



**CITY OF STURGEON BAY
PERSONNEL COMMITTEE
MONDAY, JANUARY 30, 2023
Council Chambers - 421 Michigan Street, Sturgeon Bay
2:00 p.m.**

1. Call to order.
2. Roll call.
3. Adoption of agenda.
4. Consideration of: Elimination of Language in Human Resources Policy regarding Seasonal Employee Drug Testing.
5. Consideration of: Memorandum of Understanding with Sturgeon Bay Firefighters Association, Local 2682 re: Leave Donation.
6. Consideration of: Sturgeon Bay Fire Department Paid On-Call Firefighters Holiday Worked.
7. Adjourn.

Personnel Committee Members:
Dan Williams, Chr.
J. Spencer Gustafson, Vice Chr.
Dennis Statz

Posted:

Date: 1/26/2023
Time: 8:15 am
By: SLR

EXECUTIVE SUMMARY

TITLE: Consideration of: Elimination of Language in Human Resources Policy regarding seasonal employee drug testing.

BACKGROUND: The City of Sturgeon Bay Human Resources Functions Standardization Policy states that seasonal employee candidates shall be subject to a drug screen.

Over the past few years, it has been difficult to coordinate drug screen appointment and results in a timely manner that regularly results in weeks of seasonal work being lost.

Staff would like to propose the elimination of the language that reads "Season employee candidates shall be subject to a drug screen" and replace with "Season employees may be subject to random drug testing."

This change would allow departments to move forward in the hiring process for seasonal employees and get the seasonal employees to work in a timelier fashion but still allow for random drug testing.

- OPTIONS:**
1. Approve the language change elimination of the language that reads "Season employee candidates shall be subject to a drug screen" and replace with "Season employees may be subject to random drug testing."
 2. Deny the language change elimination of the language that reads "Season employee candidates shall be subject to a drug screen" and replace with "Season employees may be subject to random drug testing."

PREPARED BY: Stephanie L. Reinhardt
Stephanie L. Reinhardt, City Clerk/HR Director

REVIEWED BY: Mike Barker
Mike Barker, Municipal Services Director

Josh VanLieshout
Josh VanLieshout, City Administrator

DATE: 12/28/22

**MEMORANDUM OF UNDERSTANDING
LEAVE DONATION**

THIS MEMORANDUM OF UNDERSTANDING is entered into by and between the City of Sturgeon Bay and the Sturgeon Bay Firefighters Association, Local 2682, IAFF, AFL-CIO-CLC. The Parties wish to make available to Fire Department employees the City of Sturgeon Bay’s leave donation program under which employees may donate some of their accrued but unused sick leave, vacation, and/or comp time to other employees who need time off to address a medical emergency, as outlined in the aforementioned program. This would provide a way for Fire Department employees to assist Fire Department co-workers who would otherwise suffer a substantial loss of income as a result of taking unpaid leave. It does not entitle employees to take additional leave. It does not alter the leave policies contained in the collective bargaining agreement, except to the extent expressly set forth in this MOU.

This MOU shall automatically terminate upon the expiration of the collective bargaining agreement. The City and the Union may mutually agree to extend the MOU through negotiations over a successor agreement, but such extension shall require mutual consent. The City and the Union may mutually agree to continue the MOU during the term(s) of any successor agreement(s), but such continuation shall require mutual consent.

The Parties hereby agree to the following: Fire Department bargaining unit members shall have access to the City’s sick leave donation program, titled “Sick/Vacation/Floating Holiday/Compensatory Leave Donation” and located in the City of Sturgeon Bay Personnel Policies and Employee Handbook, under the same terms and conditions as offered to non-represented City employees.

IN WITNESS WHEREOF, the Parties hereto have executed this Memorandum of Understanding this _____ day of _____, 2022.

City of Sturgeon Bay

Sturgeon Bay Firefighters Association, Local 2682, IAFF, AFL-CIO-CLC

Josh VanLieshout, City Administrator

President

Stephanie L. Reinhardt, City Clerk

Bargaining Committee

*Excerpt from CITY OF STURGEON BAY PERSONNEL POLICIES
AND EMPLOYEE HANDBOOK – Revised 10/7/2020*

SICK/VACATION/FLOATING HOLIDAY/COMPENSATORY LEAVE DONATION

The purpose of this policy to provide a qualified full-time administrative employee, who has a non-occupational extended illness or other medical condition and has exhausted all accumulated sick time, compensatory time, floating holidays, and vacation time, a means of assistance through the contributions of sick time, compensatory time, floating holidays, and vacation from fellow administrative employees. Donation of time may be made under the following conditions:

- A. An employee shall not become eligible to receive a time donation until the employee:
1. Has been employed full-time by the City of Sturgeon Bay for a period of not less than one year.
 2. Has exhausted all accumulated sick, compensatory, floating holiday, and vacation time or other such paid time as the employee may possess and is eligible for leave under the Family and Medical Leave Act. The period in which the employee may receive donated leave is the period of Family and Medical qualified leave which would otherwise be unpaid.
 3. Has applied for and received approval for leave under the Family and Medical Leave Policy for a non-occupational serious health condition of themselves. Donated leave may not be used for care of spouse or dependents or following a birth or adoption of a child.
 4. Has provided medical certification of a serious health condition requiring the employee to be off work for 30 days or more.
 5. Has submitted a written request to the City Administrator to solicit donations from eligible administrative employees. Employees will be permitted to request donation of leave only one time during any 12 month calendar period. After verification that the employee meets the qualifications to receive donated leave, the City Administrator will make other employees aware of the request. No information regarding the employee's medical condition will be divulged without the employee's consent.

An administrative employee may donate up to a maximum of 15% of accumulated sick, compensatory, floating holiday, and vacation time each year to eligible employees. Leave may be donated in the following amounts: Sick leave

- hourly increments, vacations - 2 or full day increments, compensatory time - hourly increments, floating holidays - 2 or full day increments. Donation of sick leave will not affect donor wellness day status. All donations of eligible leave shall be voluntary. No employee may intimidate, threaten, or coerce any other employee with respect to donating or receiving leave.

- B. Any leave donation shall be made in writing, signed by the grantee and department head, and approved by the City Administrator. After approval, the City Administrator will authorize the Payroll Clerk to transfer the donated leave from the donating employee's account to the requesting employee's account. The recipient shall be notified of the amount of time donation, but not the name(s) of the grantor(s).
- C. The aggregate amount of leave that may be donated to one employee shall not exceed 12 weeks during any 12 month calendar period.
- D. The donated leave shall be credited to the recipient at the recipient's rate of pay regardless of the donor's rate of pay.
- E. Donated leave will be subject to all tax liability associated with regular pay and shall be the responsibility of the recipient.
- F. The recipient, while using donated leave, will continue to accrue sick and vacation leave, and other relevant employee benefits.
- G. The recipient, while using donated leave, will continue to receive health insurance benefits.
- H. If the recipient returns to part-time duty, the recipient may continue to use the donated leave until returning to full-time duty. If the recipient returns to regular full-time duty prior to exhausting the donated leave, the recipient shall be allowed to retain up to 8 hours of donated leave. Any balance exceeding 8 hours will be returned to donor employees on a pro-rated basis.
- I. This policy is not intended to replace any provision of the Family Medical Leave Law.


Executive Summary

TITLE: Sturgeon Bay Fire Department Paid On-Call Firefighters Holiday Worked


BACKGROUND: Sturgeon Bay Fire Department Part-time firefighters currently are required to fill all driver night time slots when the full-time firefighters are off. Part-time firefighter's night duty rate for 2023 is \$13.43 per hour with no additional holiday pay. Full-time firefighters who work a holiday have contract language providing an additional holiday worked rate on top of their regular wage. Annually firefighters work 8 identified holidays in which they receive the holiday worked rate and feel that our part-time fighters also deserve a holiday worked rate. We feel an additional \$20 per hour above their normal wage for a holiday worked is in line with other personnel working a holiday. If we have 2 part-time firefighters working a holiday night duty it would account for 16-night slots at 13 hours for each firefighter. This would equate to 208 hours at \$20 per for a total of \$4,160. In our annual budget, we include \$15,000 towards the \$1,000 bonus for the part-time firefighters who respond to over 90% of their calls. In past years we normally have 5-6 of the part-time firefighters who achieve above 90% with our largest year of 9 part-time firefighters.

FISCAL IMPACT: The amount presented can be absorbed in the current projection under the part-time bonus amount already included in the 2023 annual budget.

RECOMMENDATION: Approve the holiday worked rate for all Part-Time Firefighters starting January 01, 2023

PREPARED BY:  1/25/23
Tim Dietman
Fire Chief
Date

REVIEWED BY: Valerie Clarizio 1/25/23
Valerie Clarizio
Finance Director/City Treasurer
Date

REVIEWED BY:  1/25/23
Josh VanLieshout
City Administrator
Date