

Memo

To: Village Board

Fr: Tracy Flucke, Administrator

Re: Implementing PTO Program

Date: December 12, 2013

Attached is a revised Proposed PTO Plans document based upon discussion with the board and staff at the December 11th PTO Workshop.

Option 3 was added as discussed at the meeting for a bank of time for sick leave rather than putting sick leave into the PTO bank. The use of the time and allowable accumulation amount is yet to be determined.

The Village Board and staff will have a second PTO workshop beginning at 4:30pm on December 17th prior to the Village Board meeting. Hopefully the details of the use of this bank can be worked out at that time. We will then have more details worked out to present to the board at their meeting.

If possible please plan to attend the workshop beginning at 4:30pm so we can work out the details in hopes of finalizing PTO at the regular meeting.

PROPOSED PTO PLANS
12/11/2013

PAID TIME OFF	OPTION 1*	OPTION 2 - SUGGESTED BY ZELLER**	OPTION 3***
UPON HIRE	10 + 3 + 8 = 21 DAYS	5 + 3 + 6 = 14 DAYS	10 + 3 = 13 DAYS
1ST YEAR	10 + 3 + 8 = 21 DAYS		10 + 3 = 13 DAYS
2ND YEAR		10 + 3 + 6 = 19 DAYS	
5TH YEAR	15 + 3 + 8 = 26 DAYS		15 + 3 = 18 DAYS
7TH YEAR		15 + 3 + 6 = 24 DAYS	
12TH YEAR	20 + 3 + 8 = 31 DAYS		20 + 3 = 23 DAYS
15TH YEAR		20 + 3 + 6 = 29 DAYS	
20TH YEAR	25 + 3 + 8 = 36 DAYS		25 + 3 = 28 DAYS
25TH YEAR		25 + 3 + 6 = 34 DAYS	
			Sick Leave - 6-8 Days TBD

* PTO IS COMPRISED OF CURRENT VACATION SCHEDULE PLUS CURRENT PERSONAL DAYS (3) PLUS SICK LEAVE REDUCED FROM 12 TO 8 DAYS

** AS SUGGESTED BY TRUSTEE ZELLER - CITY OF DE PERE NON UNION VACATION SCHEDULE PLUS CITY OF DE PERE NON UNION PERSONAL DAYS (3) PLUS SICK LEAVE REDUCED FROM 12 TO 6 DAYS. NOTE CITY OF DE PERE IS IN THE PROCESS OF MOVING TO PTO AND THIS SCHEDULE WILL BE OBSOLETE.

*** DISCUSSED AT PTO MEETING ON 12/11/2013 - VACATION AND PERSONAL DAYS COMBINED WITH A MAX CARRYOVER OF 15 DAYS, SEPARATE BANK FOR SICK LEAVE THAT EMPLOYEES MAY ACCRUE BUT IS NOT ELIGIBLE FOR PAYOUT (SPECIFICS TBD). NO SHORT TERM DISABILITY.

	OPTION 1	OPTION 2	OPTION 3
SHORT TERM DISABILITY	VILLAGE COVERS 30 DAYS AT 100% RATE OF PAY FOR FIRST 2 YEARS OF POLICY AND FIRST 2 YEARS OF EMPLOYMENT. EMPLOYEES BUY DOWN INCOME CONTINUATION INSURANCE AT THEIR OWN EXPENSE	VILLAGE SELF-FUNDS SHORT TERM DISABILITY FOR EMPLOYEES UP TO 180 DAYS, UTILIZING ALREADY BUDGETED WAGE EXPENSES. VILLAGE WOULD PAY 75% RATE OF PAY, EMPLOYEE WOULD BE RESPONSIBLE FOR REMAINING 25%. INCOME CONTINUATION INSURANCE LEFT AS IS.	VILLAGE COVERS 30 DAYS AT 100% RATE OF PAY. VILLAGE PAYS INCOME CONTINUATION INSURANCE BUY-DOWN TO 90 DAYS (APPROX. \$18/EMPLOYEE PER MONTH)