweek begins on Sunday at 12:01 a.m. and ends on the following Saturday at 12:00 midnight. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a bank holiday, employees will be paid on the day prior to the bank holiday.

The Village of Weston is required to make certain deductions from your paycheck each time one is prepared. This includes federal income taxes and your contribution to Social Security, where applicable and as required by law. These deductions will be itemized on your payroll statement. The amount of the deductions may depend on your earnings and the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to Employee Resources Manager immediately to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes. Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever the Village is ordered to make such deductions.

The Village reserves the right to make deductions and/or withhold compensation from an employee's paycheck as long as such action complies with applicable state and federal law. In addition, it may be possible for you to authorize the Village to make additional deductions from your paycheck for extra income taxes, contributions to retirement savings programs or insurance benefits (if eligible).

Every effort is made to avoid errors in an employee's paycheck. If you believe an error has been made or you have a question about your pay, notify Employee Resources Manager immediately. If you believe your pay has been improperly docked, notify Employee Resources Manager immediately. The Village will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

Sec. 7.04. Flexible Work Arrangements Time.

All requests for flexible work arrangements will be considered on a case-by-case basis taking into consideration specific organization and department needs.

Alternative work schedule options:

- Flextime; an employee works their standard eight-hour work day, but there is flexibility in an employee's set scheduled starting and ending times. Some employees, due to family or personal obligations or preferences, work very early in the morning and leave earlier in the afternoon. Other flextime employees may prefer or need to start later in the day and work into the evening.
- Reduction of FTE; .9 FTE is 36 hours worked in a week, .8 FTE is 32 hours worked in a week and .75 FTE is 30 hours worked in a week. Pay and benefits would be reduced according to hours worked in a week. To see how the reduction will affect benefits refer to Sec. 12.03 Insurances, Sec. 13.03 Holidays and Sec. 13.04 Paid-Time off.

The Department Director will determine if an employee's request for a flexible work arrangement is in the best interest of the department, Village of Weston and the employee by assessing the impact this would have on providing services to the public.

There will be a six-month trial period to assess the impact of the flexible work arrangement. The six-month trial period may end at any time if it is determined the arrangement will not be successful. After successful completion of the trial period, the work arrangement will be reviewed at least annually thereafter to ensure continued success. The arrangement may be canceled for any reason by the Department Director or Employee Resources Manager. An employee wishing to change or cancel an alternative work arrangement must obtain written approval from his or her Department Director and Employee Resources Manager.

Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit. The following conditions must be met for a flexible work schedule to be approved: The employee must be in good standing, meet all performance expectations in his or her current role, and consistently demonstrate the ability to complete tasks and assignments on a timely basis. The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption in serving the public.

This policy is in addition to any arrangement a disabled employee may request as a reasonable accommodation under the Americans with Disabilities' Act or similar state law. Employees who believe they need a flexible work arrangement due to a disability must contact the Employee Resources Manager.

Employees may be permitted alternative working hours provided that:

- ~~— (1) The Department Director approves the alternative schedule.~~
- ~~— (2) Service to the public during the normal workday hours remains unaffected by the alternative schedule.~~
- ~~— (3) Non-exempt and exempt employees should maintain the same hours worked or paid in a pay period (80-hour pay period).~~
- ~~— (4) In the case of absences, employees may use an amount of paid leave equal to that day's scheduled~~

~~hours or they may flex up their work hours that week (non-exempt staff) or pay period (exempt staff) to reach their regularly scheduled hours.~~

Sec. 7.05. Shift Differential for Non-Exempt Employees.

Any non-exempt employee who's assigned to work a schedule that requires four (4) or more work hours after 5:00 p.m. shall receive forty-five cents per hour (\$0.45/hour) in addition to their regular hourly rate. For any regular employee who's assigned to work a schedule that requires four (4) or more work hours after 12:00 midnight shall receive sixty cents per hour (\$0.60/hour) in addition to their hourly rate. No differential shall be paid for an employee working overtime.

Sec. 7.06. Overtime.

- (1) Overtime work begins to accrue for non-exempt employees after the completion of 40 hours actual time worked.
- (2) Prior approval by supervision or management must be obtained for all overtime hours worked. Overtime work is to be held to a minimum consistent with the needs of the service. It is the responsibility of each department to explore all possible alternatives before a decision is made to require employees to work on an overtime basis. Further, it is the responsibility of each department to ensure that the provisions of overtime pay are administered in the best interest of Village service. Each department should develop internal controls that provide a means of reviewing and evaluating the use of overtime.
- (3) Overtime shall be compensated for non-exempt employees at one and one half (1 ½) times the employee's hourly rate of pay. Overtime is defined as any hours worked in excess of 40 hours per week. Hours worked on Saturday or Sunday for work that is not regularly scheduled is considered overtime and shall be compensated at one and one (1 ½) times.
- (4) **Non-Exempt Staff:** The Village non-exempt staff will be eligible for overtime payment (time and one-half) according to the Fair Labor Standards Act requirements.

Administrative Specialists
 Arborist / Forester
 Fleet Lead
 Fleet Maintenance Worker
 Municipal Maintenance Worker
 Parks Maintenance Worker
 Street Lead
 Utility Maintenance Worker
 Utility Lead
 Interns
 Seasonal

- (5) **Exempt Staff:** The Village exempt staff will not be eligible for overtime unless listed in the Professional/Administrative overtime option.

Administrator
 Aquatic Center Manager
 Assistant to the Administrator
 Assistant Planner
 Building Inspector/Building Manager

CHAPTER 12

EMPLOYEE BENEFITS

- Sec. 12.01. Employee Benefit Presentation Attendance Policy.
- Sec. 12.02. Wisconsin Retirement System (WRS) Employer.
- Sec. 12.03. Insurances.
- Sec. 12.04. Deferred Compensation.
- Sec. 12.05. Employee Assistance Program.
- Sec. 12.06. Employee Wellness Program

Sec. 12.01. Employee Benefit Presentation Attendance Policy.

In keeping with Village's goal of being a preferred employer and good steward of tax dollars, The Village will provide opportunities for employees to attend on-site employee educational benefit sessions. The following guidelines have been established:

- (1) Attendance may be permitted during an employee's regular work time with supervisory approval for attending the following benefit sessions:
 - ▶ Health Insurance
 - ▶ Dental Insurance
 - ▶ Flexible Benefits
 - ▶ Income Continuation Insurance
 - ▶ Wisconsin Retirement System
 - ▶ Employee Trust Funds Life Insurance
 - ▶ Wellness Team Presentations
 - ▶ Employee Assistance Programs
- (2) No overtime or compensatory time will be allowed for attendance outside of an employee's normal work hours. Village of Weston will attempt to provide alternative methods of communication to accommodate employees who cannot attend a session due to scheduling conflicts.
- (3) There will be opportunities to participate in voluntary benefit presentations that meet individual needs. Voluntary benefit presentations will be normally scheduled outside of regular work hours and employee attendance will be voluntary and unpaid. The following are examples of voluntary benefits offered to employees:
 - ▶ Deferred Compensation Plans
 - ▶ Other Voluntary Benefit Plans

Sec. 12.02. Wisconsin Retirement System (WRS) Employer.

- (1) Eligibility: Employees eligibility for retirement shall be determined by the requirement of the State of Wisconsin Department of Employee Trust Fund (ETF). Consult the ETF website (<http://etf.wi.gov>) for details.
- (2) Contributions: The Village pays the employer's share of retirement eligible earnings. Employees are required to pay their portion of retirement eligible earnings which will be determined annually by the WRS. Employee contributions are made on a pre-tax basis.

- (3) **Benefits:** Benefits may be paid upon termination, retirement, disability or death. Consult the ETF website (<http://etf.wi.gov>) for more information.

Sec. 12.03. Insurances.

- (1) ~~(1)~~ Health Insurance: The Village offers group health care coverage to its eligible regular employees. Consult the Summary Plan Description for coverage details. All eligible employees will pay a portion of the health insurance premium based on their calculated full-time equivalency.
- 1.00 FTE (40 hours/wk) 15% Employee Premium
 - 0.09 FTE (36 hours/wk) 23.5% Employee Premium
 - 0.08 FTE (32 hours/wk) 32% Employee Premium
 - 0.75 FTE (30 hours/wk) 36.25% Employee premium
- Employees working less than 30 hours per week are not eligible for health insurance.
- (2) Dental Insurance: The Village offers group dental coverage to its eligible regular employees. Consult summary plan description for details. Employees working less than 30 hours per week are not eligible for dental insurance.
- (3) Life Insurance: Employees who are participants under the Wisconsin Retirement System may elect to become covered by life insurance through the Wisconsin Group Life Insurance Program. Consult the summary plan description for eligibility details.
- (4) Income Continuation Insurance: The Village offers Income Continuation Insurance to employees who are eligible to participate under the Wisconsin Retirement System. Income Continuation Insurance helps employees and their families guard against the threat of loss of income due to a physical or mental disability. Consult the summary plan description for details.

Sec. 12.04. Deferred Compensation.

- (1) Eligible employees may participate in the following Deferred Compensation Programs:
- Wisconsin Deferred Compensation Program
 - Nationwide Deferred Compensation Program
- (2) Deferred Compensation is a supplemental retirement savings program that permits the employee, through payroll deduction, to defer a portion of their salary on a regular basis. Employees can invest through pre-tax or Roth (post-tax) dollars. Such amounts shall be treated as contributed to their deferred compensation account within a period not to exceed five (5) business days in which the amounts would otherwise have been paid to the employee.

Sec. 12.05. Employee Assistance Program.

We are committed to deal cooperatively and constructively with employees and their family who develop medical and/or behavioral problems. These problems may be physical or emotional in nature and they may involve marital, family, financial, personal, as well as alcohol or drug abuse issues that affect, or have the potential to affect, the employee's job performance. We are equally concerned with the employee's general state of physical and emotional health even when there are no current job performance problems. In accordance with our concern for the employee as an individual as well as a worker, we have adopted the following statement of policy:

- (1) We recognize that many medical and/or behavioral problems can be successfully treated through the early identification of the problem and the employee's acceptance of appropriate assistance.

CHAPTER 13

EMPLOYEE PAID AND UNPAID LEAVES

- Sec. 13.01. General Provisions.
- Sec. 13.02. Breaks.
- Sec. 13.03. Holidays.
- Sec. 13.04. Paid Time Off.
- Sec. 13.05. Family Medical Leave.
- Sec. 13.06. Medical Leave Bank.
- Sec. 13.07. Leave Donation Policy.
- Sec. 13.08. Funeral Leave.
- Sec. 13.09. Leave of Absence.
- Sec. 13.10. Leave of Absence for Education.
- Sec. 13.11. Leave of Absence for Military Leave.

Sec. 13.01. General Provisions.

<RESERVED>

Sec. 13.02. Breaks.

- (1) **Lunch Periods:** Generally, an unpaid ½ hour lunch period is provided in the middle of an eight or ten-hour work day. Employees who are scheduled to work more than 5 consecutive hours are normally expected to take an unpaid lunch break.
- (2) **Break:** Regular full-time employees may be granted two 15-minute rest breaks in each complete working day. Rest breaks will be scheduled by the department supervisor. Employees are not allowed to accumulate rest breaks and/or use them to extend their lunch period or shorten the work day. Rest breaks not taken are forfeited.

Sec. 13.03. Holidays.

- (1) **Holiday Closures.** The Village is closed on the following holidays: New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Friday after Thanksgiving Day, Christmas Eve, and Christmas Day.

(2) Holiday pay Classification Chart for FTE’s

<u>FTE</u>	<u>Avg. Hrs/Wk</u>	<u>Annual Hrs</u>	<u>Insurance Elig/PTO/Holiday</u>	<u>Holiday Pay</u>
<u>1.00</u>	<u>40</u>	<u>2,080</u>	<u>Insurance Elig/PTO/Holiday</u>	<u>8.0 Holiday hours</u>
<u>0.90</u>	<u>36</u>	<u>1,872</u>	<u>Insurance Elig/PTO/Holiday</u>	<u>7.2 Holiday hours</u>
<u>0.80</u>	<u>32</u>	<u>1,664</u>	<u>Insurance Elig/PTO/Holiday</u>	<u>6.4 Holiday hours</u>
<u>0.75</u>	<u>30</u>	<u>1,560</u>	<u>Insurance Elig/PTO/Holiday</u>	<u>6.0 Holiday hours</u>

~~(1)~~

- ~~(2)~~(3) **Work on Holiday:** Non-exempt employees required to work on an actual (not observed) holiday shall receive time and one half for hours worked in addition to their holiday pay on the observed holiday. Holiday pay offsets regular pay.

- ~~(3)~~(4) **Weekend Holidays:** If any of these holidays fall on a Saturday or Sunday, the preceding Friday or following Monday or any other day as determined by the Human Resources Committee shall be considered a holiday for observed holiday pay purposes. Municipal maintenance workers

in the Parks, Public Works, and Utilities departments shall have the observed holiday recognized as the actual day (date) the holiday falls.

~~(4)-(5) To be entitled eligible to for holiday pay, an employee must work 30 hours or more per week.
receive pay the work day before and after a holiday.~~

Sec. 13.04. Paid-Time Off.

- (1) Purpose/Scope: Paid Time-Off (herein after referred to as PTO) is an all-inclusive “paid time off” program that will provide income protection for “no fault” time away from work, including illness-related absences. PTO is intended to be used for a variety of traditional types of time away from work, including vacation, personal illness, personal business, doctor appointments, family time, and personal voluntary community service; however, an employee does not have to designate the reasons for the scheduled absences being requested. The design of PTO is intended to assist the Village in managing staffing needs in order to meet the operational needs of the Village.
- (2) PTO Accrual Schedule: PTO shall be accrued on a bi-weekly basis. PTO increases with years of service in accordance with the following schedule and is allocated accordingly on a bi-weekly basis. PTO accrual is calculated on a pro-rated basis for eligible employees working less than a 1.0 FTE. During the first sixty (60) days of employment, an eligible employee shall accrue PTO but shall not be eligible to use it or receive reimbursement for accrued PTO upon termination of employment. The Administrator submits yearly adjustments, if any, in; the years of service accumulation rates, bi-weekly accrual hours and maximum accumulation allowed to the Human Resources Committee for their review and adjustment if warranted. The Human Resources Committee will forward its recommendation(s) to the Board of Trustees for action upon the recommendation(s).

Years of Continuous Service	Biweekly Accrual	Annual Accrual Based on Biweekly Accrual	Approximate Annual Accrual		Maximum Accumulation Allowed Hours
			Hours	Days	
0 thru 4	6.1538	159.9988	160	20	200
5 thru 9	7.0769	183.9994	184	23	224
10 thru 14	8.0000	208.0000	208	26	248
15 thru 19	8.9230	231.9980	232	29	272
20 +	9.8461	255.9986	256	32	296

1.00 FTE (40 Hours)

<u>Years of Continuous Service</u>	<u>Biweekly Accrual</u>	<u>Annual Accrual Based on Biweekly Accrual</u>	<u>Approximate Annual Accrual</u>		<u>Maximum Accumulation Allowed Hours</u>
			<u>Hours</u>	<u>Days</u>	
<u>0 through 4</u>	<u>6.1538</u>	<u>159.9988</u>	<u>160</u>	<u>20</u>	<u>200</u>
<u>5 through 9</u>	<u>7.0769</u>	<u>183.9994</u>	<u>184</u>	<u>23</u>	<u>224</u>
<u>10 through 14</u>	<u>8.0000</u>	<u>208.0000</u>	<u>208</u>	<u>26</u>	<u>248</u>
<u>15 through 19</u>	<u>8.9230</u>	<u>231.9980</u>	<u>232</u>	<u>29</u>	<u>272</u>
<u>20+</u>	<u>9.8461</u>	<u>255.9986</u>	<u>256</u>	<u>32</u>	<u>296</u>

0.9 FTE (36 Hours)

<u>Years of Continuous Service</u>	<u>Biweekly Accrual</u>	<u>Annual Accrual Based on Biweekly Accrual</u>	<u>Approximate Annual Accrual</u>		<u>Maximum Accumulation Allowed</u>
			<u>Hours</u>	<u>Days</u>	<u>Hours</u>
<u>0 through 4</u>	<u>5.5384</u>	<u>143.9989</u>	<u>144</u>	<u>18.00</u>	<u>200</u>
<u>5 through 10</u>	<u>6.3692</u>	<u>165.5995</u>	<u>166</u>	<u>20.75</u>	<u>224</u>
<u>11 through 16</u>	<u>7.2000</u>	<u>187.2000</u>	<u>187</u>	<u>23.38</u>	<u>248</u>
<u>17 through 21</u>	<u>8.0307</u>	<u>208.7982</u>	<u>209</u>	<u>26.13</u>	<u>272</u>
<u>22+</u>	<u>8.8615</u>	<u>230.3987</u>	<u>230</u>	<u>28.75</u>	<u>296</u>

0.8 FTE (32 Hours)

<u>Years of Continuous Service</u>	<u>Biweekly Accrual</u>	<u>Annual Accrual Based on Biweekly Accrual</u>	<u>Approximate Annual Accrual</u>		<u>Maximum Accumulation Allowed</u>
			<u>Hours</u>	<u>Days</u>	<u>Hours</u>
<u>0 through 5</u>	<u>4.9230</u>	<u>127.9990</u>	<u>128</u>	<u>16.00</u>	<u>200</u>
<u>6 through 11</u>	<u>5.6615</u>	<u>147.1995</u>	<u>147</u>	<u>18.38</u>	<u>224</u>
<u>12 through 18</u>	<u>6.4000</u>	<u>166.4000</u>	<u>166</u>	<u>20.75</u>	<u>248</u>
<u>19 through 24</u>	<u>7.1384</u>	<u>185.5984</u>	<u>186</u>	<u>23.25</u>	<u>272</u>
<u>25+</u>	<u>7.8769</u>	<u>204.7989</u>	<u>205</u>	<u>25.63</u>	<u>296</u>

0.75 FTE (30 Hours)

<u>Years of Continuous Service</u>	<u>Biweekly Accrual</u>	<u>Annual Accrual Based on Biweekly Accrual</u>	<u>Approximate Annual Accrual</u>		<u>Maximum Accumulation Allowed</u>
			<u>Hours</u>	<u>Days</u>	<u>Hours</u>
<u>0 through 5</u>	<u>4.6154</u>	<u>119.9991</u>	<u>120</u>	<u>15.00</u>	<u>200</u>
<u>6 through 12</u>	<u>5.3077</u>	<u>137.9996</u>	<u>138</u>	<u>17.25</u>	<u>224</u>
<u>12 through 19</u>	<u>6.0000</u>	<u>156.0000</u>	<u>156</u>	<u>19.50</u>	<u>248</u>
<u>20 through 25</u>	<u>6.6923</u>	<u>173.9985</u>	<u>174</u>	<u>21.75</u>	<u>272</u>
<u>26+</u>	<u>7.3846</u>	<u>191.9990</u>	<u>192</u>	<u>24.00</u>	<u>296</u>

- (a) If an employee leaves mid-pay period, the amount of PTO for that pay period will be pro-rated based on hours actually worked.

- (b) Changes in the bi-weekly PTO accrual rate shall become effective at the beginning of the pay period in which the anniversary date of the qualified employee falls.
 - (c) New employees will begin to accrue PTO during their first two-week pay period during which the employee works at least 75% percent of the initial pay period.
 - (d) At the discretion of the Administrator, employees may be granted PTO at a higher accrual rate than the normal schedule for newly hired employees.
- (3) Accumulation. PTO Accrual Maximums are capped biweekly at the numbers set forth in PTO Accrual Schedule. If the cap is exceeded, the excess PTO hours automatically will be transferred into the employee's Medical Leave Bank.
- (4) Requests for and Usage of PTO: PTO is a benefit to be used by every eligible regular permanent full-time employee working 30 hours or more per week. However, the scheduling of time off is dependent upon the judgment and discretion of the employee's Department Director or designee. This includes scheduled surgery or medical conditions covered by the FMLA policy, vacations, personal days, etc.
- (a) Employees are strongly encouraged to take 40 consecutive hours annually, but in any event must use a minimum of 40 nonconsecutive hours during the course of the year. Employees who fail to use a minimum of 40 hours of leave during a year may be subject to mandatory scheduling revisions. New employees having worked for the Village for less than a year will not be subject to this requirement.
 - (b) When absences due to illness are necessary, the employee shall notify their respective Department Director or designee of their illness or their immediate family member's illness prior to the beginning of his/her scheduled reporting time within the time period designated by the Department Director. Failure to do so without a bona fide reason may result in the employee being considered absent without leave and subject to disciplinary action. Immediate family is defined as spouse or legal dependent.
 - (c) PTO can be requested to be taken in either half-hour increments, or daily increments as deemed necessary and desirable by the employee with the agreement of the Department Director or designee. All PTO will be paid at the employee's regular rate of pay.
 - (d) If the reason for the employee's absence is due to immediate family illness, injury, disability, or hospitalization, the employee must first use 3 PTO days per qualifying event before accessing his/her Medical Leave Bank. If the Medical Leave Bank shall subsequently be exhausted, the employee must then use any remaining accrued PTO leave. Use of PTO and Medical Leave Bank hours will run concurrently with an approved family and/or medical leave request.
 - (e) An employee will continue to accrue PTO during a leave of absence as long as the leave is with pay.
 - (f) If an employee's accrued PTO days have been exhausted, additional time off, if granted and as allowed by family and/or medical leave, will be unpaid. Negative balances are not permitted. Any employee who has exhausted PTO and is not eligible for family and/or medical leave shall be subject to disciplinary action up to and including termination.
 - (g) PTO will be counted as time worked for purposes of calculating overtime pay.

- (h) An employee in an unpaid leave status shall not accrue PTO.
- (i) In the event, an employee utilizes all their Medical Leave Bank hours, please see the Village's leave donation policy within this chapter.

(5) Use of PTO for Unscheduled Leave

- (a) All employees shall report any illness immediately to their Department Director or designee and shall inform the Department Director or designee of an anticipated date of return.
- (b) Unscheduled leave/absences are defined as unscheduled time off that is unapproved in advance by the Department Director or designee. If less than 3 working days' notice are given for any requested time off, the absence is considered unscheduled.
- (c) Unscheduled absences may also qualify for the PTO benefit, provided that their unscheduled nature was unavoidable and not due to neglect or untruthfulness by an employee.
- (d) Employees absent from work for unplanned absences and receiving PTO may not work, perform services, receive, or earn compensation from or from any other entity, including the employee's own business, from the beginning of such absence until the employee returns to work, unless authorized in advance by the Department Director or designee.
- (e) Excessive unscheduled absences or apparent misuse of the PTO program's flexibility will be addressed as necessary and may ultimately result in disciplinary action up to and including termination. Supervisors have the responsibility to determine the impact of unscheduled absences and whether disciplinary action is warranted, depending on the situation and the reason for the unscheduled absences.
- (f) Upon request by the Department Director, any employee who is unable to work on account of sickness or accident for more than three (3) separate unscheduled absences in a calendar year may be required to provide a doctor's certificate as proof of the employee's inability to work. The Village reserves the right to check whether or not the employee is actually ill or unable to work on account of an injury and to have an employee examined by a physician paid for by the Employer.
- (g) A Department Director or designee may grant approval of a request by an employee to use PTO with less than three (3) day notice if the impact does not affect departmental workload, project completion, and sufficient staffing levels exists.

Sec. 13.05. Family and Medical Leave.

Our policy is to provide family and medical leave as required by federal and Wisconsin law. You must be employed at least 52 consecutive weeks and have worked for at least 1,000 hours during those 52 weeks in order to be eligible for family and/or medical leave under Wisconsin law. If you have worked at Village for over 1,250 hours in the previous 12 months, you are eligible for family and/or medical leave under both Wisconsin and federal laws.

If eligible under federal and Wisconsin law, you may take up to 12 weeks unpaid leave within a 12-month period for:

- ✓ The birth or placement of a child for adoption or foster care;
- ✓ Caring for a spouse, child, or parent; and