



Employee Services

W240N3065 Pewaukee Road
Pewaukee, WI 53072
(262) 691-6035 Fax (262) 691-6009

EMPLOYEE SERVICES COMMITTEE MEETING NOTICE AND AGENDA

Tuesday, July 9, 2019

10:00 AM

Bonnie Blair Conference Room ~ Pewaukee City Hall
W240 N3065 Pewaukee Road, Pewaukee, WI 53072

-
1. Call to Order and Pledge of Allegiance
 2. Public Comment - Please limit your comments to 2 minutes, if further time for discussion is needed please contact your local Alderperson prior to the meeting.
 3. Approval of the June 19, 2019 meeting minutes.
 4. Discussion and possible action regarding amending the current vacation policy.
 5. Adjournment

Kelley Woldanski, aPHR
Director of People & Culture

6/27/19

NOTICE

It is possible that members of other governmental bodies of the municipality may be in attendance to gather information that may form a quorum. At the above stated meeting, no action will be taken by any governmental body other than the governmental body specifically referred to above in this notice.

Any person who has a qualifying disability under the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible format must contact the Clerk/Treasurer, Kelly Tarczewski, at (262) 691-0770 three business days prior to the meeting so that arrangements may be made to accommodate your request.

**CITY OF PEWAUKEE
EMPLOYEE SERVICES COMMITTEE AGENDA ITEM 3.**

DATE: July 9, 2019

DEPARTMENT: Employee Services

PROVIDED BY:

SUBJECT:

Approval of the June 19, 2019 meeting minutes.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

June minutes

MEETING MINUTES
Wednesday, June 19, 2019

11:00 AM

Bonnie Blair Conference Room ~ Pewaukee City Hall
W240 N3065 Pewaukee Road, Pewaukee, WI 53072

In attendance:

Aldermen J. Kara, R. Grosch, Director of People & Culture K. Woldanski.

Also in Attendance:

Administrator S. Klein, Clerk/Treasurer K. Tarczewski and Senior Accountant C. Sazama.

1. Call to Order and Pledge of Allegiance
2. Public Comment
3. Approval of the May 7, 2019 meeting minutes.

A motion was made and seconded, (Ray Grosch, Jeff Kara) to approve the May 7, 2019 meeting minutes as written. Motion Passed: 2-For, 0-Against.

4. Discussion and possible action regarding amending the current vacation policy.
5. Adjournment

A motion was made and seconded, (Ray Grosch, Jeff Kara) to adjourn. Motion Passed: 2-For, 0-Against.

Respectfully Submitted,

Kelley Woldanski, aPHR
Director of People & Culture

6/14/19

**CITY OF PEWAUKEE
EMPLOYEE SERVICES COMMITTEE AGENDA ITEM 4.**

DATE: July 9, 2019

DEPARTMENT: Employee Services

PROVIDED BY: Kelley Woldanski

SUBJECT:

Discussion and possible action regarding amending the current vacation policy.

BACKGROUND:

Included is the draft policy, the same as the June meeting. I will also provide more information at the meeting regarding the requested information from our last meeting and a draft memo to the employees.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Vacation policy



EMPLOYEE SERVICES DEPARTMENT
 W240 N3065 Pewaukee Road
 Pewaukee, Wisconsin 53072
 Phone (262) 691-6028
 Confidential Fax (262) 691-6009
woldanski@pewaukee.wi.us

Vacation Policy ~ 2019

Introduction

The purpose of this policy is to clarify the vacation policy as changes were made effective January 1, 2019 for recruitment purposes however it was not clarified as to how those changes would affect milestone vacation rate changes.

The change effective January 1, 2019 with Mayoral approval allowed new hires to start with 3 weeks of vacation if they had 10 years or more of experience directly related to the position they sought to hold with the City of Pewaukee. At that time, new hires made within the previous 5 years were audited and those with the appropriate amount of experience were moved to the 3 week vacation accrual rate effective January 1, 2019.

Scope

The current vacation policy states that:

Benefited employees shall be entitled to paid vacation. Benefited part-time employees shall be paid vacation on a pro-rated basis. The vacation schedule is as follows –

- a. First 5 years of employment – 2 weeks (80 hours)
- b. 6 through 12 years – 3 weeks (120 hours)
- c. 13 through 19 years – 4 weeks (160 hours)
- d. 20 or more years – 5 weeks (200 hours)

Vacation is earned bi-weekly on the following hourly basis:

<u>Years of Service</u>	<u>Hours Earned</u>		<u>Part-Time</u>		
	<u>Full-Time</u>		<u>85%</u>	<u>80%</u>	<u>75%</u>
<u>First Five</u>	3.08		2.62	2.46	2.31
<u>Six to Twelve</u>	4.62		3.93	3.69	3.46
<u>Thirteen to Nineteen</u>	6.15		5.23	4.92	4.62
<u>Twenty</u>	7.69		6.54	6.15	5.77

After reviewing other vacation policies as well as the US Bureau of Labor Statistics, the employment milestones to accrue vacation have changed as stated below. And because the 3 week vacation rate for previous experience was meant as a recruitment technique only, the milestones for all employees other than Department Heads will be as follows:

Years of employment are years employed by the City of Pewaukee.

- a. First 5 years of employment – 2 weeks (80 hours)
- b. 6 through 11 years – 3 weeks (120 hours)
- c. 12 through 18 years – 4 weeks (160 hours)
- d. 19 or more years – 5 weeks (200 hours)



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Years of Service	Hours Earned	Part-Time		
	Full-Time	85%	80%	75%
First Five	3.08	2.62	2.46	2.31
Six to Eleven	4.62	3.93	3.69	3.46
Twelve to Eighteen	6.15	5.23	4.92	4.62
Nineteen	7.69	6.54	6.15	5.77

Therefore regardless of whether you started at the 2 week or 3 week rate upon hire, you will not move vacation rates until you reach the appropriate milestone of years worked for the City as credit was already given to the employee at time of hiring.

For clarification purposes, an employee who starts at the 3 week rate of vacation due to previous experience will move to the next milestone of 4 weeks when they reach year 12 with the City.

DRAFT