

CITY OF CHIPPEWA FALLS, WISCONSIN

**NOTICE OF PUBLIC MEETING**

In accordance with the provisions of the Wisconsin State Statutes, Sec. 19.84, notice is hereby given that a public meeting of:

**Committee #2**  
**Labor Negotiations, Personnel, Policy & Administration**

**Will be held on Tuesday, April 2, 2019 at 8:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Items of business to be discussed or acted upon at this meeting are shown on the attached agenda below:

1. **Discuss nepotism policy guidelines. Possible recommendations to the Council.**
2. **Review current comp time policy and discuss possible changes. Possible recommendations to the Council.**
3. **Discuss current polling place locations and potential changes for 2020 election year. Possible recommendations to the Council.**
4. **Adjournment**

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THEY HAVE DECISION MAKING RESPONSIBILITY.

NOTE: REASONABLE ACCOMMODATIONS FOR PARTICIPATION BY INDIVIDUALS WITH DISABILITIES WILL BE MADE UPON REQUEST. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT THE CITY CLERK AT 726-2719.

PLEASE NOTE THAT ATTACHMENTS TO THIS AGENDA MAY NOT BE FINAL AND ARE SUBJECT TO CHANGE. THIS AGENDA MAY BE AMENDED AS IT IS REVIEWED.

**CERTIFICATION OF OFFICIAL NEWSPAPER**

I hereby certify that a copy of this notice has been posted on the City Hall bulletin board and a copy has been given to the Chippewa Herald on March 29, 2019 at 2:15 pm by BNG.

## COMPENSATORY TIME

**POLICY:** It is understood that Managers and other exempt positions (as classified by your job description) are paid a salary for their overall responsibility and accountability and may work in excess of the normal work week in order to complete necessary job tasks.

**Earned and Limits:** At the discretion of the Department Head, non-department head exempt management employees who work in excess of 37.5 or 40 hours (depending on their normal workweek) in a workweek may qualify for compensatory time. Compensatory time shall be earned prior to use, is earned at straight time (hour for hour), and must be tracked accordingly on the designated form. Compensatory time balances should not exceed 80.0 hours at the end of the calendar year. Employees are strongly urged to use earned compensatory at the earliest available opportunity.

**Compensatory Time Payout:** All accrued and unused compensatory time will be paid out for the following reasons:

1. If an employee is promoted to a management/department head position; or
2. If an employee transfers to another department;
3. If an employee terminates employment with the City.

Compensatory time payout due to promotion to a department head position; or transfer to another department will be added to the payroll on the last day worked in the former position, paid at the regular rate of pay, to be paid in cash via the employee paycheck. The compensatory time paid shall not be considered time worked.

**Approval:** All compensatory time earned must be approved in advance by the department head. If advanced approval is not obtained the employee is not authorized to work the overtime. The department head has the sole right to approve or deny compensatory time requests. Failure to obtain prior approval may result in disciplinary action, up to and including termination of employment.

**Compensatory Time Off:** Use of compensatory time must be requested by the employee as far in advance as reasonably possible, and must be approved in advance by the Department Head. Employees shall follow written departmental procedures for requesting to take compensatory time. Requests to use compensatory time may be denied based on the needs and workload of the department or if other employees are already scheduled for time off. The department head has full authority to approve or deny said request.

**Department Scheduling Procedures:** Each department shall establish written procedures to ensure that compensatory time off requests are processed in a fair and equitable manner, with first consideration to be given to the efficient operation of the department.

## TIME AT WORK & COMPENSATION

### **HOURS OF WORK / WORK SCHEDULES**

**POLICY:** To provide employees with standard work hours and work schedules while ensuring staffing coverage necessary for effective operations.

#### **Standard Work Week and Work Day for Hourly Employees (Non-exempt):**

The standard work week for full-time employees shall be five days of work, totaling 37.5 (thirty-seven and one-half) or forty (40) hours, as designated by the respective department. The standard work day (starting time and ending time) shall be designated by each department. The City of Chippewa Falls retains the right to change work hours and work schedules; employees requesting changes to work hours and work schedules must provide their department head/supervisor with a written request and receive written authorization before making any changes. Changes requiring advance approval include starting work before the beginning of the shift, working over an unpaid lunch period, or working after the end of the work day. Hourly employees may not use electronic communication to conduct work outside the regular work day without prior approval.

The standard work week and work day for any part-time employee shall be designated by the City.

#### **Standard Work Week for Salaried Employees (Exempt):**

Salaried employees are expected to adhere to a regular schedule with the expectation and understanding that the schedule may be adjusted to meet the needs of the job.

#### **Overtime - "Exempt" v. "Non-Exempt":**

Under the Fair Labor Standards Act (FLSA), non-exempt positions are eligible for overtime and "exempt" positions are generally not eligible for overtime. Non-exempt City employees shall receive time and one-half for all hours worked over thirty-seven and one-half (37 1/2) or forty (40) in a workweek depending on the employee's normal workweek. Overtime work shall be distributed as equally as possible within each department. Paid leave time, including vacation and sick time, shall be counted as "hours worked" for overtime purposes. Employees may not work overtime without prior supervisor authorization; working overtime without authorization may result in disciplinary action.

#### **Lunch and Break Periods:**

Each department establishes lunch and break period guidelines which are subject to change in order to meet operating needs. Any break periods that are cancelled or not taken may not be used to extend a subsequent break/lunch period or "saved" to be used at a later date; break periods cannot be used to make up lost time due to tardiness or absence, and cannot be used arrive late or leave early from work. Any deviations regarding lunch and/or break periods require prior department head approval.

**Work on a Holiday and Holiday Pay:**

Employees who are required to work on a holiday shall receive twice the hourly rate of pay in addition to holiday pay. If an employee is scheduled to work on a holiday and does not report to work due to illness, the employee shall receive sick leave pay, but shall forfeit holiday pay.

Employees shall receive one (1) day pay at regular straight time rate of pay for each holiday authorized by the City on which they performed no work, providing the employee shall have worked his/her last scheduled work day prior to and his/her first scheduled work day following the holiday. For purposes of this section, time off for sick leave, vacation or compensatory time shall be considered time worked.

At the City's discretion, an employee who is required to work on a holiday may be scheduled for a different day off in lieu of the holiday/holiday pay.

**Emergency Call-In Pay:** Emergency Call-In Pay will be according to Department Policy. Department Policies should be filed with the City Finance and Administration Department.

**Wage Rates for Hourly Employees:**

Wage rates for hourly employees are included in the Appendix to this Handbook and will be updated as changes are approved by the City Council.