



## CITY OF GREEN BAY PERSONNEL POLICY

<b>Policy Title</b> Hours of Work and Fringe Benefits	<b>Policy Reference</b> Chapter 9
<b>Policy Source</b> Human Resources Department	<b>Legal Review Date</b> July 6, 2017
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### 9.1 DEFINITIONS

- 9.1.1 Full-Time Employee. The normal work week for a full time employee will be 40 hours per week or 2080 scheduled annual hours.
- 9.1.2 37.5-Hour Employee. Employees classified as non-exempt (hourly) may be scheduled to work 37.5 hours per week or 1950 scheduled annual hours.
- a. Employees regularly scheduled to work 37.5 hours per week will receive the appropriately prorated amount of vacation, sick leave, personal leave and all other applicable leave benefits. However, the maximum accumulation allowed for these leaves will not be prorated.
  - b. Employees regularly scheduled to work 37.5 hours per week will receive the City's same contribution to the employee insurance plans as provided to full time employees.
- 9.1.3 Part-Time Employee. Employees in a position regularly scheduled to work 20 or more hours per week for a full calendar year, will be eligible for appropriately prorated vacation, sick leave, personal leave and holidays. Employees regularly scheduled to work less than 37.5 hours per week but 20 hours or more per week will have the City's contribution toward health, dental and life insurance appropriately prorated. Any exceptions to this provision must be approved by the Human Resources Director or designee.
- Part time cleaners at City Hall who are scheduled to work 17-hours per week will be eligible to receive benefits prorated at 45% of full time.
- 9.1.4 General Employee. A full-time or part-time employee not represented by a public safety or transit union.
- 9.1.5 Exempt Employee. An employee exempted from the provisions of the Fair Labor Standards Act.
- 9.1.6 Non-Exempt Employee. An employee subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

- 9.1.7 Regular Employee. An employee in a position that is regularly scheduled for 52 weeks a year for 20 hours or more.
- 9.1.8 Limited Term Employee (LTE). An employee in a position that is scheduled for 52 weeks or less. Limited Term Employees are generally not eligible for fringe benefits; however, are eligible for the applicable paid holidays and personal leave which will be appropriately prorated to the length of employment.
- 9.1.9 Service Date. Service date will commence upon an employee's most recent date of hire as a full-time regular employee by the City. This includes employees regularly scheduled to work 37½ hour per week.

## 9.2 HOURS OF WORK

The City retains the right to establish the work schedules and hours of work.

- 9.2.1 Work Day. The core hours for City Hall and other City offices will be 8:00 a.m. to 4:30 p.m.
  - a. Non-exempt employees may regularly be assigned to work either 8 or 7.5 hours per day with a 1-hour unpaid lunch period. At the discretion of the department head the lunch period may be changed to a 30-minute unpaid lunch period and the work hours adjusted accordingly as long as the core hours are covered.
  - b. Exempt employees will be allowed flexibility in scheduling their work day as long as they regularly cover the core hours and regularly work at least 40 hours per week, subject to department head approval.
  - c. Flex Scheduling. A General Employee's Work Day hours may be flexed periodically with the approval of the employee's supervisor and according to the operational needs of that department. This includes coming in late, taking a longer lunch, leaving early or being gone for a portion of a Work Day. Time must be made up within the same workweek and may be made up by coming in early, working through lunch, or staying late. No flextime will be approved that will result in unauthorized overtime or compensation for greater than 40 hours of work in a workweek for hourly employees.
- 9.2.2 Work Week. The regular work week for City Hall and other City offices will be Monday through Friday.
- 9.2.3 Alternative Work Schedules. At the discretion of the department head an alternative work schedule may be established within a department if such scheduling meets the demands and needs of the City. Any alternative work schedule established must have final approval of the Human Resources Director or designee. An alternative work schedule consists of regularly scheduling full-time employees to work one less work day every other week by working longer hours during the remaining days. The definition's intention primarily includes weekly and biweekly arrangements. Weekly arrangements such as 4/40 require 40 hours over 4-work days every week. Biweekly arrangements such as 9/80 require 80 hours over 14 calendar days every two weeks.

- 9.2.4 Summer Work Schedule. The core hours for City Hall during the summer are 7:30 a.m. to 5:00 p.m. (with a 30 minute lunch) Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Fridays, except for established holidays. For security purposes and to ensure compliance with wage and hour laws, City Hall shall close at 11:30 a.m. on Friday and employees are not permitted to work in City Hall after 11:30 a.m. on Fridays unless it is approved by the employee's Department Head or designee and the Human Resources Department. Summer schedules for seasonal, part-time, and operational employees will be determined by the department head. Summer hours will run from Memorial Day through Labor Day. Staffing needs and operational 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.
- 9.2.5 Work Breaks. Employees working in offices may leave their place of work and return 15 minutes later for 2 work breaks in a 7.5 or 8 hour work day, one in the first half of the work day and the other in the second half of the work day. Employees not working in offices (example, performing field work) will be entitled to 2 work breaks. Work breaks not taken are lost and cannot be accumulated or used to extend lunch periods or shorten the work day.
- 9.2.6 Overtime. In accordance with the Fair Labor Standards Act (FLSA) non-exempt employees will receive overtime at the rate of 1½ times the employee's regular hourly rate and will be paid for all hours actually worked in excess of 40-hours per week. Vacation, personal days, compensatory time, holiday time, funeral leave, jury duty leave and paid military leave will be considered actual hours worked for the purposes of determining eligibility for overtime. Overtime hours must be approved by the Supervisor.
- Overtime compensation may be in the form of compensatory time which may accumulate to a maximum of 80 hours during the course of the year and either be used or paid out prior to January 1 of the following year. Only time earned at the overtime rate of 1½ can be placed in the compensatory time bank.
- Effective January 1, 2012 employees will receive only one cash-out per year of compensatory time at the end of the calendar year.
- 9.2.7 Compensatory Time. Exempt employees will be allowed compensatory time off on an hour for hour basis to a maximum of 64 hours per year. Such time will be calculated on a weekly basis and time not taken by the end of the year will be lost. Only overtime authorized by the department head or division head may be accrued and any time taken must be approved by the supervisor and documented on an approved City form.
- 9.2.8 Police Captains, Assistant Fire Chief, Division Fire Chiefs. These positions will not be eligible for overtime pay except for those events reimbursed by the Green Bay Packers or other special events where the funding for the officers and supervisors is paid directly by the special event sponsor and not the City as determined by the Chief.

### 9.3 HEALTH AND DENTAL INSURANCE

- 9.3.1 Selection of any provider for health and dental insurance and determination of coverage and benefit levels will be at the discretion of the City.
- 9.3.2 Effective July 1, 2011 employees will pay 15% and the City will pay 85% of the single or family premium for health care insurance benefits.
- 9.3.3 Effective July 1, 2011 employees will pay 12.5% and the City will pay 87.5% of the single or family premium for dental insurance benefits.
- 9.3.4 Employees will be entitled to reduce their health insurance premium contribution by 2.5% per year by successfully participating in the Wellness Incentive Program. All Wellness Incentives must be completed in the prior year to receive the 2.5% reduction in the following year.

To receive the health insurance premium reduction, the spouse of an employee must participate in the Wellness Incentive Program. The spouse of an employee will not be required to participate in the Wellness Incentive Program if the spouse has a health risk assessment screening conducted at the spouse's employer, however, the spouse must comply with the age-specific requirements of the City. If the spouse of an employee or an employee with family coverage does not participate in the Wellness Incentive Program, the health insurance premium reduction will be 1.25%.

### 9.4 LIFE INSURANCE

- 9.4.1 General employees are eligible for term life insurance coverage at City expense, in an amount equal to their salary rounded to the next higher thousand dollar increment or \$30,000, whichever is higher. Employees have the option to purchase additional term life insurance for themselves. Additionally, life insurance for spouse and dependent children will be made available as an option for the employee's spouse and eligible dependent(s). Employees will pay all premium costs for the additional optional insurance through payroll deductions.

### 9.5 RETIREE HEALTH AND DENTAL COVERAGE

- 9.5.1 Retirees under age 65 will be included under the City's health and dental insurance plans provided that total premiums and any additional costs to the City, including any administrative fees are paid by the retiree.
- 9.5.2 Coverage for an employee's surviving spouse can continue following the death of the employee until the date of the surviving spouse's death, on attainment of age 65, or the date of remarriage, provided that the surviving spouse pays the applicable contribution when due.

### 9.6 OTHER BENEFITS

- 9.6.1 Deferred Compensation. The City offers all regular employees an opportunity to participate in its Section 457 deferred compensation plans. Enrollment forms are available at any time through the Human Resources Department. Under this plan employees may defer a percentage of their gross wages during any tax year consistent with IRS regulations.

9.6.2 Flexible Spending Account. All regular employees are allowed to participate in a Section 125 Flexible Spending Plan in which the employee may pay for certain qualifying expenses in accordance with IRS regulations with pre-tax dollars. Qualifying expenses may include:

- a. Employee share of medical plan premiums.
- b. Out-of-pocket health, dental and vision care expenses not reimbursable by any other insurance coverage.
- c. Dependent care expenses pursuant to IRS Section 129.

9.6.3 Wisconsin Retirement System (WRS).

- a. All employees covered by the Wisconsin Retirement System will make a retirement contribution in an amount equal to one-half of all actuarially required contributions through payroll deduction as approved by WRS.
- b. All employees not covered by the Wisconsin Retirement System and working less than 1200 hours per year will participate in the FICA alternative program.

## 9.7 SICK LEAVE

9.7.1 Regular employees will accrue sick leave at the rate of 8-hours per month for each month of service to a maximum of 1152 hours. An employee may use sick leave for absences necessitated by injury or illness of the employee or an immediate family member.

9.7.2 In order to be granted sick leave an employee must:

- a. Report prior to the start of the work day to the supervisor the reason for the absence.
- b. Keep the supervisor informed of the employee's condition and the anticipated date of return to work.
- c. Be legitimately ill or attending a member of the immediate family who is ill and unable to care for themselves or make other arrangements for care.
- d. For purposes of this article, "immediate family" will mean spouse, parent, stepparent, child, stepchild, foster child, guardian or sibling who lives at home.
- e. Be on route to, or at, a medical or dental appointment which could not be scheduled outside of work hours. Appointments that must be scheduled during work hours will qualify for sick leave on an hour for hour basis. When possible, the supervisor will be allowed to adjust the employee's work schedule to accommodate the appointment.

9.7.3 Employees who intend to be absent from work due to illness or injury must notify their supervisor prior to the start of the workday. If the absence continues beyond one day, the employee is expected to keep the supervisor informed of their condition and anticipated return date. At the employer's discretion the employee may be required to provide medical verification.

9.7.4 Misuse of sick leave may subject the employee to disciplinary action per these policies. Management may periodically review amounts of use as well as patterns of use and counsel employees on problem areas.

9.7.5 Escrow Account.

- a. Employees employed prior to March 25, 2011 who terminate employment by eligibility and acceptance to the State Retirement system will have accumulated sick leave, up to a maximum of 688 hours, placed in an escrow account and used to pay health insurance premiums. This provision will not apply to employees employed after March 25, 2011.
- b. Employees retiring prior to December 31, 2013 will have sick leave hours placed in their escrow account either in accordance with the provision in effect on March 1, 2011 or in accordance with section 9.7.5.a above, whichever is more beneficial to the employee.

9.8 BONE MARROW AND ORGAN DONATION LEAVE

9.8.1 Policy. The City provides Bone Marrow and Organ Donation leave in accordance with Wis. Stat. § 103.11. Eligible employees are allowed up to six (6) weeks leave in a 12 month period for the purpose of serving as a bone marrow or organ donor, provided the employee provides the City with a certification from a health care provider stating that the employee has a serious health condition that necessitates a bone marrow or organ transplant or the employee is eligible and has agreed to serve as a bone marrow or organ donor. In addition, the leave is only for the period necessary for the employee to undergo the bone marrow or organ donation procedure and to recover from the procedure.

9.8.2 Paid Time Off. When an employee qualifies for bone marrow or organ donation leave, the City will provide paid days off while the bone marrow and organ donation leave is being used as follows:

- Any employee who is eligible as a bone marrow donor will receive from the City up to 5 paid days off for the procedure and to recover from the procedure.
- Any employee who is eligible as a human organ donor will receive from the City up to 30 paid days off for the procedure and to recover from the procedure.
- Should the leave exceed the number of days as noted above, the employee will be required to substitute vacation, personal or sick leave, in accordance with City of Green Bay Policy 23.7, for the remainder of the leave.

9.8.3 Eligibility. Bone marrow and organ donation leave applies only to an employee who has worked for the City more than 52 consecutive weeks and for at least 1000 hours during that 52-week period.

9.8.4 Notice. The employee shall give the employer advance notice of the bone marrow or organ donation in a reasonable and practicable manner. The employee shall make a reasonable effort to schedule the bone marrow or organ

donation procedure so that it does not unduly disrupt the employer's operations, subject to the approval of the health care provider of the bone marrow or organ donee.

9.8.5 FMLA. As stated in City of Green Bay Personnel Policy 23.4.4, eligibility requirements for a bone marrow or organ donor will normally meet requirements for the Family Medical Leave Act and allow the City to count the time used for these leaves against employees' FMLA entitlement. Therefore, FMLA forms are required for all bone marrow or organ donor leaves in excess of 3-consecutive scheduled workdays and may be required for less than 3 days given the circumstances.

9.8.6 File a Complaint. A complaint concerning a denial of rights under the Bone Marrow and Organ Donation Leave policy must be filed with the State of Wisconsin State Department of Workforce Development within 30 days after the violation occurs or when the employee should have reasonably known the violation occurred, whichever is later.

## 9.9 VACATION

9.9.1 All regular full-time employees will be entitled to a vacation and will earn annual vacations with pay as indicated by the following:

- Start through end of 5<sup>th</sup> year                      80 hours
- 6<sup>th</sup> through end of 10<sup>th</sup> year                      120 hours
- 11<sup>th</sup> through end of 15<sup>th</sup> year                      136 hours
- 16<sup>th</sup> through end of 20<sup>th</sup> year                      160 hours
- 21<sup>st</sup> year plus    200 hours

The City may credit a new employee with the number of years that the employee spent in a position or positions that were part of the required, minimum qualifications stated in that employee's job description, up to a maximum of the number of years' experience required by the job description, subject to approval by the Human Resources Director or designee.

9.9.2 An employee leaving the employ of the City will be required to repay the appropriately prorated amount of vacation time used but unearned in that year.

9.9.3 Continuous service will not be considered interrupted while the employee is on military leave, leave of absence without pay, lay-off, or while the employee is receiving Worker's Compensation for an on-the-job injury.

9.9.4 An employee whose status changes from a benefit earning temporary position to a regular position without a break in service may receive vacation credits from the date of the employee's appointment to benefit earning temporary status.

9.9.5 Employees who are earning more than 200 hours of annual vacation as of March 25, 2011 will be grandfathered and redlined at their current amount of vacation accumulation while employed by the City.

9.9.6 Charges against vacation credits will be made only for those days on which an employee normally works. If a legal holiday falls within the vacation period, the

holiday will not be charged against vacation.

- 9.9.7 Use of vacation time must be approved in advance by the department head. All vacation approvals will be made with first consideration given to the efficient operation of the department. Vacation schedules will be established early in the calendar year at which time senior employees, in terms of length of service, will be given vacation schedule preference. Once the schedule is set, employees will be granted vacation on a first come first served basis.
- 9.9.8 Unused vacation may be carried over into the next year with a maximum allowable accumulation of 240 vacation hours.
- 9.9.9 Vacation Escrow. An employee employed prior to March 25, 2011, may during their last 3 years of employment convert earned vacation days unused at the end of the calendar year to an escrow account, said conversion of vacation to be at the current salary at the time of conversion. The conversion of vacation days to escrow will be capped at a maximum of 80 hours per year effective January 1, 2012. In addition, at the time an employee separates from City service by eligibility and acceptance to the State Retirement system, the employee may escrow all or a part of their accumulated vacation leave. This provision will not apply to those employees employed after March 25, 2011.
- 9.9.10 An employee must notify the Finance Department by January 31 of the following year of the amount of vacation to be placed in the employee's escrow account.

#### 9.10 VACATION DONATION

- 9.10.1 Non-probationary employees who exhaust their accumulated paid leave may seek vacation donation from co-workers. Such request will be made in writing to the department head who will refer the request to the Human Resources Department if the following conditions are met:
- a. The employee does not have a written reprimand on file for the last 6 months or has not been suspended without pay in the last 12 months.
  - b. The time off being requested will be justified by medical verification or other reasonable documentation acceptable to the department head.
- 9.10.2 Upon satisfying the above requirements, the request will be referred to the Human Resources Director or designee who may authorize the posting of the vacation donation request.
- 9.10.3 Upon approval of the request, the department or union representative will post the notice. Employees wishing to donate vacation time must sign the request and include the number of hours they wish to donate. Employees from other departments wishing to donate vacation days can contact the representing union personnel to be placed on the list. The representing union personnel are responsible for turning in the donated forms to Human Resources for authorization. Human Resources will forward a copy to the Payroll Division to process the request.

- 9.10.4 Once the posting is removed, Payroll will randomly assign selection numbers for use of donated time. If employees have donated more than one day, each day will be assigned a random selection number, as above. Single days will be used in each “round” and no employee will have more than one day at a time used unless all days donated by other employees have been exhausted. The department will be responsible for notifying payroll when an employee is on donated time so that the appropriate time is paid out.
- 9.10.5 Vacation hours must be donated in whole-hour increments and on an hour-for-hour basis irrespective of the base hourly rates of the donor and the recipient. Vacation donated but not used, will remain in the account of the donating employee, providing they would not have lost the days due to the 30 day rollover maximum.
- 9.10.6 Donated vacation hours may be used by the recipient retroactively. For a leave recipient who subsequently leaves the position and is no longer an eligible employee, donated vacation hours may only be used up to the date of ineligibility or separation.
- 9.10.7 Employees receiving donated vacation will not accrue any benefits (vacation, sick, etc). However, the total number of whole days donated will be calculated and the employee will be eligible to receive insurance benefits from the time that their paid leave expires until the time the donated days would have been exhausted.
- 9.10.8 Once donated vacation time has been exhausted, the department or union representative has the option of reposting the request.
- 9.10.9 The City will not allow vacation to be donated if any donation of time will create a fiscal liability for the City (i.e., it will create overtime). Time donated must represent a legitimate sacrifice and the donated time was not going to be lost anyway. Donated time will be used for wages only.

9.11 PERSONAL LEAVE

Beginning January 1, 2012, regular full time employees will be eligible for 24-hours of personal leave annually. Personal leave must be used during the calendar year earned and may not accumulate from year to year. Personal leave will be scheduled in the same manner as vacation. Personal leave may not be converted to escrow. Personal leave will be appropriately prorated for employees who work less than a calendar year.

9.12 HOLIDAYS

9.12.1 Effective January 1, 2012, the following are recognized paid holidays:

New Year's Day	Thanksgiving Day
½ day Friday before Easter	Day after Thanksgiving*
Memorial Day	½ day Christmas Eve
Independence Day	Christmas Day
Labor Day	½ day New Year's Eve
*In lieu of the Day after Thanksgiving – employees represented by the DPW Labor Association will have a floating holiday	

9.12.2 When one of the holidays listed above falls on a Sunday, the next normal workday will be treated as the holiday. When one of these holidays falls on a Saturday, the previous Friday will be treated as the holiday. Except that the scheduling of holidays for parking division and police department employees required to work on holidays will be in accordance with applicable department policy.

9.12.3 Employees will be allowed holiday pay for the above recognized holidays provided they meet the following requirements:

- a. That they be actively employed during the payroll period immediately preceding the holiday with the exception of authorized absence, and
- b. That they work the scheduled day immediately preceding the holiday and the scheduled day immediately following the holiday except in cases involving authorized paid leave such as sick leave or vacation.

9.12.4 Non-exempt employees called into work on a holiday will be eligible to receive double time pay. An employee regularly scheduled to work a holiday will not be eligible for the double time pay and will be paid at their regular rate of pay.

### 9.13 FUNERAL LEAVE

Employees will be allowed up to 3-days off with pay for absences necessitated by the death in the employee's immediate family, including spouse, parent, stepparent, child, stepchild, foster child, sibling, guardian, ward, parent-in-law, grandchild, grandparent or step grandparent. In circumstances which require an employee to attend a funeral of a member of the immediate family at a travel distance in excess of 300 miles from Green Bay or for other extenuating circumstances an additional 2-days may be granted. Employees will be allowed 1-day off with pay to attend the funeral of the spouse's grandparents or of a son-in-law, daughter-in-law, sister-in-law, brother-in-law, aunt or uncle of the employee or spouse.

In the event of the death of a co-worker presently working (within the past 90 days) and performing duties for the City, employees working in the same department and physical location having a close working relationship and others who worked closely with this individual on a regular basis, at the sole discretion of the department head, may be allowed up to 3 hours of administrative leave for attendance of a local funeral and related event. All others and time beyond this amount will be required to be accounted for by using compensatory time or personal leave or other appropriate accumulated leave.

### 9.14 LEAVE OF ABSENCE

An unpaid leave of absence may be granted when it is in the best interests of the City and employee to do so. Requests for such leave will be approved prior to the taking of such leave.

9.14.1 Request for an unpaid leave of absence for justifiable reasons will be made by application as follows:

- a. The applicant will submit a written request at least 48 hours prior to the leave.
- b. Request for a leave that does not exceed 10 consecutive working days,

must be made to the department head of the respective department.

- c. Request for a leave in excess of 10 consecutive working days, must be made in writing to the Human Resources Department.
- d. When a leave of absence for medical reasons is requested as an extension of Family and Medical Leave, acceptable medical verification must be provided.
- e. A leave of absence may be granted to an employee who has been delegated to perform a service for a Union.
- f. All leaves of absence in excess of 10 consecutive working days must be approved by the Personnel Committee.
- g. Failure to comply with the provisions of this section will subject the employee involved to disciplinary action.

#### 9.14.2 Administration of Leave

- a. At expiration of an unpaid leave, the employee will be reinstated in the position vacated or in an equivalent position which is vacant if the employee meets the stated qualifications. If a suitable vacancy is not available, the employee's name will be placed on a reinstatement list.
- b. Sick leave will be prorated while an employee is on an unpaid leave. Insurance may be retained if the entire premium is paid monthly by the employee during calendar months that the employee is off the payroll for the entire month. The City will continue to pay the insurance premiums during calendar months that the employee is on the payroll for any portion of the month.
- c. A leave of absence for illness will not be granted unless an employee has exhausted all available family and medical leave and all accumulated sick and vacation days.
- d. A return to work at an earlier date than scheduled may be arranged by the supervisor and employee.
- e. Employees on leave from the City may not be employed full time elsewhere.
- f. An employee, unable to return on the scheduled date, may submit a written request for extension of the leave of absence to the Human Resources department, subject to approval of the Personnel Committee. If, on the date following expiration of the leave, an employee has not returned to work and no extension was granted, the employee will be considered to have resigned from City employment.

9.14.3 An employee who is physically and mentally able to work but fails to do so for 3 consecutive work days or more, unless on approved leave or due to circumstances beyond the employee's control will be considered to have voluntarily resigned from employment.

## 9.15 MILITARY SERVICE

9.15.1 A regular full-time employee will be granted a military leave without pay if the employee leaves the service of the City to join the military services of the United States during time of war or other national emergency or who is drafted into the military service at any time. Dependent upon the length of military leave, the employee must report back to work within the timeframe prescribed by the Uniformed Services Employment and Reemployment Rights Act (USERRA). Proof of date of release must be filed with the Human Resources Department within a reasonable period of time following release from duty. Such employee will be restored to the position vacated or to a comparable position without loss of accrued benefits at start of military leave and application will be made to the Human Resources Director or designee, provided such employee is physically and mentally capable of performing the work of the former position.

9.15.2 Military Reserve Leave. A regular employee who is a member of any United States Military Reserve and who is required to undergo annual field training or ordered to serve in a temporary emergency duty will be granted a leave of absence without pay. The department head will be notified in writing at least 2 weeks prior to the starting date of regular training and immediately upon receipt of notice of emergency service.

## 9.16 JURY DUTY OR CIVIL LEAVE

An employee will be given time off with pay when subpoenaed to perform jury duty before a court, public body or commission. Any payment received for jury duty will be retained by the employee and an equivalent amount will be deducted from the employee's gross pay for that period. The employee must submit a copy of the jury duty payment received to the Payroll Department. Reimbursement for expenses incurred (i.e. mileage, meals, parking) will not be deducted from the employee's gross pay.

## 9.17 TRAINING LEAVE

9.17.1 Employees may be granted leave of absence with pay to attend professional conferences, participate in training courses and sessions that are specific to their work. Such leave with pay may be granted provided the employee is not being compensated by any other source during the period of absence. Traveling expenses, lodging, conference fees, tuition and similar expenses incurred during such leave may be paid in whole or in part by the City subject to available appropriations and City policy and providing such fees are not paid by other sources. All administrative leaves must be approved in advance by the department head, Human Resources Director or designee and Personnel Committee.

9.17.2 Educational Leave. Employees may be granted a leave of absence without pay to further their education, subject to approval by the department head and Personnel Committee.

## 9.18 LEAVE TIME FOR WILDLIFE SANCTUARY SEASONAL EMPLOYEES

9.18.1 Wildlife Sanctuary seasonal employees who have at least 1 year of uninterrupted

service and average a minimum of 20 hours per week will be eligible to receive prorated vacation and personal leave.

9.18.2 At the end of each calendar year, the Park Department will review the number of hours worked by each seasonal employee at the Wildlife Sanctuary to determine which employees will be eligible for benefits during the following year. Those employees who are deemed eligible will be granted prorated vacation and personal leave. Prorating will be based on the percent of full time that the employee worked in the previous year. 2080 hours per year will be considered full time. Employees who are eligible for benefits will be credited with an amount equal to 62% of the normal annual accumulation for that person (62% = 7.5 months). The period used to determine eligibility for Sanctuary employees will be the preceding 12 months.

9.18.3 Seasonal wildlife sanctuary employees will earn appropriate prorated vacation and personal leave.

#### 9.19 VOLUNTARY FURLOUGHS

Effective January 1, 2012 an employee may volunteer to take up to 5 unpaid furlough days per calendar year. Voluntary furlough days are subject to approval by the employee's supervisor and may not result in additional overtime for the City. The employee's salary will be reduced by a commensurate amount of pay in the pay period in which the unpaid furlough day(s) occurs. During the unpaid furlough day, an employee will not experience a reduction in the City's contribution toward insurance benefits. Voluntary furlough days will not be considered as eligible wages towards calculating the WRS contributions. Unpaid furlough days may be taken in multiple days, single day, or half-day increments.

#### 9.20 PROTECTIVE SERVICE EMPLOYEES

Police and Fire Department managerial employees not represented by a bargaining unit have historically received the same fringe benefits as their union subordinates. Where the benefits outlined above conflict with those afforded by the respective labor agreements (i.e., Police Supervisors Agreement for Police Managers and Firefighters Contract for Fire Managers) the labor agreements will apply. These managers will also receive clothing allowance consistent with the appropriate labor agreement. However, no new benefits will be allowed after March 3, 2015 (the date of adoption of these policies), without specific City Council action. Health and Dental insurance coverage and contributions will be consistent with this policy.

9.20.1 Police Captains will receive vacation, catastrophic leave, holidays and escrow benefits consistent with the terms of the Lieutenants under the Supervisory bargaining unit and will receive shift differential pay. Police Captains will be scheduled for 2080 annual hours.

#### 9.21 COBRA

On April 7, 1986, the Consolidated Omnibus Budget Reconciliation Act (COBRA, also known as Public Law 99-272, Title X) was enacted. This Federal law requires that employers with 20 or more employees offer employees and/or their dependents a continuation of medical and dental coverage in certain instances where coverage under the plan would otherwise terminate.