All present are expected to conduct themselves in accordance with our City's Core Values

OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal, Corporation, or Sub-unit thereof.

Meeting of the:	**Human Resources Committee**
Date/Time:	**Monday, March 11, 2019 at 4:30 PM**
Location:	City Hall (407 Grant Street) – Council Chambers – 1st Floor
Members:	Becky McElhaney (C) Gary Gisselman, Dawn Herbst, Michael Martens, Tom Neal

AGENDA ITEMS FOR CONSIDERATION

1) Approval of 1/23/2019 Minutes.
2) Human Resources Reports for January and February.
3) Discussion and possible action on the Employee Handbook Language in Section 8.01-General Provisions.
4) Discussion and possible action on Employee Handbook Language in Section 4.06 – Separation of Employment.
5) Discussion and possible action amending Employee Handbook language to grant HR authority to negotiate vacation time at time of hire in limited circumstances.
6) Discussion and possible action amending Employee Handbook Section 8.11 – Bereavement Leave to grant prorated funeral leave to part-time employees.
7) Future Agenda Items.

Becky McElhaney, HR Chair

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 03/06/19 at 2:00 PM

Questions regarding this agenda may be directed to the Human Resources Office at (715) 261-6630.

It is anticipated that each item listed on the agenda may be discussed, referred, or acted upon unless it is noted in the specific agenda item that no action is contemplated. It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Wausau may be in attendance at the above mentioned meeting to gather information. **No action will be taken by any such group at the above mentioned meeting other than the committee specifically referred to in this notice.**

"In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call Human Resources at (715) 261-6630 or the City's ADA Coordinator at (715) 261-6620 or e-mail clerk@ci.wausau.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation."

Other Distribution: Alderperson, Mayor, Department Heads, Union Presidents.

DRAFT

CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION

DATE/TIME: January 23, 2019 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Michael Martens, Tom Neal
MEMBERS ABSENT:
Also Present: Mayor Mielke, T. Vanderboom

McElhaney called the Human Resources Committee meeting to order at 4:30 p.m. McElhaney indicated that she received several questions asking if public comment would be allowed; she said that public comment would be allowed but asked that comments be limited to approximately 3 minutes due to a Committee of the Whole meeting taking place at 6:00 p.m.

Approval of 12/10/2018 Minutes.
Motion by Neal to approve the December 10, 2018 Human Resources Committee Meeting minutes. Second by Herbst. All ayes. Motion passes 5-0.

Human Resources Reports for December.
Vanderboom asked if the committee members had any questions about the report provided. No questions were posed by the committee about the report.

Motion by Neal to accept the Human Resources Report for December. Second by Martens. All ayes. Motion passes 5-0.

Discussion and Possible Action on Implementation Options of the City of Wausau Wage Study.
Vanderboom said that at the last committee meeting, additional information and fiscal impact information were requested for two of the implementation options, Option 2 and Option 3. Vanderboom provided new information that was not available at the last meeting about how the wage study vendor determined where to place employees according to job seniority.

Vanderboom provided her analysis of Option 2 and Option 3 for the committee that included: number of employees receiving salary adjustments, number of redlined employees, and cost (fiscal impact) per option. Vanderboom provided a correction to her information provided in the meeting packet, in the fiscal impact section. The handout said that Option 2 would cost $31,000 - $56,000 in 2020. The correct numbers are $213,000 - $238,000. Vanderboom said that the City currently has the funds to implement Option 2 in 2019, and the City would need an additional $139,245.42 - $161,719.04 to implement Option 3 in 2019. Both options require additional money to be included in the 2020 budget.

Neal asked what would happen if implementation would be moved to mid-year. Vanderboom said that it would be possible and would provide cost savings for 2019, but full funding would still need to be found for the 2020 budget. Neal said the discussion in the previous meeting was about the workforce being brought to where they need to be, an advancement scenario that gets them to where they want to get over time, and if the City sustain it. Neal said he would like to see a report from the Finance Director or the Finance Committee that addresses these questions. Vanderboom said that if implementation is delayed until mid-year, the implementation cost would be

halved. McElhaney said that the Finance Director had financial information available and could answer any questions.

Finance Director Maryanne Groat said that a lot of risk is involved with selecting and postponing implementation of Option 3 because of possible cost increases for the City in 2020, including the cost of health insurance for employees. Groat advised to not kick the can down the road and push off obligations to the future, thinking that the City will be able to afford something every year. Groat said that every year is a struggle to balance the budget for the City and did not find any available money in the budget to fund Option 3; she said the only options would be to increase taxes to residents or to decrease the infrastructure funding. Groat said that if they did not want to increase taxes, the only way to fund the increases would be to steal money from the capital budget, which she would advise against because the City already has problems with the deferred infrastructure and problems meeting the needs of the streets, buildings, and IT needs. Groat said that a financially sustainable option is needed, that Option 2 would be so, and would recommend it.

Gisselman said he feels that the problem has been pushed off for several years and that the City needs to make it right with employees by proceeding with Option 3.

Neal asked if there is another option available with the understanding that Option 2 is recommended and sustainable, and Option 3 is unaffordable. Vanderboom said that it would be possible to provide another option but no research has been done at this time and the information and any fiscal information would not be available until the next meeting or possibly the March meeting.

Martens asked for the correct numbers for Option 2 that were provided earlier and for clarification on the amounts needed for 2019 and 2020 with each option. Martens then asked Vanderboom to speak about any compression issues with the options. Vanderboom said that she compared the compression between the options and that compression was mostly in B22 and B23.

Public Works Director Eric Lindman expressed his concerns about compression and internal equity within his departments. He feels that bringing his employees only to midpoint will create retention issues. Lindman said that he is willing to give up money in his infrastructure budget and sealcoating budget for the next few years in order to make Option 3 work. He believes that his employees are currently misaligned and that Option 3 would make them whole and create a better work environment for the long-term.

McElhaney asked about the 20 – 26 people who, under Option 3, would be redlined and if that will be creating another problem. Vanderboom said that Option 3 would move 20 – 26 employees to the maximum of their pay range and that they would not receive an increase until a new wage study is done, and only if the market indicated a need to adjust the pay ranges.

Herbst said she agrees with Lindman and is supportive of Option 3. She doesn't want to see employees leave the City for more money, and believes the City needs to give the employees whatever they can and make it right for them.

Gisselman made a motion to approve Option 3 and move it on to the Finance Committee. Gisselman said he would like to have a clear understanding of redlining at a future meeting and how it will be dealt with. Second by Neal. Neal added that he would like other departments to look at their budgets as Lindman has done to see if they can add money to the pot. Neal also questioned redlining of employees. Vanderboom said that when the salary ranges were approved last month, the committee approved the maximum worth of positions; when an employee reaches the maximum of the range, they do not advance beyond the range. If the responsibilities of a position change allowing for the position to be reclassified to a higher grade, there would be room again for pay growth. If another adjustment is needed to the pay ranges after market analysis and a wage study in the future, that could also provide more room for growth. Because Option 3 artificially moves people in the ranges, which was not done with previous wage studies, it has moved some people up to the maximum of their salary range. The redlined employees would still receive annual reviews, but the reviews would not be tied to compensation.

McElhaney said that she has spent a lot of time on this subject to understand it and that the City is a business. McElhaney said that she would like to see a longevity program or similar to address the redlining problem. McElhaney does not believe it is fair or right to have a never-ending pay scale for a long-term employee in a position just to avoid redlining.

Neal continued the conversation of redlining and said he believes employees who have a lot of institutional knowledge due to their length of service should not hit a ceiling and be redlined.

McElhaney said she does not want to see any pay freezes due to the City not being able to afford the option selected, and wants to do what will help the most employees over time and be sustainable.

Kurt DuBore spoke briefly to the committee. Vanderboom provided clarification to the number of employees affected by the wage study and said that 42% of employees are being paid higher than recommended by the wage study and will not see a change in their pay. Vanderboom said that Option 3 reaches an additional 30 people that would not be affected if Option 2 is selected.

Martens said that Option 2 would be more fiscally responsible but he is supportive of Option 3.

Ric Mohelnitzky spoke about his staff, longevity, and the devastation of losing people to other jobs. Mohelnitzky said he feels it is important to pay staff what the positions are worth now according to market and stay with the market.

With no other discussion, the committee voted. Motion passed 4-1 (McElhaney did not approve).

Discussion and Possible Action on Implementation of a Modified Step System for Annual Increases.
Vanderboom explained that the modified step system for annual increases would include regular step increases, a regular cost-of-living review conducted by Human Resources, and a minimum standard that must be met in order to qualify for a step increase. Vanderboom then explained how employees would be placed back into a step system and what it will entail for Option 3, as outlined in the packet. Vanderboom recommends annual increases being done on anniversary dates instead of a set date. Vanderboom then provided an overview of the requirements for increases, as outlined in the packet, and the fiscal impact of granting increases on anniversary dates.

Neal made a motion to approve the implementation of a modified step system for annual increases with 1.5 on anniversary. Second by Herbst. All ayes. Motion passes 5-0.

Discussion and Possible Action on Wage Study Appeal Process.
Vanderboom said that an appeal process was used during the last wage study that was found to be sound, therefore minor modifications of language were made to the process being presented. Vanderboom provided an overview of criteria for an appeal and the process for submitting an appeal.

Gisselman asked who makes the decision for the appeals. Vanderboom said the process vendor would make a recommendation that would then be finalized by the Human Resources Director. Vanderboom explained that the process would be similar to the process that has been used when Department Heads asked for positions to be reclassified during the wage study. The information was provided to the vendor, the decision band method was used, and the vendor provided their recommendations to the HR Director. Gisselman then asked if the recommendations were changed by Human Resources. Vanderboom said that the recommendations of the vendor were sound and were used in the process. If the vendor said that a position could be classified more than one way depending on the structure of the organizations, Human Resources used the recommendation that aligned with the organization.

Motion by Neal to approve the wage study appeal process. Second by Martens. All ayes. Motion passes 5-0.

Discussion and Possible Action on Addressing Future Compression Issues.
Vanderboom explained that union-represented positions and non-represented positions usually receive different annual increase amounts, and it is possible for union-represented positions to catch up in salary to their supervisors who are non-represented. Vanderboom would like to formalize how compression issues will be handled in the future by providing it in written form. Vanderboom said that the wage study appropriately classified non-represented positions according to the current market, but union-represented position wages were not taken into consideration. Currently, Department Heads and Human Resources keep an eye on internal equity and potential pay compression issues. When issues are realized, they go to the Human Resources Committee to adjust salaries of the non-represented employees, to keep them ahead of the union employees. Vanderboom provided language to outline the process and would like to continue it with the Human Resources Committee moving forward.

Motion by Neal to approve the process as presented to address future compression issues. Second by Martens. All ayes. Motion passes 5-0.

Future Agenda Items.
Gisselman would like an item on redlined employees.

Adjournment.
Motion by Gisselman to adjourn. Second by Herbst. All ayes. Meeting adjourned.

_____
Rebecca McElhaney
Human Resources Committee, Chair

HR PERFORMANCE REPORT

Core Services

Classification & Compensation

Open Reclassification Requests

Current Job Position	Current Salary Range	Requested Job Position	Requested Salary Range	Request Date

Completed Reclassification Requests

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Request Date	Council Approval Date

Employee Benefits

Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied
7	4	3	

Reasons why denied under FMLA

Paperwork not returned	Insufficient years of service	Condition does not qualify

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
4	1	3

Employee and Labor Relations

Grievances (YTD)

Number of Grievances	Open Grievances	Closed Grievances	ATU (Metro) Grievances	WPPA (Police) Grievances	WFA (Fire) Grievances
1	1	0	0		1

Open Grievances

Employee Name	Union	Issue	Date Filed	Status
Kraig Kruzan	Fire	Acting Battalion Chief Assignments	2/26/18	Step One (held in abeyance, parties are working toward a mutually agreed upon resolution)

Closed Grievances

Employee Name	Union	Issue	Date Filed	Status

Recruitment & Selection

New Hires

Employee Name	Department	Job Title	Hire Date
Scott Peterson	Police	Police Officer	01/09/19
Josiah Kaetterhenry	Police	Police Officer	01/09/19
Andrew Bloch	Police	Police Officer	01/09/19
Mason Hagenbucher	Police	Police Officer	01/09/19

Seasonal Hires: (1) Youth Apprentice (DPW Motor Pool)

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
4	1	3	0

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Cody Wiesman	Firefighter/Paramedic	Fire Lieutenant	Steven Robers	01/08/19
Justin Fisher	Bus Operator I	Bus Operator II	Gregory Hayes	01/28/19

Active Recruitments

Job Title	Number of Vacancies	Date Vacant	Status
Bus Operator I	3	01/08/18	Collecting Applications
School Crossing Guard	1 reg. + substitutes	11/21/18	Collecting Applications
Police Officer	3	1/1/19, 1/2/19, 1/2/19	Written Test Scheduled
Battalion Chief	2	2019	Fire Dept. Conducting Process
Property Appraiser	2	10/26/18, 12/2018	Candidates in Process
EMS Division Chief	1	8/03/18	Interviews Scheduled
Deputy Fire Chief	1	5/18/18	Interviews Scheduled

Vacant Positions (Not Being Recruited)

Job Title	Number of Vacancies	Date Vacant	Status

HR PERFORMANCE REPORT

Core Services

Classification & Compensation

Open Reclassification Requests

Current Job Position	Current Salary Range	Requested Job Position	Requested Salary Range	Request Date

Completed Reclassification Requests

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Request Date	Council Approval Date

Employee Benefits

Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied
17	10	7	

Reasons why denied under FMLA

Paperwork not returned	Insufficient years of service	Condition does not qualify

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
9	3	3

Employee and Labor Relations

Grievances (YTD)

Number of Grievances	Open Grievances	Closed Grievances	ATU (Metro) Grievances	WPPA (Police) Grievances	WFA (Fire) Grievances
1	0	1	0		1

Open Grievances

Employee Name	Union	Issue	Date Filed	Status
Kraig Kruzan	Fire	Acting Battalion Chief Assignments	2/26/18	The City and Union signed MOU's governing the assignment of acting Battalion Chief and Acting Lieutenant.

Closed Grievances

Employee Name	Union	Issue	Date Filed	Status

Recruitment & Selection

New Hires

Employee Name	Department	Job Title	Hire Date
Scott Peterson	Police	Police Officer	01/09/19
Josiah Kaetterhenry	Police	Police Officer	01/09/19
Andrew Bloch	Police	Police Officer	01/09/19
Mason Hagenbucher	Police	Police Officer	01/09/19
Henry King	Assessment	Property Appraiser	02/04/19
Thomas Ponik, Jr.	Assessment	Property Appraiser	02/18/19
Ashley Schroeder	Fire	Firefighter/Paramedic	02/25/19

Seasonal Hires: (1) Youth Apprentice (DPW Motor Pool)

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
7	2	5	0

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Cody Wiesman	Firefighter/Paramedic	Fire Lieutenant	Steven Robers	01/08/19
Justin Fisher	Bus Operator I	Bus Operator II	Gregory Hayes	01/28/19
Nicholas Olson	Bus Operator I	Bus Operator II	(n/a – Council Approved)	02/18/19

Active Recruitments

Job Title	Number of Vacancies	Date Vacant	Status
Bus Operator I	3	01/08/18	Collecting Applications - Ongoing
School Crossing Guard	1 reg. + substitutes	11/21/18	Collecting Applications - Ongoing
Police Officer	3	1/1/19, 1/2/19, 1/2/19	Candidates in Process
Battalion Chief	2	2019	Fire Dept. Conducting Process
EMS Division Chief	1	8/03/18	Conditional Offer Candidate in Process
Deputy Fire Chief	1	5/18/18	Conditional Offer Candidate in Process
Property Inspector	1	12/17/18	Interviews Completed
Water Distribution Maintainer	2	2/22/19, 4/12/19	Collecting Applications

Vacant Positions (Not Being Recruited)

Job Title	Number of Vacancies	Date Vacant	Status

Human Resource Committee Packet

March 11, 2019

Agenda Item
Discussion and Possible Action on Employee Handbook Language in Section 8.01 – General Provisions
Background
The Human Resources Department has been working to clarify the language in Section 8.01 – General Provisions of the Employee Handbook, but some questions remain. Past revisions have obscured whether: 1. This benefit is intended to apply to all sworn, non-represented employees in the Police and Fire Departments or only those promoted out of the union into these positions? Originally, any employee in certain titles were granted this benefit. However, the language evolved to apply upon "promotion." 2. Is the PEHP benefit intended to be included as "sick leave benefits" in this language? In the Handbook, PEHP appears to be separate from sick leave; however, in the contracts PEHP is included as a component of sick leave. 3. Previous Human Resources staff expanded this benefit to include Perfect Attendance Leave. Provided Council supports this, the Handbook language should be amended to include PAL. 4. The language is currently silent on whether personal holidays should be subject to the Handbook or up for choice. This type of leave seems to be similar to the other leaves already included (i.e. holidays, vacation); however, contract amounts are currently less generous than the handbook.
Fiscal Impact
Undetermined
Staff Recommendation
The main concern is that these items are clarified and a decision is made so that it can be universally applied. Should the Committee and Council chose to extend the benefits as much as possible, the Handbook Language shall be adjusted to read: **8.01 – General Provisions** The following benefits apply to all employees except that holiday, personal holiday, vacation, perfect attendance leave, post-employment health plan, and sick leave benefits for sworn employees ~~persons~~ classified as public safety personnel shall enjoy the benefit that is greater at the time of hire or promotion to a non-represented public safety position, e.g. either the handbook or as outlined in the collective bargaining agreements as determined by the employee and the Director of Human Resources between the City of Wausau and the Professional Police Association and Local 415 Fire Fighters Association. The leave benefits agreed upon at the time of hire or promotion to a non-represented public safety position shall be in effect throughout the remainder of the assignment with the City, except upon promotion to Chief. The Chief of Police and Fire Chief shall be subject to the benefits as outlined in the handbook.
Staff contact: Toni Vanderboom 715-261-6634

Human Resource Committee Packet

March 11, 2019

Agenda Item
Discussion and Possible Action on Employee Handbook Language in Section 4.06 – Separation of Employment.
Background

The City of Wausau Employee Handbook currently grants reinstatement under the following conditions:

"A former regular employee may be reinstated to their former position if they resigned in good standing and if, within one year from the date of resignation, there is a vacancy, and their reinstatement is recommended by the Department Director and approved by the Director of Human Resources or the Police and Fire Commission for positions under their jurisdiction. Employees granted reinstatement will serve a six (6) months introductory period regardless of the length of introductory period served during the prior service. Upon rehire benefits will accrue based on the employee's total years of service."

In the past year and a half, two prior employees have received employment offers to return to the City of Wausau in a more responsible position with the City of Wausau. Based on the language above, both employees were/are ineligible for reinstatement because they were returning to a new position. Employees cannot currently be reinstated and then promoted, because an employee must be off probation before being eligible for promotion.

Items for discussion:

- Does the Committee wish to amend the reinstatement process to allow a tiered approach?
- Does the Committee wish to add language to allow an employee to be reinstated and then immediately promoted?
  - Pros: Would allow employees who return to City service within a reasonably short period of time to return to their prior balances.
  - Cons: Would result in additional expenses to the City (sick leave, vacation time, etc.), exceeds the original intention of reinstatement.
- Does the Committee wish to allow employees to reinstate to any previously held position (provided they left in good standing and have the support of the Department Director and HR) or only allow employees to return to the last-held position?
  - Pros: Would allow flexibility to bring back prior employees upon the recommendation of the Department head even if no vacancy exists in the last held position.
  - Cons: Could result in less senior employees who have not separated waiting longer for advancement, as employees reinstated to a lower position would presumably be interested in advancement opportunities (especially to the previously held position).

Fiscal Impact
Undetermined

Human Resource Committee Packet

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Staff Recommendation

I recommend applying a tiered approach to reinstatement:

- Tier 1: the employee will accrue benefits based on the total years of service and receive any prior paid leave balances that have not expired or been paid out. (For example, the employee would receive his/her sick leave balance).
- Tier 2: the employee is reinstated and accrues benefits based on the total years of service, but dues NOT receive any balances.
- Tier 3: employee is reinstated without having to participate in a competitive examination process, but accrues benefits based upon the reinstatement date instead of total years of service and does NOT receive any balances.

Timeline options:

OPTION 1	**OPTION 2**
Tier 1: return within 6 months	Tier 1: return within a year
Tier 2: return after 6 month but less than a year	Tier 2: return after 1 year but less than 2 years
Tier 3: return after 1 year but less than 2 years	Tier 3: return after 2 years but less than 3 years

Staff contact: Toni Vanderboom 715-261-6634

Human Resource Committee Packet

March 11, 2019

Agenda Item
Discussion and possible action amending Employee Handbook language to grant HR authority to negotiate vacation time at time of hire in limited circumstances.
Background
The City of Wausau Employee Handbook currently grants set vacation accrual amounts according to seniority, and all employees are subject to the same accrual criteria. No authority is granted under the currently duly approved policy to allow negotiation of additional vacation time at the time of hire. The Human Resources Department receives frequent requests from applicants, as well as from City managers and public officials to consider amending the vacation policy to allow candidates to negotiate a higher starting vacation accrual than currently approved in the Employee Handbook. The HR Department intends to conduct an overall Benefit Analysis once the wage study is completed and respectfully requests that any discussion of the vacation accrual amounts wait until that analysis is complete. However, because of the timeliness regarding current employment offers, and because of the frequency of questions on this topic, we have placed this item for discussion and possible action before that analysis is begun.
Fiscal Impact
Undetermined
Staff Recommendation
I have some reservations regarding allowing candidates to negotiate vacation time. Any candidate who negotiates higher vacation time will upset the internal equity of the vacation accrual system. Nearly every candidate who begins with the City asks if the City is willing to negotiate additional vacation time, and we have no evidence of an employment offer being declined because of vacation accrual. If the City doesn't limit the ability to negotiate vacation time, eventually no employee will be following the approved accrual guidelines and it will be difficult if not impossible to maintain any internal equity governing paid vacation time. If the City chooses to amend the Employee Handbook language to allow new employees to negotiate vacation time along with a starting salary, it will be incumbent upon City managers and Human Resources to limit the number of individuals who are allowed to do so to a reasonable amount. If this item is passed, I would strongly recommend that it be limited to executive or other high-level positions, and to positions that have been identified by Human Resources as being difficult to fill. This determination should be made by Human Resources according to quantifiable criteria, such as a previously unsuccessful recruitment.
Staff contact: Toni Vanderboom 715-261-6634

Human Resource Committee Packet

March 11, 2019

Agenda Item
Discussion and possible action amending Employee Handbook Section 8.11 – Bereavement Leave to grant prorated funeral leave to part-time employees.
Background
It is the City of Wausau's current practice to grant pro-rated bereavement leave to regular part time employees. In 2018, the Human Resources Committee and Common Council took action to clean up the language in the Employee Handbook to accurately reflect the current practices regarding part-time employee benefits. Bereavement Leave was overlooked during that prior amendment.
Fiscal Impact
Undetermined
Staff Recommendation

Recommend amending Section 8.11 of the Employee Handbook as follows:

8.11 – Bereavement Leave

The City recognizes the need for employees to have time to make arrangements, handle family matters and attend funerals when a close or extended member of their family dies. The City shall grant bereavement pay to regular full-time employees as follows:

Death in Immediate Family – Up to three (3) days of leave is provided. Immediate family includes:

- employee's spouse, children, grandchildren, father, mother, brother, sister
- the employee's spouse's parents
- employee's step-children, step-grandchildren, step-father, step-mother, step-brother, step-sister
- the employee's spouse's step-parents
- any person who had resided with the employee immediately preceding the person's death

Death in Extended Family – Up to one (1) day of leave is provided. Extended family includes an employee's brother-in-law, sister-in-law, uncle, aunt, niece, nephew, great grandchildren, and grandparents.

Regular part-time employees shall receive a proration of bereavement leave based on their number of hours worked.

Additional time off requested as paid or unpaid leave may be available for use by employees if the circumstances warrant. Employees should contact their supervisor to discuss any requests and exceptions may be granted at the discretion of the Department Director, in consultation with the

Human Resource Committee Packet

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Director of Human Resources.
Staff contact: Toni Vanderboom 715-261-6634