

**CITY OF FRANKLIN  
PERSONNEL COMMITTEE MEETING  
FRANKLIN CITY HALL, COMMON COUNCIL CHAMBERS  
9229 W. Loomis Road, Franklin, WI 53132  
Monday, September 15th, 2025 @ 6:00 p.m.**

**AGENDA**

- I. Call to Order, Roll Call, and Pledge of Allegiance
- II. Citizen Comment Period
- III. Approval of the Minutes from 7/14/2025
- IV. Clerk's Department Employee Non-Voting Representative - Requested topic is consideration of a change in the requirements for non-represented employees regarding retiree health insurance due to similar changes in the Police and Fire Labor Agreements
- V. Update on the City Attorney Hiring Process
- VI. Approval of a Letter of Understanding Regarding Wages for a Paramedic Captain Position
- VII. Approval of a Job Description and a Letter of Understanding for a Community Paramedic Position
- VIII. Consideration of a Change from a Good Friday Holiday to a Personal Day for Certain Non-Represented Employees and Elimination of the 5 year requirement for Personal Days (to standardize benefits for Non-Represented Employees)
- IX. Consideration of a Change to the Sick Leave Benefits for Non-Represented Employees (including when the accrued benefit begins and when sick leave can be used)
- X. Staffing Report
- XI. Future Agenda Items
- XII. Next Scheduled Meeting Date – October 20th, 2025  
Will include: Presentation from USI on 2026 insurance benefit renewals
- XIII. Adjournment

**CITY OF FRANKLIN  
PERSONNEL COMMITTEE MEETING  
FRANKLIN CITY HALL COMMON COUNCIL CHAMBERS  
9229 W. Loomis Rd., Franklin, Wisconsin  
6:00 p.m., July 14<sup>th</sup>, 2025**

**MINUTES**

- I. The July 14<sup>th</sup>, 2025 Personnel Committee Meeting was called to order at 6:00 p.m. by Chair Budny in the Common Council Chambers at City Hall. Members present were Chair Budny, Alderman Hasan, Alderwoman Eichmann, Members Prusko, Richard, and Ireland (arrived at 6:16 p.m.). Members Ferguson and Heidingsfeld were excused. Also in attendance was Mayor Nelson, Director of Administration Hersh, and Human Resources Manager Zahn.
- II. Citizen comment period  
  
There were no citizen comments.
- III. Approval of the Minutes from 4/21/2025  
  
Motion by Member Richard and seconded by Alderman Hasan to approve the minutes from 4/21/2025 as submitted. Motion Carried: Ayes- All.
- IV. Election of Officers  
  
Motion by Member Prusko and seconded by Alderman Hasan to nominate Member Budny as Chair of the Personnel Committee. Motion Carried: Ayes – All.  
  
Motion by Alderman Hasan and seconded by Member Prusko to nominate Alderwoman Eichmann as Vice-Chair. Motion Carried: Ayes – All.
- V. Approval of a Tentative Agreement with the Police Union  
  
Motion by Alderwoman Eichmann and seconded by Alderman Hasan to recommend approval of the tentative agreement with the Police Union. Motion Carried: Ayes – All.
- VI. Approval of a New Job Description for City Attorney and Approval to Fill the Position of City Attorney  
  
Motion by Alderman Hasan and seconded by Member Prusko to recommend approval to fill the City Attorney position. Motion Carried: Ayes – All.  
  
Motion by Member Prusko and seconded by Member Richard to approve the job description for City Attorney with two changes as discussed. Motion Carried: Ayes – All.
- VII. Approval to Increase the Hours of the Account Clerk from 30 Hours per Week to 40 Hours per Week.

Motion by Alderwoman Eichmann and seconded by Alderman Hasan to recommend approval of the increase in hours for the Account Clerk from 30 hours up to 40 hours. Motion Carried: Ayes – All.

VIII. Consideration of an Increase to the Clothing Allowance for Department of Public Works and Sewer & Water Employees

Motion by Alderman Hasan and seconded by Alderwoman Eichmann to recommend approval of a \$50 increase in the Clothing Allowance benefit for Department of Public Works and Sewer & Water Department employees starting in 2026. Motion Carried: Ayes – All.

IX. Staffing Report

Info provided. No action needed.

X. Future Agenda Items

XI. Next Meeting Date

The next regularly scheduled meeting is planned for August 18th, 2025.

XII. Adjournment

Motion by Alderman Hasan and seconded by Alderwoman Eichmann to adjourn the Personnel Committee meeting at 6:55 p.m. Motion carried: Ayes-All.

# Letter of Understanding Between the City of Franklin and the Franklin Professional Firefighters Association Local 2760, I.A.F.F

Whereas the City of Franklin and the Franklin Professional Firefighters Association Local 2760 jointly acknowledged interest in establishing the position of Captain in 2025. This position would provide additional authority and oversight on each of the three operational shifts in support of the Battalion Chief, directly supervise the operations and upkeep of each fire station, as well as ancillary management responsibilities. A primary goal of establishing this new rank is to provide a pathway of professional development from company officer to Battalion Chief. It is expected that the Captain will perform the role of Acting Battalion Chief when necessary in the absence of normally assigned Battalion Chief.

The Captain job description was approved by the Common Council on December 17, 2024. The promotion of three current Lieutenants is included in the 2025 fire department operating budget. A promotional process is currently underway and is expected to conclude in fall 2025.

The purpose of this side letter is to set starting wages for the three newly promoted Captains and confirm off-time arrangements.

Now, therefore, the following constitutes the mutual agreement between the City of Franklin and Local 2760 relative to the establishment of the position of Captain within the Franklin Fire Department.

1. Wages – The Captain job description contains the requirement of maintaining certification as a Milwaukee County full practice status Paramedic. For this reason, calculation of wage increase is based on the current Lieutenant Paramedic classification. A 5% increase in pay over the Lieutenant Paramedic classification.

	Paramedic	Paramedic with Ladder	Paramedic Lieutenant	Paramedic Captain
1-Jan-25 hourly	5% over LT			
Step 1 0-6 mo	23.09	23.33	24.58	25.81
Step 2 7-12 mo	23.89	24.13	25.39	26.66
Step 3 7-12 mo	27.83	28.11	29.57	31.05
Step 4 25-36 mo	28.78	29.07	30.57	32.1
Step 5 37-48 mo	29.77	30.07	31.59	33.17
Step 6 48+ months	33.65	33.99	35.68	37.46

	Paramedic	Paramedic with Ladder	Paramedic Lieutenant	Paramedic Captain
1-Jan-26 hourly	5% over LT			
Step 1 0-6 mo	23.79	24.03	25.30	26.58
Step 2 7-12 mo	24.61	24.85	26.14	27.46
Step 3 7-12 mo	28.67	28.96	30.44	31.98
Step 4 25-36 mo	29.64	29.94	31.48	33.06
Step 5 37-48 mo	30.66	30.97	32.53	34.16
Step 6 48+ months	34.66	35.01	36.74	38.58

2. Captains assigned to the 56 hour-per-week work schedule will be subject to the same off-time requirements that currently apply to the Lieutenant Paramedic classification in the current collective bargaining agreement.
3. When performing the role of Acting Battalion Chief, the Captains shall not receive acting officer pay. This is consistent to how the current Reserve Officer program is administered.

This Letter of Understanding is entered into voluntarily and shall not prejudice either party's interpretation of any other language of the initial Labor Agreement between Local 2760 and the City of Franklin. The language above shall be considered for addition to the subsequent Labor Agreement upon expiration of the current Labor Agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed this Letter of Understanding on the date set forth below.

**City of Franklin**

**International Association of Firefighters  
- Local 2760**

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James C Mayer                      Date  
Fire Chief

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Bradley Polaske                      Date  
President, IAFF-Local 2760

CITY OF FRANKLIN  
Job Description

**Job Title:** Community Paramedic/Mobile Integrated Health Officer

**Department:** Fire

**Appointing Authority:** *Fire Chief/Fire & Police Commission*

**Reports To:** Assistant Chief – EMS/CRR

**Salary Level:** Per Collective Bargaining Agreement

**FLSA Status:** Non-exempt

**Prepared By:** James C. Mayer, Fire Chief

**Prepared Date:** July 24, 2025

**Approved By:** Common Council

**Approved Date:** XXXXXX XX, 2025

**SUMMARY:**

The Community Paramedic / Mobile Integrated Health Officer is a temporary assignment that shall be filled with a current Franklin Fire Department represented employee.

The Community Paramedic / Mobile Integrated Health Officer will perform a variety of administrative and technical work related to Community Paramedic/Mobile Integrated Health (CP/MIH). Assist the Assistant Fire Chief of Emergency Medical Services (EMS) and Community Risk Reduction (CRR) in planning, implementing, organizing, evaluating, and directing Community Paramedic/Mobile Integrated Health. Supervise CP/MIH members and other subordinate firefighters and staff assigned to CP/MIH, and CRR activities. Work requires considerable independence, organization, self-efficacy, motivation towards ones-self and of others toward a coordinated effort while having professional decision-making skills. Have the ability to communicate effectively both orally and in writing, all while being thorough in documentation and workflow, and maintaining cooperative and effective relationships with employees and citizens contacted in the course of this work.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Serve as a member of a multidisciplinary team focused on the development and implementation of Community Paramedic/Mobile Integrated Health services, short-term crisis response, resource referrals, and plans.

Collaborate with public health personnel to serve individuals and families experiencing health concerns, hardships, or crises.

Conduct assessments with individuals and families to determine resource needs while maintaining community resources, services, and organizations available to be able to give a list of resources, services, and organizations able to help and assist.

Identify, provide, and facilitate referrals for additional resources and services to internal and external community agencies.

Provide intervention services until follow-up services can be obtained.

Respond to calls related to public safety and public health; provide information and resource referral until a more complete assessment can be completed.

Complete required documentation and forms, maintain and prepare records, reports, legal documents, and data-driven reports and documents while maintaining client confidentiality.

Assist in further educating public safety and public health personnel on best practices.

Work with public safety and public health to create proactive outreach, educational, and prevention campaigns.

Provide emergency medical care and transport as a licensed EMT-Paramedic to the standards established by the department, the Milwaukee County EMS Medical Director, and the State of Wisconsin.

Receive and relay phone calls. Operate radio and other communication equipment. Ensure that the proper response is made to each call.

Present programs to the community on community paramedicine/mobile integrated health, safety, medical, and community risk reduction topics as assigned. Ensure materials are specific to the audience, and activity objectives are congruent with nationally standardized campaign themes and messages reflecting current best practice.

Perform duties as a licensed EMT-Paramedic, according to criteria and standards set forth by the department and the Milwaukee County Office of Emergency Management (MC-OEM)

Assist in department administrative activities.

## **PERIPHERAL DUTIES**

May act in the capacity of their previously assigned position held within the fire department, when necessary such as Firefighter/Paramedic, Lieutenant, etc.

Assist in training other members and new members of the department as required.

Other duties include, but are not limited to, program development, which may include grant writing, researching best practice strategies and evidence-based programming, and identifying program goals; communicating programming status through prepared reports, written documents, oral presentations, and prepared website health content.

Attends department and community meetings.

Attends professional seminars and meetings in order to improve working knowledge and skills.

Assists in training new employees in CP/MIH and CRR topics as assigned.

Other responsibilities as assigned by the Fire Chief or his/her designee.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

High School graduation or GED equivalent, successful completion of WI EMT-Paramedic license with endorsement of Community Paramedic and current Milwaukee County full practice paramedic status, and Community Paramedic Certification from a certified program.

Maintain requirements of current rank within the fire department while holding the title of Administrative Lieutenant or Administrative Captain during this temporary assignment, to include maintaining education and experience requirements for said position (i.e., firefighter-paramedic maintains firefighter-paramedic status while gaining advancement to Administrative Lieutenant, a Lieutenant maintains lieutenant status while gaining advancement to Administrative Captain. A Captain maintains the status of captain while gaining advancement to Administrative Captain.)

### **Necessary Knowledge, Skills, and Abilities:**

Working knowledge of the principles of Community Paramedic and Mobile Integrated Health Programs

Working knowledge of Community Risk Reduction Programs

Working knowledge of driver safety.

Working knowledge of emergency medical care.



Ability to act effectively in emergency and stressful situations.

Ability to give and receive verbal and written instructions.

Ability to effectively communicate in writing and verbally.

Ability to adapt to change.

Ability to establish effective working relationships with employees, other agencies, and the general public.

An understanding of the computer network and proficiency in the use of the software used in the Department.

Ability to train & supervise subordinate personnel.

Ability to make independent judgments that have significant impacts on the organization.

### **SUPERVISION EXERCISED**

Exercises supervision over other Community Paramedic/Mobile Integrated Health members as assigned.

### **RESPONSIBILITY FOR PUBLIC CONTACT**

Frequent contact requiring courtesy, discretion, and sound judgment.

### **LICENSING AND CERTIFICATION**

Valid WI driver's license.

Wisconsin Paramedic License with Community Paramedic endorsement, Milwaukee County full practice status paramedic.

Completion of courses as it pertains to the current position held within the organization. See the current job description in the position that you currently hold.

Must successfully pass medical exam consistent with NFPA 1582 and per department policy.

Must pass annual physical fitness assessment.

### **TOOLS AND EQUIPMENT USED**

Personal computer, laptop computer, tablet; copy machine; fax machine; cell phone; measuring devices; camera; power tools; hand tools; chain saws; shovels; brooms; ladders; exhaust fans; automobile; fire apparatus; ambulance; patient restraints; first aid equipment; oxygen; environmental meters and other electronics test equipment; general medical equipment; patient lifting devices; breathing apparatus; thermal imaging equipment; steel-tip boots; hearing and eye protection; structural firefighting turnout gear; and any other required/ issued personal protective equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicle and outdoor settings, and in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, oils, toxins, and carcinogens.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock, and vibration.

It is reasonably anticipated that the individual will be exposed to blood-borne pathogens, bodily fluids, and/or other potentially infectious materials in the course of their duties. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Job Responsibilities Related to Patient Privacy**

*It is expected to protect the privacy of all patient information in accordance with the City of Franklin Fire Department's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with The City of Franklin Fire Department's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment.*

*The Administrative Lieutenant or Administrative Captain may access protected health information and other patient information only to the extent that is necessary to complete their job duties. The Administrative Lieutenant or Administrative Captain may only share such information with those who have a need to know specific patient information in your possession in order to complete their job responsibilities related to treatment, payment or other fire department operations.*

*The Administrative Lieutenant or Administrative Captain is encouraged and expected to report, without the threat of retaliation, any concerns regarding The City of Franklin Fire Department's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.*

### **Disclaimer:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job.

Letter of Understanding  
Between the City of Franklin and the  
Franklin Professional Firefighter Association Local 2760, I.A.F.F.

Whereas the City of Franklin has secured long-term grant funding from the Milwaukee County Office of Emergency Management to implement a Community Paramedic – Mobile Integrated Health (CP/MIH) program. The Community Paramedic’s mission is to expand the care provided to several “at-risk” populations, including: high utilizers of the 911 system, elderly citizens with chronic medical issues and frequent falls, citizens experiencing mental health issues, and overdose and addiction patients.

The City of Franklin and the Franklin Professional Firefighters Association Local 2760 mutually agree on the value of this program and support the assignment of personnel to a 40-hour work schedule. This initiative would place a Community Paramedic in the field Monday – Friday, making scheduled visits to patients’ homes and working to identify citizens previously served by the Franklin Fire Department who could benefit from participation in the Community Paramedic program.

This side letter confirms a mutual agreement to classify one Local 2760, I.A.F.F. member to the rank of Community Paramedic / Mobile Integrated Health – Officer. This position will be a promoted position within the bargaining unit. The position will be titled either Administrative Lieutenant or Administrative Captain, dependent on the promoted individual's rank prior to reassignment. The agreement below outlines the new position within our CBA, along with any and all other corresponding language that may not be addressed below.

1. Compensation and the table of benefits will be consistent with the existing Appendix A portion of the Labor Agreement while further defining the wages, hours, and conditions for the 40-hour Community Paramedic/Mobile Integrated Health (CP/MIH) – Officer position.
2. An Administrative Lieutenant or Administrative Captain promoted specifically to this position does not share the rank authority outside of CP/MIH and similar Community Risk Reduction (CRR) activities unless they are assigned in an acting capacity to a shift officer position under the established practice.
3. This position would adhere to maintaining current rank within the fire department while advancing to Administrative Lieutenant or Administrative Captain, to include maintaining education and experience requirements for said position (i.e., firefighter-paramedic maintains firefighter-paramedic status while gaining advancement to Administrative Lieutenant, a lieutenant maintains lieutenant status while gaining advancement to Administrative Captain. A captain maintains the status of captain while gaining the title of Administrative Captain).

4. While the CP/MIH – Officer position is being funded through a grant program, any hours of compensation cannot be earned at compensatory time off. If the CP/MIH program funding is altered or ceased, this item can be revisited by Local 2760 I.A.F.F. and the City of Franklin.
5. The Member is allowed to take part in any promotional process through the duration of their time in the position of CP/MIH – Officer, provided they meet the standardized minimum qualifications for the position.
6. The minimum commitment of time in the CP/MIH – Officer position will be two (2) years. Additional time spent in the position will be through a mutually agreed-upon extension between the member serving in the role and the Fire Department Administration. In the event that either party chooses to end the agreement, after the agreed-upon time frame, the notification shall be communicated before department shift and station selections take place, with a preferred date no later than September 1<sup>st</sup> of said year.
7. As an individual moves into or out of this assignment, such transition shall ensure there is no net gain or loss in earned leave balances or pay compensation.
8. Nothing herein shall require the City to continue this position should grant funding be diminished in any way. Local 2760 I.A.F.F. understands the fluidity of this position and the nuance of the funding via outside grants. Local 2760 I.A.F.F. is also understanding that a new position of a CP/MIH – Officer will not deplete the current union staffing levels, being forty-two (42) within the shifts at the time of signing this agreement. Any staffing depletion or vacancy of positional roles within the department from our already limited numbers will allow Local 2760 I.A.F.F. to repudiate any agreement to partake in this endeavor, despite any commitments with individuals involved. Local 2760 I.A.F.F. also recognizes that filling the position can be difficult and is sensitive to a short time frame before the position could be filled, six (6) months.
9. Members covered under this CBA who have the education to perform the job tasks of CP/MIH are expected to maintain their education and skills pertaining to that position. Those members who are maintaining that role will be expected to assist the Administrative Lieutenant or Administrative Captain with certain job tasks, Local 2760 I.A.F.F. understands that these tasks will be for those individuals who are hired back at a rate of time and a half to be financially compensated as pay only.
10. For the members covered under this CBA who have the education and are approved by the Fire Chief or their designee to perform the job tasks of CP/MIH, will be compensated with Special Duty Pay, as outlined in Article XXVII.

#### **Article VI: Wages and Work Schedules**

**Hours of Work:** The CP/MIH – Officer position work hours shall primarily consist of eight (8) hours per day, normally Monday through Friday. Variations to the schedule to better suit the public's needs may be mutually agreed upon with the designated CP/MIH – Officer and the approval of the Fire Chief or their designee. Shift trades will not be permitted.

**Overtime:** CP/MIH – Officer position shall be FLSA exempt. Any hours worked above the 40-hour work week will be compensated at an overtime rate (one and a half 1.5 multiplier) based on the current ranks 2,912 hours. If designated CP/MIH – Officer wants options for shift

fill-in process, they will be placed on the rotating mandate list. If they choose not to fill in on vacant shifts, they will be excluded from the mandate list. This decision will be decided at the beginning of each calendar year, or with the approval of Local 2760 I.A.F.F. and the Fire Chief or their designee. Considering the nature of the position, any and all "special events" (example: National Night Out, St. Martins, etc.) will be available to the CP/MIH – Officer to include a mandate.

### **Article VII: Holidays**

The CP/MIH – Officer shall receive their allotted holiday bank on January 1<sup>st</sup> of each year and be able to select time off with pay at the rate of eight (8) hours per day for each of the ten (10) designated holidays outlined in Article VII. If the CP/MIH – Officer takes such a holiday off before the actual date of the holiday and terminates before such holiday date, the payment for such holiday will be deducted from their final check. In the event that the CP/MIH – Officer terminates and has not taken time off for a holiday that has occurred before their termination, they shall receive payment for such holiday on their final paycheck. No more than two (2) holidays may be carried into the next succeeding calendar year. The CP/MIH – Officer will also receive three (3) personal holidays as outlined per Article VII. Members working the 40-hour per week CP/MIH – Officer position shall be excluded from any holiday pay out.

### **Article VIII: Vacations**

Vacation Benefits: The CP/MIH – Officer vacation days shall align with their current amount. Example below, unless negotiated for previous years of service credit

Eighty (80) hours of vacation with full pay after one (1) year of employment.

One hundred twenty (120) hours of vacation with full pay after completion of seven (7) years of employment.

One hundred sixty (160) hours of vacation with full pay after completion of thirteen (13) years of employment.

Two hundred (200) hours of vacation with full pay after completion of eighteen (18) years of employment, provided the employee has accumulated at least sixty-five (65) days of sick leave in the year the vacation is to be taken.

### **Article X: Sick Leave**

Assigned CP/MIH – Officer members' current sick leave hours will be converted to eight (8) hours days. Example: current twenty-four hundred (2400) hours, equals one hundred (100) twenty-four (24) hour days. Converting to a forty (40) hour work week, would be eight hundred (800) hours, which equals one hundred (100) eight (8) hour days. The conversion will be reversed if or when the CP/MIH – Officer position returns to the rotating twenty-four (24) hour schedule.

A full month of service for the CP/MIH – Officer who works a forty (40) hour work week shall accrue eight (8) hours of sick leave for each full month of service, a month refers to at least twenty (20) regular work days.





VIII

Date: 9/11/2025

To: Personnel Committee

From: Dana Zahn, Human Resources Manager

RE: Item VIII – Potential change in Good Friday and Personal Holiday's for certain non-represented employees

Most non-represented employees have received 9 legal holidays + 4 personal holidays when they start employment. Personal holidays are increased to 5 after completion of 5 years of employment. This gave them a maximum 14 holidays per year.

Due to former labor agreements, the AFSCME Union (DPW, Sewer & Water employees, and custodians) and the Dispatcher Union received 10 legal holidays per year (they had Good Friday) and 4 personal holidays.

Superintendents for the old AFSCME groups have asked to have the Good Friday holiday removed and to add a personal holiday instead. This does help with scheduling in case we have a snow removal event on Good Friday. It also helps the Building Maintenance Superintendent as all of his employees are scheduled off on Good Friday and cleaning of the Library and Police Department still need to be performed.

Staff recommends eliminating the Good Friday legal holiday for non-represented employees and giving all benefited non-represented new hires 5 personal holidays (these would still be pro-rated for the year in which they were hired).

Impact: This will not impact the majority of non-represented employees. Employees will still have a total of 14 paid holidays. This does result in 1 additional day of personal holiday each year for new hires (outside of the 4 departments that had Good Friday) until they have reached their 5<sup>th</sup> year of employment. Staff is ok with that change as it may be a recruitment tool to be able to tell a new employee they will receive 1 week of personal holidays. Many applicants value time off as a big decision in their job consideration.

I have attached copies of the pertinent language from our Employee Handbook and Civil Service Manual showing the red-lined requested changes.

**Requested Motion: Move to recommend the requested changes to the non-represented holiday language and authorize Human Resources to change the Employee Handbook and Civil Service Manual as required.**



Leave Donation form will notify all City employees of only the name of the employee requesting donated leave and in what Department the said employee works. No information regarding the illness or medical condition may be divulged without the employee's consent.

- E. Leave Donation forms must be completed and returned to the Human Resources Manager within 15 working days of distribution or they will not be accepted.
- F. The Human Resources Manager, upon receipt of a Leave Donation form, shall have the Payroll/Accounting Clerk transfer the donated leave from the donating employee's vacation/compensatory time account to the requesting employee's sick leave account.
- G. The Human Resources Manager shall notify the Department Head and the recipient employee of the number of hours credited to the employee's sick leave account.
- H. If the recipient employee returns to regular duty prior to exhausting the donated leave, the employee shall be allowed to retain up to 8 hours of the donated leave. Any balance of sick leave exceeding 8 hours shall be returned to the employee who donated the leave on a prorated basis.
- I. Employees who have received donated leave time from other employees, shall not be entitled to any payout for any unused donated leave upon termination from City employment. Such unused leave shall be returned to the employees who donated the leave on a prorated basis.
- J. In the event that employees donate more than the maximum allowable number of days, Human Resources shall have the authority to reallocate days/hours back to employees in a manner as they see fit.

**This policy is not intended to replace any provision of the Family Medical Leave Law.**

### ***Holidays & Holiday Leave***

Employees under the Civil Service System receive holidays and may use holiday leave in accordance with Sections 3.7 and 10.2 of the Civil Service System Personnel Administration Program, which cross references back to this section of the Employee Handbook.



The City of Franklin shall celebrate the following holidays. Eight (8) hours of straight time pay based on the employee's current hourly rate will be paid to eligible extended-term full-time employees for the following holidays:

New Year's Day	- January 1
Memorial Day	- Last Monday of May
Independence Day	- July 4
Labor Day	- 1st Monday of September
Thanksgiving Day	- 4th Thursday of November
Day After Thanksgiving	
Christmas Eve Day	- December 24
Christmas Day	- December 25
New Year's Eve Day	- December 31
Washington's Birthday	- Third Monday of February (Fire and Police Unions and Police Command Staff)
Good Friday	- (Police Union, Police Command Staff, <del>Public Works, Sewer and Water, Dispatch, and Custodial</del> )

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In the event a holiday falls upon a Sunday, the following Monday shall be deemed to be the holiday, and in the event a holiday falls on a Saturday, the preceding Friday shall be deemed to be the holiday, except when successive holidays fall on a Friday and Saturday the preceding Thursday and the Friday shall be deemed to be the holiday or when successive holidays fall on a Sunday and Monday the Monday and following Tuesday shall be deemed to be the holidays.

If any holiday falls on an employee's regularly scheduled day off, the employee shall be granted another day off during the month in which the holiday was celebrated, when possible. If this is not possible, the employee shall receive holiday pay rather than equivalent time off. When a holiday falls within a period of paid leave, the holiday shall not be counted as a leave day in computing the amount of leave debited, except it is counted toward FMLA leave usage if it occurs during a full week of FMLA leave.

An employee who is absent without leave on the day immediately preceding or following a holiday shall lose the holiday in addition to pay for that day.

Non-exempt employees required to work on any designated holiday shall receive the regular rate of pay in addition to the holiday pay.

Fire Department commanders working a 56-hour week (Battalion Chiefs) are allowed to carry over no more than two (2) holidays into the next succeeding calendar year. Beginning 1/1/24, Fire Command Staff that work a 24-hour shift will be paid out for at least three (3) of the stated holidays (not personal days) rather than receiving time off for said holidays and they may use the remaining stated holidays off with pay. Employees may request to receive more than three holidays and their personal days as pay rather than taking the holidays and personal days as time off, up to the maximum number of holidays earned. The stated holidays required to be taken in pay shall be paid on the first full pay period in January. All remaining unscheduled/unused holidays as of 11/15 of each year will be paid out on the first pay period of December each year.

See also “Application of Benefits for Extended-Term, Part-Time Employees With Benefits” and the related Section 3.18 of the Personnel Administration Program.

### ***Personal Holidays (Personal Days)***

Employees under the Civil Service System receive and may use Personal Holidays in accordance with Sections 3.8 and 10.3 of the Civil Service System Personnel Administration Program.

Supervisors and Managers: ~~Except as otherwise specified herein, full-time employees will receive five (5) Personal Holidays per calendar year, except employees with less than 5 years of continuous service will receive four (4) Personal Holidays,~~ which will be issued at the start of each calendar year. Personal Holidays must be taken within the calendar year at a time mutually agreed upon between the employee and the Department Head or Mayor, except up to two days may be carried over with the written approval of the Department Head and Director of Administration in the event of special circumstances, solely as determined by the City, but such days shall be used within the first quarter of the calendar year. Employees' requests for personal days shall be made twenty-four (24) hours in advance to the employee's supervisor, except in cases of emergency. The Department Head or Mayor shall not unreasonably withhold consent to take a Personal Holiday but may do so if required to serve the needs of the department. A new employee shall have their Personal Holiday allowance for the then current year prorated based upon the portion of the year remaining, as calculated by Human Resources. See also “Application of Benefits for Extended-Term, Part-Time Employees With Benefits” and the related Section 3.18 of the Personnel Administration Program.

### ***Leave of Absence Policy***

In addition to leaves of absence provided by law (e.g., Family and Medical Leave Act, Military Leave, etc.), employees may request an unpaid leave of absence for personal reasons, subject to the restrictions set forth in this policy. This policy pertains to those requests for a leave of absence not otherwise provided under law, rule or regulation.

All requests for a leave of absence without pay shall be made in writing, and specifically state the reasons for the request, the date the leave is requested to begin, and the expected date of return. The Department Head may grant any extended-term employee, or any extended-term part-time employee, a leave of absence without compensation for a period of thirty (30) calendar days or less. Leaves of absence for more than thirty (30) calendar days may be granted to such employees with the recommendation of the Department Head and the approval of the Director of Administration who will notify the Civil Service Sub-Committee of the reasons for approval.

The Director of Administration may grant an extended-term full-time employee a leave of absence without pay for up to ninety (90) days for medical and non-medical purposes. No employee, under any circumstances, may use a leave of absence to work for another employer or pursue self-employment. Leaves are only designed to accommodate employees who have critical personal situations.

or departmental needs or schedules, but such deviations shall remain consistent with the spirit of 10.1.3.

10.1.3.4 Lunch periods for the Library shall be as established by the Library Director; however, any paid lunch period must be in compliance with an adopted policy of the Library Board.

Section 10.2 HOLIDAY LEAVE: Holiday leave shall be administered in accordance with Section 3.7 herein and with the requirements as set forth within the Employee Handbook. The declared holidays for the City shall be as set forth in the Employee Handbook.

Section 10.3 PERSONAL HOLIDAYS (PERSONAL DAYS): Except as otherwise specified herein, full-time employees will receive five (5) Personal Holidays per calendar year, ~~except employees with less than 5 years of continuous service [but not including Clerical Employees hired before January 1, 2013], Public Works employees, Sewer and Water employees, Custodial employees, and Dispatchers will receive four (4) Personal Holidays,~~ which will be issued at the start of each calendar year. Personal Holidays must be taken within the calendar year at a time mutually agreed upon between the employee and the Department Head, except up to two days may be carried over with **the approval of the Department Head and Director of Administration in the event of special circumstances,** solely as determined by the City. Employees' requests for personal days shall be made twenty-four (24) hours in advance to the employee's supervisor, except in cases of emergency. The Department Head shall not unreasonably withhold consent to take a Personal Holiday but may do so if required to serve the needs of the department. A new employee shall have their Personal Holiday allowance for the then current year prorated based upon the portion of the year remaining, as calculated by Human Resources. Personal Holiday's must be used for a minimum two-hour period, except Public Works, Sewer and Water, and Custodial employees which must use 4 or 8 hour increments.

10.3.1 DISPATCHERS: Administration of Dispatchers' Personal Holidays, including carry over restrictions, shall be in accordance with Departmental Order 2/125.00, which may be amended by the Police Chief, with the approval of the Mayor and which, except for accrual amounts, may deviate from the administration restrictions identified above.

~~10.3.2 DEPARTMENT OF PUBLIC WORKS AND SEWER AND WATER DEPARTMENT: Department of Public Works and Sewer and Water Department employees shall receive four (4) Personal Holidays per calendar year and shall be required to observe a minimum four hour period.~~

Section 10.4 VACATIONS:

10.4.1 ACCRUAL RATE: Except as otherwise set forth herein, each extended-term full-time employee and each extended-term part-time employee with benefits in the City service shall accrue vacation hours each pay period. The accrual rate per pay period shall be 1/26th of the appropriate annualized benefit as listed in the Employee Handbook. A new employee is not eligible to use any vacation



Date: 9/11/2025

To: Personnel Committee

From: Dana Zahn, Human Resources Manager

RE: Item IX – Consideration of a change to sick leave benefits for non-represented employees

We would like to start discussion on doing some clean-up of our sick leave benefits/language:

1. Non-represented employees have not earned sick leave until after they have been employed for 6 months. They then start earning 1 day of sick leave each month, and can start using it at that time as well.

The Employee Handbook infers that sick leave benefits start right away but benefits can't be used for 6 months. The Civil Service Manual infers that accruals don't start until after 6 months of employment. We would like to clean up this discrepancy and replace with clear language.

At the monthly Department Head meeting, Staff agreed in recommending that employees begin accruing sick leave upon their start date, and can use the benefits once they are earned. Police and Fire employees begin accruals at the start of their employment. Also, Supervision would prefer employees to stay home if they are truly sick.

2. There is discrepancy over when sick leave can be used. The decades old intent of sick leave was that it was to be used for your own illness or injury. Only management, and a select few non-represented employees, could use sick leave for a family member. When the Classification and Compensation Program was implemented, this was eventually adjusted and only management had the ability to use sick leave for family members. In reality, we believe this is being handled differently by different departments. We would like to discuss the ability for all non-represented employees to use sick leave for immediate family members, and to set those parameters whereby they can be clearly spelled out in the Handbook and Civil Service Manual.
3. Finally, most non-represented employees can accrue a maximum of 180 days of sick leave. Management employees have been able to accrue unlimited sick days. A select few positions were also allowed to accrue an unlimited amount of sick leave. These were for positions that were never unionized prior to the elimination of our 4 union groups due to Act 10. Staff believes these select non-management positions should be treated the same as the former union positions, and they should be capped at the 180 day sick leave accrual. Due to retirements and having newer employees now in these positions there are currently 0 employees that would be impacted by this change at this time.



I have attached copies of the pertinent language from our Employee Handbook and Civil Service Manual on this subject.

Options:

1. Upon discussion, come to an agreement on each of the 3 items above. Have Staff prepare Employee and Civil Service Manual changes as needed.
2. Upon discussion, come to an agreement on each of the 3 items above. Request Employee Handbook and Civil Service Manual changes be brought back to the Personnel Committee next month for final recommendation.

**Potential Requested Motion: Move to recommend changes to the non-represented sick leave language as discussed and authorize Human Resources to change the Employee Handbook and Civil Service Manual as required.**

Employees who fail to return to work on the specified date without receiving an extension shall be subject to disciplinary action.

An unpaid leave of absence of one day shall be allowed in the event an employee is absent from civilian employment to participate in honor guards for funerals of veterans.

See also "Application of Benefits for Extended-Term, Part-Time Employees With Benefits" and the related Section 3.18 of the Personnel Administration Program.

### **Sick Leave**

Employees under the Civil Service System receive and may use sick leave in accordance with Sections 3.11 and 10.6 of the Civil Service System Personnel Administration Program.

All extended-term full-time and part-time employees with benefits, whether paid on an hourly basis or by monthly salary, shall be entitled to sick leave accumulation.

Extended-term employees shall not be entitled to use sick leave until they have been employed continuously for at least six (6) months, and have successfully completed a standard introductory period. Sick leave shall accrue at the rate of eight (8) hours for each calendar month of service for extended-term full-time employees. Effective 1/1/2025, Fire Department command staff that work a 24-hour shift will accrue paid sick leave at the rate of 1 working day (24 hours) for each full month of service (prior to 1/1/25 this was 12 hours per month). Supervisory and management employees do not have a maximum accumulation of sick leave. A full month of service shall refer to any month in which an employee receives pay for at least ten (10) days. For Fire Command staff that work a 24-hour shift a full month of service shall refer to any month in which the employee receives pay for at least five (5) days.

Sick leave granted and not used shall accrue to the credit of each employee. When an employee is transferred to another position, any unused sick leave that may have accumulated to the employee's credit shall transfer with the employee. Sick leave shall not accrue during leaves of absence without pay in excess of thirty days. Accrued sick leave shall be canceled and not paid upon termination of employment, except as provided by the Severance Pay section.

In the event any person having accrued sick leave ceases to be employed by the City and is re-employed within one year, or within three years in the instance of recall from a layoff, accrued sick leave shall be reinstated. In the event such re-employment occurs more than one year after termination, the accrued sick leave shall not be reinstated, and the employee shall accrue sick leave in the same manner as a new employee.

Supervisory and management personnel may use sick leave as provided for in Section 10.6 of the Personnel Administration Program, to attend doctor appointments of oneself or one's immediate family members, to attend to or take care of a ill or injured immediate family member, or for bona fide cases of sickness, accidents, maternity leave, and requests for the employee's presence by immediate family, doctor, or clergy due to family illness or emergency.

A full-time employee who is on sick leave for a period in excess of three (3) days or longer shall, prior to being entitled to any compensation, furnish a report from a qualified doctor that shall contain a diagnosis of the sickness whenever possible. An employee, for any illness or injury of more than seven (7) consecutive days, must present a written statement weekly from a physician, unless otherwise waived in writing by the Department Head.

When employees go on sick leave, they must immediately notify their Department Head or designated supervisor. Notification should be within thirty (30) minutes after the beginning of the scheduled work day, except Police Captains who shall notify the Department no later than one (1) hour prior to the start of the employee's work shift. Failure to do so may result in the denial of such leave pay. Employees should also let the supervisor know when they expect to return to work, and continually keep the supervisor informed of their condition.

No sick leave will be given to an employee in excess of the amount earned and available to the employee. A supervisory or management employee may use vacation time when they have exhausted all of their sick leave time.

Effective 1/1/12, Supervisory and management employees who do not take sick leave during a specified four month period (January through April, May through August, and September through December) shall receive a bonus of one sick day.

See also "Application of Benefits for Extended-Term, Part-Time Employees With Benefits" and the related Section 3.18 of the Personnel Administration Program.

### ***Flex-Time***

Employees classified as Exempt from the overtime and recordkeeping provisions of the Fair Labor Standards Act of 1938, as amended, will be entitled to alter their attendance during regular work hours in recognition of additional hours worked beyond their normal work hours. Such altered attendance, entitled "Flex-Time" for the purpose of this policy/procedure, is defined as time off that may be granted to an employee during regular work hours, with the prior approval and at the discretion of the employee's department head or appointing authority. Please see the *Flex Time Policy* for more details.



Section 3.8 PERSONAL HOLIDAYS (PERSONAL DAYS): Employees are paid their normal hourly rate, with no premium or multiplier, for each hour of Personal Holiday leave used.

Section 3.9 VACATIONS: Employees are paid their normal hourly rate, with no premium or multiplier, for each hour of Vacation leave used. The Employee Handbook shall authorize the length or amount of vacation periods for civil service employees, which may be changed from time to time. Extended-term, part-time employees with benefits, who work a regularly-established number of hours per day, are eligible for a period of vacation leave each year under the same conditions that an extended-term, full-time employee may be eligible, except that compensation for each week of vacation leave shall be reduced to coincide with the number of regular scheduled weekly hours, as per Section 3.18 herein. An employee who terminates or is terminated, dies or retires from City service, shall receive compensation for any unused portion of accumulated vacation leave up to the date of termination, unless the employee terminated during an introductory period.

Section 3.10 MILITARY LEAVE: Compensation for each extended-term employee who is required to take a period of training for the purpose of retaining status as a member in an organized unit of the reserve corps of the United States Army, Navy, Air Force, Marine Corps, Coast Guard and the National Guard or who is ordered to active duty shall be addressed by a separate policy as adopted by the Common Council, which policy shall be incorporated into the Employee Handbook.

Section 3.11 SICK LEAVE: Each extended-term full-time employee and each extended-term part-time employee with benefits shall be eligible for compensable sick leave credit based upon periods of completed service with the City, which credit may be available for use after the first six (6) months of continuous service. Extended-term part-time employees receive sick leave benefits prorated as per Section 3.18 herein. Employees are paid their normal hourly rate, with no premium or multiplier, for each hour of Sick leave used. Compensable sick leave credits may be capped, which caps or maximum accruals will be specified in Section 10.6.3 No compensation is paid for any unused, accumulated sick leave credit if an employee resigns, is discharged, or is laid off.

Section 3.12 BEREAVEMENT LEAVE: All extended-term full-time and part-time employees with benefits shall receive payment at their normal hourly rate, with no premium or multiplier, for each hour of Bereavement Leave granted in accordance with Section 10.7.1. A part-time employee with benefits may receive bereavement leave prorated as per Section 3.18 herein.

Section 3.13 JURY DUTY LEAVE: All extended-term full-time and part-time employees with benefits shall receive compensation for Jury Duty leave in accordance with a policy as adopted by the Common Council and set forth within the Employee Handbook.

Section 3.14 LEAVES OF ABSENCE WITHOUT COMPENSATION: Leaves of absence without compensation may be granted and shall be administered in accordance

who is ordered to active duty shall be addressed by a separate policy as adopted by the Common Council, which policy shall be incorporated into the Employee Handbook..

#### Section 10.6 SICK LEAVE:

10.6.1 ELIGIBILITY: Each extended-term full-time employee and each extended-term part-time employee with benefits shall be eligible for sick leave credit based upon periods of completed service with the City, which credit will begin to accrue and may be available for use after the first six (6) months of continuous service. The positions of Public Health Nurse, Planner, Police Department Administrative Assistant, Administrative Project Assistant, and Deputy City Clerk shall use, accrue, and administer their sick leave credits, incorporating all subsections of 10.6, in the manner authorized for supervisors in the Employee Handbook. [Note: As of February 18, 2014, this section includes a technical correction which incorporates language originally approved December 6, 2011.]

10.6.2 COMPUTATION OF SICK LEAVE CREDIT: Each eligible employee shall be credited with sick leave up to the maximum sick leave accumulation at the rate of the number of hours equivalent to one (1) average regular scheduled workday period (i.e., prorated), exclusive of overtime and authorized meal periods, for each month of completed service after becoming eligible. For the purpose of sick leave credit, completed service shall include absence due to declared City holidays, to approved vacation leaves, to disability arising from injuries sustained in the course of City employment, and to circumstances as required by FMLA, as evidenced by applicable worker's compensation payments.

Unless otherwise required by law (for example, during FMLA absences), all other periods of absence, for example sick leave and unpaid leave, comprising an entire pay period shall not be included as completed service. Additionally, vacation leave and/or compensation time of less than one week (combined), funeral leave, and holiday leave shall not be included as completed service if the remainder of the pay period is comprised of these other periods of absence, as referenced in the preceding sentence. As such, no sick leave benefit will accrue for a given pay period if during that pay period the employee is only credited with sick leave, holiday leave, funeral leave, unpaid leave, or vacation leave and compensation time of less than one week.

10.6.3 MAXIMUM SICK LEAVE ACCUMULATION: Except as set forth in 10.6.1, unused sick leave credit of any eligible employee may not exceed 180 days.

10.6.4 SPECIAL SICK LEAVE CREDIT: If an employee has not taken sick leave during a specified four month period (January through April, May through August, and September through December), the employee shall receive a bonus of one sick day.

10.6.5 USE OF SICK LEAVE CREDIT: Eligible employees, upon the approval of their supervisor, may use sick leave credit in accordance with the provisions listed below, to claim compensation for periods of absence due to illness, injury, or quarantine due to contagious disease which could be communicated to other employees (except where Worker's Compensation applies):

- (a) Employees shall make every reasonable effort to inform their immediate supervisor of any such absence prior to the beginning of their work shift or as soon as possible thereafter. Failure to do so within twenty-four (24) hours from the beginning of their work shift on each day of absence may be cause for denial of use of sick leave credit for the period of absence, except an employee may provide a notice for a multiple day period.
- (b) Sick leave credit may not be used to cover a period of absence less than one hour of the employee's regularly-scheduled daily work hours, except for Department of Public Works and Sewer and Water Employees who may not use sick leave credits to cover a period of absence less than 4 hours of the employee's regularly-scheduled daily work hours. Sick leave credit may not be used to cover a period of or pattern of tardiness, as determined by the City.
- (c) The use of sick leave credit in excess of three (3) consecutive days to cover periods for reason of illness, injury, or quarantine may be granted only after an employee presents to the supervisor, a written statement from the employee's physician stating the nature of the illness and certifying that the employee's condition prevents or prevented the employee from performing the duties of the position and, when applicable, that the employee may return to work and can perform the duties of the position. An employee with any illness or injury of more than seven (7) consecutive calendar days must present such a written statement weekly from a physician, unless otherwise waived in writing by the Department Head.
- (d) Sick leave credit may be used in accordance with State, Federal, and Local Family Medical Leave Act (FMLA) provisions.
- (e) A holiday occurring during an employee's absence due to approved sick leave shall not be considered a day of sick leave.
- (f) All unused, accumulated sick leave credit is automatically cancelled if an employee resigns, is discharged, or is laid off except that employees who are laid off, for reasons not discreditable to them, will retain their unused accumulated sick leave credit provided they are reappointed within three (3) years from the date of the lay off.
- (g) VACATION LEAVE DONATION: Donation of Vacation leave time is allowed to benefit a sick employee. It shall be administered in accordance with the policy as adopted by the Common Council and set forth within the Employee Handbook.

10.6.6 ADMINISTRATION OF SICK LEAVE CREDITS: Supervisors shall ensure sick leave credit used by employees under their jurisdiction is properly and accurately submitted for accounting within the time-keeping system. The Director of Administration shall cause to be maintained a current record of each employee's sick leave credit accumulation and shall make appropriate monthly reports available to supervisors and employees.

10.6.7 SICK LEAVE ABUSE: Any employee fraudulently obtaining sick leave approval or any supervisor falsely certifying to sick leave approval for absence from work for unapprovable reasons, may be disciplined. Any employee exhibiting a pattern of excessive sick leave use, as determined by the City, which pattern can be established by consistent annual use of sick leave credits of more than 6 days without a valid medical reason, as reasonably determined by the City, may be disciplined. Any employee exhibiting a pattern of periodic or cyclical or event-based sick leave use, as reasonably determined by the City, may be disciplined.

Section 10.7 BEREAVEMENT LEAVE:

10.7.1 All extended-term full-time and part-time employees with benefits shall receive up to three (3) working days off with pay as bereavement leave to arrange and/or attend funeral activities in the event of a death within the employee's immediate family. "Immediate family" shall be defined as the employee's spouse, child, father, mother, sister, brother, father-in-law and mother-in-law. The death of a brother-in-law, sister-in-law, daughter-in-law, son-in-law, grand-children, grandparents, or aunt or uncle of the employee or the employee's spouse shall result in one (1) working day off with pay.

10.7.2 When a funeral occurs during an employee's scheduled vacation, bereavement leave can be substituted for the vacation leave up to the amount of days authorized.

10.7.3 An Employee must obtain pre-approval (prior to the first day of usage if possible or during the first day of usage) for bereavement leave by contacting their immediate supervisor or department head. Employees who fail to return to work on the specified date without receiving an extension shall be subject to disciplinary action.

10.7.4 Bereavement leave is to be used to arrange and/or attend funeral activities. Confirming documentation may be required.

10.7.5 Bereavement leave is not deducted from sick leave.

Section 10.8. JURY DUTY LEAVE: Jury duty leave shall be administered in accordance with the policy as adopted by the Common Council and set forth within the Employee Handbook.

Section 10.9 LEAVES OF ABSENCE WITHOUT COMPENSATION: Leaves of absence without compensation may be granted and shall be administered in accordance with the policy as adopted by the Common Council and set forth within the Employee Handbook.

Section 10.10 FAMILY AND MEDICAL LEAVE: The Family and Medical Leave Policy shall be in accordance with state and federal requirements and with the policy as adopted by the Common Council and set forth within the Employee Handbook.

## Staffing Report Data as of September 11th, 2025

Open Positions					
Number of Positions	Title	Date of Vacancy	Reason for Vacancy	Employee Group	Status
2	Light Equipment Operators	6/2/2025 & 6/16/2025	Resignation & Promo	Non-Rep	Joe Chitko was promoted to Bldg Maintenance Superintendent and left DPW. Another employee resigned due to attendance issues.
1	DPW Asst. Superintendent	9/3/2025	Resignation	Non-Rep	Rich Katzfey resigned to take another job opportunity.
2	Sewer & Water Technician	4/12/2025 & 9/12/2025	Retirement & Resignation	Non-Rep	2 short term employees have resigned due to other job opportunities.
3	Police Officer	7/9/2025, 8/30/25 + new position 8/1	2 Resignation + add'l School Resource Officer	Police Union	Sgt Patyk and Officer Voelzke both resigned for opportunities as other police departments. An additional school resource officer was added in August. We are currently taking applications and will likely start employees in time for the January Police Academy.
1	City Attorney		new position	Non-Rep	We have the position posted and have received resumes but have not yet interviewed
1	Engineering Tech IV	7/11/2025	Retirement	Non-Rep	We are accepting applications but have not interviewed any candidates to date.
4	Dispatcher	4/1/2025, 7/25/25, 8/13/25, and 8/5/2025	1 Retirement, 2 job transfers, and 1 resignation	Non-Rep	1 Dispatcher took a promotion to Police Officer. 1 transferred to the Administrative Assistant position when Maureen Schick retired (after 46 years!). We had an opening from a retirement in April and 1 employee left to move out of state. We have accepted applications, did the testing, and have interviewed applicants. We have 4 people that we are starting background checks on.

X