

Memo

To: Village Board

Fr: Tracy Flucke, Administrator

Re: Implementing PTO Program - Clarification of ELB (Extended Leave Bank)

Date: December 30, 2013

Attached are three documents for your review and to help clarify how you would like the ELB to be used.

1) **Attachment # 1 dated 12/11/2013** is the document that was used during discussion at our December 17th Village Board meeting and led to the approval by the board.

2) **Attachment #2 – dated 12/17/2013** is the document I sent to staff and village board after approval at the December 17th meeting. This document was distributed to all staff and Village Board members on December 18th and an informational meeting scheduled December 20th. Upon review with the staff members who attended the December 20th meeting they felt the Extended Leave Bank (ELB) was to be handled differently and upon review of the unapproved minutes the motion did not appear to specify how the ELB would be used

3) **Attachment #3 – dated 12/30/2013** includes the ELB documentation staff felt was part of the approval process.

Please see motion below from the December 17, 2013 meeting.

Trustee Gast's motion from the meeting is as follows: Gast moved that the village board adopt the Option 3 proposal for PTO and sick leave accounts on the schedule as stated with the exception that the sick leave accrual be 6 days per calendar year, that there also be provision in the policy that any unused PTO can also be transferred into the sick back account and this all presupposes that there is an extended leave bank account for all the people that have vested and earned sick leave which would be slid out separately and paid out. And the new sick leave account would be a nonpayable feature.

Vanden Avond – there are obviously lots of details behind that. He assumes that the payout is going to be the rate for the payout is going to be as of 1/1/2014. Does that include the system for donation of sick leave hours and that system be set up. (Gast – yes include that).

Green seconded.

Vacation schedule is generous. PTO can be used for sick or slid into sick leave bank.

More concerned about accrual for security.

Discussion: Number of sick leave days

Substitute motion by Genrich to change the sick days from the recommendation of 6 to 8. Dart seconded. Motion failed. Roll call: Kopish – nay, Genrich – aye, Green – nay, Vanden Avond – aye, Dart – aye, Gast – nay, Zeller - nay

Upon the vote, the main motion carried. Roll call: Kopish – aye, Genrich – nay, Green – aye, Vanden Avond – aye, Dart – aye, Gast – aye, Zeller - nay

Upon review by the Village Attorney he felt the motion by Trustee Gast did not clarify the use of ELB and suggested the board revisit and clarify ELB use.

The Village Board is asked to clarify allowable use of the ELB –Three potential options are listed below:

1) Trustee Gast’s motion – “there is an extended leave bank account for all the people that have vested and earned sick leave which would be slid out separately and paid out.” (clarify this motion)

1) ELB only for 3 or more days of sick (FMLA) and payout for retirement at 1/1/14 wage, using current payout rules.

2) ELB for 3 or more days of sick (FMLA) and payout for retirement at 1/1/14 wage, using current payout rules. Can also be used for sick leave if (USLB) is depleted – per sick leave use policy in Personnel Manual section - **6.2 Sick Leave**

“Sick leave shall be available for use for an illness, medical or dental appointment of the employee or for the caregiving purposes of the employee’s spouse, parent or child(ren) and other members of the employee’s household with an illness, medical or dental appointment.”

Potential Rules for use: (if allowed to use ELB sick leave)

USLB

- 1) Used first for sick leave (including FMLA)
- 2) Not paid out upon retirement.
- 3) Can accumulate up to 120 work days.
- 4) Six (8 hr.) days are added in January each year.
- 5) Can be used in .25hr increments.

ELB

- 1) Can be used for FMLA and secondary for sick leave. (When USLB is depleted)
- 2) Paid out upon retirement based on current policy at wage on 1/1/14.
- 3) Balance of sick leave on 12/31/13 rolled into bank.
- 4) Sick leave may not be added to this bank.
- 5) Can be used in .50hr increments.

Attachment #1

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 + 6 = 24 DAYS	15 + 3 = 18 DAYS
7TH YEAR			
12TH YEAR	20 + 3 + 8 = 31 DAYS	20 + 3 + 6 = 29 DAYS	20 + 3 = 23 DAYS
15TH YEAR			
20TH YEAR	25 + 3 + 8 = 36 DAYS	25 + 3 + 6 = 34 DAYS	25 + 3 = 28 DAYS
25TH YEAR			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)

Attachment #2

APPROVED PTO PLAN

12/17/2013

	PTO	Sick Leave	Extended Leave Bank (ELB)
	<p>Carryover - 15 days Can be used in .5 hr increments</p>	<p>Accrual - 180 calendar days, 120 work days. Can be used in .25 hr increments</p>	<p>Any accrued sick leave as of 12/31/2013 will be transferred into this bank. Can only be used for illnesses of 3 or more days - (FMLA). Eligible for retirement payout at 1/1/14 wage, using current payout rules.</p>
UPON HIRE	10 + 3 = 13 DAYS		
1ST YEAR	10 + 3 = 13 DAYS		
2ND YEAR			
5TH YEAR	15 + 3 = 18 DAYS		
7TH YEAR			
12TH YEAR	20 + 3 = 23 DAYS		
15TH YEAR			
20TH YEAR	25 + 3 = 28 DAYS		
25TH YEAR			

*** DISCUSSED AT PTO WORKSHOPS ON 12/11/2013 & 12/17/2013 - 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. DONATED PTO/SICK POLICY WILL BE SET UP. DETAILS OF THE NEW POLICY WILL BE FORTH COMING.

Attachment #3

APPROVED PTO PLAN

12/30/2013

	PTO	Unpaid Sick Leave Bank (USLB)	Extended Leave Bank (ELB)
	Carryover - 15 days Can be used in .5 hr increments	Accrual - 180 calendar days, 120 work days. Can be used in .25 hr increments	Any accrued sick leave as of 12/31/2013 will be transferred into this bank. Eligible for retirement payout at 1/1/14 wage, using current payout rules. Can be used for sick leave as defined in personnel manual if (USLB) is depleted.
UPON HIRE	10 + 3 = 13 DAYS		
1ST YEAR	10 + 3 = 13 DAYS		
2ND YEAR	15 + 3 = 18 DAYS	Sick Leave - 6 (8 hour) days per year - provided 1/1/14 - pro-rated based upon calendar year	
5TH YEAR	20 + 3 = 23 DAYS		
7TH YEAR	25 + 3 = 28 DAYS		
12TH YEAR			
15TH YEAR			
20TH YEAR			
25TH YEAR			

*** DISCUSSED AT PTO WORKSHOPS ON 12/11/2013 & 12/17/2013 - 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. DONATED PTO/SICK POLICY WILL BE SET UP. DETAILS OF THE NEW POLICY WILL BE FORTH COMING.