

Personnel

RESOLUTION

EMPLOYEE POLICY MANUAL

WHEREAS, the City of Manitowoc's Employee Policy Manual provides continuity and consistency in the operations and the administration of benefits and working conditions for all employees of the City of Manitowoc, and;

WHEREAS, the Personnel Committee has determined a modification of the Employee Policy Manual is appropriate to provide that Police Lieutenants scheduled to work on a holiday be paid at time and one-half for work performed on the observed holiday, and to modify PTO Schedules for department heads and chiefs, and;

WHEREAS, the Personnel Committee recommended approval of the attached modifications to the existing Employee Police Manual, at a meeting held on Monday, May 11th, 2015.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Common Council of the City of Manitowoc to provide that Police Lieutenants scheduled to work on a holiday be paid at time and one-half for work performed on the observed holiday, and modify PTO Schedules for department heads and chiefs, as shown on the attachments, effective the first pay period following adoption of this resolution.

INTRODUCED MAY 18 2015 _____

ADOPTED _____

APPROVED _____

Justin M. Nickels, Mayor

This resolution was drafted by Kathleen M. McDaniel, City Attorney

Fiscal Impact: \$0

Funding Source: N/A

Finance Director Approval: /sc

Approved as to form: /kmm

Employees who terminate employment will receive payment at the employee's regular rate of pay for all accrued, unused and available personal time off, provided the employee gives his/her direct supervisor proper written notice two weeks in advance in the event of his/her voluntary termination, or 30 days advance notice in the event of retirement.

At no point in time will an employee be allowed to exceed 115% of allotted personal time off. All time off exceeding 115% will be cancelled and no payment made.

As of the date of application of the above schedule to existing employees, no existing employee will have a reduction in his/her current personal time off accrual. An employee so affected will be frozen at his/her current level until such time as he/she is eligible to advance through years of service according to the applicable schedule above, and will then continue according to that schedule.

Section 2. Holidays. Holidays are identified to establish a consistent procedure for scheduling business closure except in situations where staffing is required for emergency and maintenance operations. The following holidays will be observed: New Year's Day, ½ Day on Friday preceding Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day. When a holiday falls on a Saturday, the holiday will be observed on the Friday immediately preceding. When a holiday falls on a Sunday, the holiday will be observed on the following Monday. When Christmas Day falls on a Saturday, the preceding Thursday will be observed for Christmas Eve and the preceding Friday will be observed for Christmas Day. Any non-exempt employee who is scheduled to work on any of the above holidays will be compensated at the rate of straight time for work performed on the observed holiday. Such employees will also receive payment for the observed holiday at straight time in lieu of time off for the specified holiday. Police Lieutenants scheduled to work on a holiday will be paid time and one-half for work performed on the observed holiday. Employees reporting to work on a "call-in" basis on an observed holiday will receive time and one-half for all hours worked for a minimum of two hours and will also receive payment for the holiday at straight time.

Section 3. Sick Leave Reserve Banks.

- A) Use. Employees will be provided with reserve sick leave banks to address their own personal health care needs or the health care needs of a spouse, registered domestic partner or an immediate family member who resides with and is dependent on the employee for care and support. One day of sick leave may be used for absences which exceed three consecutive work days in duration. Sick leave may be used for absences which qualify as federal and/or state Family and Medical Leave Act protection. All use of sick leave is subject to verification.

- B) Reserve Bank Accrual. Employees will be granted 10 days of sick leave per calendar year. Employees hired after January 1 will be granted sick leave on a pro-rata basis the first year of employment. Unused sick leave will be placed in a "bank" which will be available to the employee for future use, until such time as the "bank" has a maximum accumulated total of 10 weeks of paid time off (e.g. 400 hours for full-time, 40 hour per week employees). There will be no accrual of sick leave in this bank beyond 10 weeks of leave. Unused sick leave in this bank will be cancelled upon termination (e.g. resignation, retirement, layoff, death, dismissal) and no payment will be made.

CITY OF MANITOWOC - PTO SCHEDULES

B C D

Proposed: move Department Heads to C, however keep year 0 the same and add a 5th year

| YRS | Exempt | Chiefs | Captain/Lieutenants | Diff B to C | Diff D to C | Diff D to B | YRS | Dept Heads & Chiefs | Diff B to new C | |
|-----|--------|--------|---------------------|------------------------|-------------|-------------|-----|---------------------|-----------------|--|
| 0 | 128 | 104 | 88 | -24 | 16 | 40 | 0 | 128 | 0 | |
| 1 | 128 | 168 | 152 | 40 | 16 | -24 | 1 | 168 | 40 | |
| 2 | 144 | 168 | 152 | 24 | 16 | -8 | 2 | 168 | 24 | |
| 3 | 144 | 168 | 152 | 24 | 16 | -8 | 3 | 168 | 24 | |
| 4 | 168 | 168 | 152 | 0 | 16 | 16 | 4 | 168 | 0 | |
| 5 | 168 | 168 | 152 | 0 | 16 | 16 | 5 | 180 | 12 | |
| 6 | 168 | 168 | 152 | 0 | 16 | 16 | 6 | 180 | 12 | |
| 7 | 176 | 168 | 152 | -8 | 16 | 24 | 7 | 180 | 4 | |
| 8 | 176 | 168 | 152 | -8 | 16 | 24 | 8 | 180 | 4 | |
| 9 | 176 | 192 | 152 | 16 | 40 | 24 | 9 | 192 | 16 | |
| 10 | 192 | 192 | 176 | 0 | 16 | 16 | 10 | 192 | 0 | |
| 11 | 192 | 192 | 176 | 0 | 16 | 16 | 11 | 192 | 0 | |
| 12 | 200 | 192 | 176 | -8 | 16 | 24 | 12 | 192 | -8 | |
| 13 | 200 | 192 | 176 | -8 | 16 | 24 | 13 | 192 | -8 | |
| 14 | 208 | 216 | 176 | 8 | 40 | 32 | 14 | 216 | 8 | |
| 15 | 208 | 216 | 200 | 8 | 16 | 8 | 15 | 216 | 8 | |
| 16 | 208 | 216 | 200 | 8 | 16 | 8 | 16 | 216 | 8 | |
| 17 | 208 | 216 | 200 | 8 | 16 | 8 | 17 | 216 | 8 | |
| 18 | 208 | 216 | 200 | 8 | 16 | 8 | 18 | 216 | 8 | |
| 19 | 248 | 256 | 200 | 8 | 56 | 48 | 19 | 256 | 8 | |
| 20 | 248 | 256 | 240 | 8 | 16 | 8 | 20 | 256 | 8 | |
| 21 | 248 | 256 | 240 | 8 | 16 | 8 | 21 | 256 | 8 | |
| 22 | 248 | 256 | 240 | 8 | 16 | 8 | 22 | 256 | 8 | |
| 23 | 248 | 256 | 240 | 8 | 16 | 8 | 23 | 256 | 8 | |
| 24 | 264 | 280 | 240 | 16 | 40 | 24 | 24 | 280 | 16 | |
| | | | | 144 | 512 | 368 | | | | |
| | | | | Total Additional Hours | | | | | | |

A) Non-Exempt Employees

| | |
|--------------------------------|-----------|
| During the 1st year of service | 80 hours |
| After 1 year of service | 120 hours |
| After 4 years of service | 136 hours |
| After 7 years of service | 160 hours |
| After 10 years of service | 168 hours |
| After 11 years of service | 176 hours |
| After 12 years of service | 184 hours |
| After 13 years of service | 192 hours |
| After 14 years of service | 200 hours |
| After 19 years of service | 240 hours |
| After 21 years of service | 248 hours |

B) Exempt employees, except the Department Heads, Fire and Police Chiefs and Deputies

| | |
|--------------------------------|-----------|
| During the 1st year of service | 128 hours |
| After 1 year of service | 128 hours |
| After 2 years of service | 144 hours |
| After 4 years of service | 168 hours |
| After 7 years of service | 176 hours |
| After 10 years of service | 192 hours |
| After 12 years of service | 200 hours |
| After 14 years of service | 208 hours |
| After 19 years of service | 248 hours |
| After 24 years of service | 264 hours |

C) Department Heads, Police Chief, Fire Chief and Deputy Chiefs

| | |
|---------------------------------|------------------|
| During the 1st year of service | 12804 hours |
| After 1 year of service | 168 hours |
| <u>After 5 years of service</u> | <u>180 hours</u> |
| After 9 years of service | 192 hours |
| After 14 years of service | 216 hours |
| After 19 years of service | 256 hours |
| After 24 years of service | 280 hours |

D) Police Captains and Police Lieutenants

| | |
|--------------------------------|-----------|
| During the 1st year of service | 88 hours |
| After 1 year of service | 152 hours |
| After 10 years of service | 176 hours |
| After 15 years of service | 200 hours |
| After 20 years of service | 240 hours |

15-362



Standing Committee: Personnel Committee

Document Name: PTO Schedules - Department Heads and Chiefs

Consent

Non-Consent

Chairman Recommend

Recommendation:

Committee recommends adoption of the new PTO Schedule moving Department heads to the current Schedule C, with the addition of a fifth year to the Schedule.

Attest:

Jill Hennessey
Chairperson - Alderperson Jill Hennessey

5.11.15
Date

Christopher Able
Vice-Chairperson - Alderperson Christopher Able

Scott McMeans
Alderperson Scott McMeans

Al Schema
Alderperson Al Schema

Eric Siskewitz
Alderperson Eric Siskewitz

Approved:

Justin M. Nickels
Mayor

Date

15-507



Standing Committee: Personnel Committee

Document Name: Police Lieutenant Holiday Overtime.

Consent

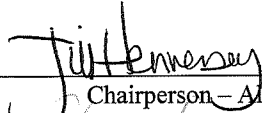
Non-Consent

Chairman Recommend

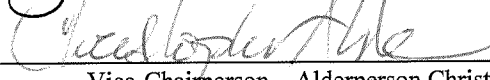
Recommendation:

Committee recommends adoption of the revised holiday pay policy to include Police Lts. to receive holiday pay.

Attest:


Chairperson - Alderperson Jill Hennessey

5.11.15
Date


Vice-Chairperson - Alderperson Christopher Able


Aldersperson Scott McMeans


Aldersperson Al Schema


Aldersperson Eric Sitkiewitz

Approved:

Justin M. Nickels
Mayor

Date