

2017 Summary of Handbook Changes General Municipal Employees

Item #1: Clerk Typist & Police Report Typist – Salary Advancement (pg. 4)

Step increments for the positions of Clerk 1, Clerk Typist 1 and Police Report Typist 1 shall occur on ~~six-month one-year~~ service time intervals commencing with successful completions of the probationary periods until the maximum base step is reached. Upon completion of six months' service at the maximum step, Clerk 1 and Clerk Typist 1 shall be advanced to the objective classifications of Clerk 2 and Clerk Typist 2 respectively at step three (3); Police Report Typist 1 shall be advanced to the objective classification of Police Report Typist 2 at step ~~three~~ (23). The step increments thereafter shall be on an annual basis.

Item #2: Day after Thanksgiving language: Clean-up for further clarity (pg.9)

Employees shall be eligible to receive the following paid designated holidays:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday of November)
- Day after Thanksgiving (compensation group 15 employees only)
- December 25

Item #3: Holiday Leave Language: "...in CG 16, 20 and 33" → Permanent employees (pg.9)

For permanent employees ~~in compensation groups 16, 20 and 33~~ who are regularly scheduled to work a normal shift on Sundays, Easter Sunday shall be designated as a holiday. However, such employees shall forfeit one (1) floating holiday in lieu of Easter Sunday.

Item #4: Jury Duty → Further clarification (pg. 13)

~~All-Permanent~~ employees who are called for jury service in any court of the State of Wisconsin or of the United States will be entitled to a leave of absence from the City without loss of pay provided the employee reimburses the City for the per diem received for serving as a juror. Serving as a juror will not constitute an interruption of service for the purposes of computing seniority or longevity and an employee will not be charged with any personal leave during the time on jury duty.

Item #5: Normal retirement age: 62 → 65 (pg. 15)

The minimum retirement age to begin receiving an annuity is 55. However, the normal retirement age is ~~65~~ for general employees and employees who retire before age ~~65~~ will have an actuarial deduction made on the annuity. If an employee has at least thirty (30) years of creditable service and retires at age 57 or later, there will be no actuarial deduction. Employees who leave the City prior to age 55 and do not secure employment with another WRS employer may have the option of taking a separation benefit. Otherwise, separated employees may leave the money in the WRS until turning age 55, at which time the separated employee can choose to take a lump sum payout or a monthly annuity.

Item #6: Notice of Intent to Retire (pg. 17)

Employees seeking to remain in an active employment status, beyond their final day of physically working, must provide their department/supervisor with a written two-week notice of their intent to retire. In lieu of providing this notice of intent, employees shall have all appropriate leave balances paid out on their final paycheck.

Item #7: Water Utility Clothing Allowance (pg. 29)

Water Utility employees, in the positions of Equipment Operator 1, Equipment Operator 2, Equipment Operator 3, Maintenance Mechanic 1, Maintenance Mechanic 2, Public Works Maintenance Worker 1, Public Works Maintenance Worker 2, Public Works Maintenance Worker 3, Water Hydrant Inspector, and Water Utility Operator Leadworker shall receive an annual clothing allowance of sixty dollars (\$60.00).

Item #8: Seasonal/Hourly Sick Leave (pg. 35):

E. Sick Leave: Employees shall receive sick leave in accordance with the following provisions:

1. Employees shall receive ~~one (1) day (7.75 hours for office personnel, eight (8) hours for field personnel)~~ of sick leave upon completion of every two hundred (200) hours of work to a maximum of three (3) days in the calendar year. The three (3) day maximum shall apply regardless of any payout or loss of accumulated sick leave resulting from a resignation, seasonal layoff or termination. "Hours of work" shall be defined to include only hours actually worked, ~~and including overtime hours, but it~~ shall not include any paid or unpaid leave time.

Item #9: Domestic Partner Benefits – Response to Act 59:

- Reimbursement for Paid Health Insurance Premiums to Qualified Domestic Partners (pg. 18)
- Domestic Partner/Family Partner Benefits - Summary Chart (pg.21)