

# CITY OF BROWNTON

## EMPLOYEE BENEFIT POLICY

### VACATION

Full time (40 hrs/wk) and part time (minimum 32hrs/wk) employees will accrue vacation hours immediately upon hire. See charts below for accrual rates:

Years of Employment	Full Time Status Can Earn up to	FT Bi-Weekly Accrual rate per pay period
0-5	80 hours per year	3.0769
6-10	100 hours per year	3.8462
11-15	120 hours per year	4.6154
16-20	140 hours per year	5.3846
21+	160 hours per year	6.1538

Part time employees (minimum 32hrs/wk) shall be granted vacation on a prorated basis equivalent to 80% of full time accrual.

Years of Employment	Part Time Status Can Earn up to	PT Bi-Weekly Accrual rate per pay period
0-5	64 hours per year	2.4615
6-10	80 hours per year	3.0769
11-15	96 hours per year	3.6923
16-20	112 hours per year	4.3077
21+	128 hours per year	4.9231

- Vacation time shall be used at employee's discretion; Vacation request forms need to be submitted to the department head with 10 days advanced notice of desired vacation dates if 2 or more consecutive days are requested. Employee will be notified within 1 week if leave request has been approved or denied.
- Upon employee anniversary date, employee can bank equivalent of one year's present accrual rate. Any vacation over the annual accrual limit will be lost unless prior council approval has been given.
- At retirement, or when an employee leaves in good standing and completion of a probationary period, they shall be paid out the remaining balance of the maximum accrued from the previous year.
- In the event an employee with at least five years continuous service dies while employed, his/her heirs at law, shall be entitled to an amount equal to the same schedule.
- Vacation leave policy to be in effect from date of full time employment or part time status of minimum 32hrs/wk.

### SICK LEAVE

- Full time employees will be granted 8 hours of sick leave per month (96 hours per year)
  - o (3.6923 hours per bi-weekly pay period).
- Part time employees will be granted sick leave equivalent prorated at 80% (76.80 hours/year).
  - o (2.9538 hours per bi-weekly pay period).
- Full time employees shall be allowed to carry over a maximum accumulated sick leave of 800 hours per calendar year; Part time employees shall be allowed to carry over a maximum accumulated sick leave of 640 hours per calendar year.
- At retirement, or when an employee leaves in good standing, the accumulated sick leave, up to 800 hours (640 for part time employee), will be paid out according to the following schedule:
  - At least 5 years of service & less than 10 years = 30%

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- At least 10 years of service & less than 15 years = 40%
  - At least 15 years of service & less than 20 years = 50%
  - At least 20 years of service & over = 60%
- In the event an employee with at least five years continuous service dies while employed, his/her heirs, at law, shall be entitled to an amount equal to the same schedule.
- Sick leave policy to be in effect from date of full time employment or part time status of minimum 32hrs/wk.

### **EARNED SICK & SAFE TIME**

- ADD—At the start of each calendar year, all full time employees will start with 80 hours of earned sick and safe time (ESST), deducted from their sick leave balance. Each year after, the ESST account will be replenished to the 80 hour maximum, also deducted from their sick leave.
- ADD--Full time employees starting after January 1 will be eligible for ESST, once they have worked 80 hours. They will earn 1 hour for every 30 hours worked until December 31, with a maximum of 48 hours. After the first year, they will continue to earn ESST hours with the maximum accumulation not to exceed 80 hours. When they have accumulated enough of a sick leave balance they will have their ESST replenished to the 80 hours at the start of each year.
- ADD—Part time employees will be eligible for ESST once they have worked 80 hours. At that point, 1 hour for every 30 hours worked will go into their ESST account, with a maximum accumulation of 48 hours the first year. After the first year, they will continue to earn ESST hours with the maximum accumulation not to exceed 80 hours. At the beginning of each new year, they will have their ESST replenished to 80 hours. If a part time employee returns to work within 180 days, they will retain their ESST balance from the previous employment period.
- ADD--Earned sick and safe time will not be paid out.
- Uses of ESST for an employee's own:
  - Mental or physical illness, injury or other health condition
  - Need for medical diagnosis, care or treatment, of a mental or physical illness
  - Injury or health condition
  - Need for preventative care
  - Closure of the employee's place of business due to weather or other public emergency or closure of a family member's school or care facility due to weather or public emergency
  - The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease or the city has requested a test or diagnosis.
  - Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is due to:
    - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
    - Obtain services from a victim services organization
    - Obtain psychological or other counseling
    - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
    - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
  - Care of a family member:
    - With mental or physical illness, injury or other health condition
    - Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition

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- Who needs preventative medical or health care
- Whose school or place of care has been closed due to weather or other public emergency
- When it has been determined by health authority or a health care professional, that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease
- Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
  - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
  - Obtain services from a victim services organization
  - Obtain psychological or other counseling
  - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
  - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
- For Earned Sick and Safe Leave purposes, family member includes an employee's:
  - Spouse or registered domestic partner
  - Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
  - Sibling, step sibling or foster sibling
  - Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
  - Grandchild, foster grandchild or step grandchild
  - Grandparent or step grandparent
  - A child of a sibling of the employee
  - A sibling of the parent of the employee or
  - A child-in-law or sibling-in-law
  - Any of the above family members of a spouse or registered domestic partner
  - Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
  - Up to one individual annually designated by the employee
- Advance Notice for use of Earned Sick and Safe Leave

If the need for sick and safe leave is foreseeable, the city requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for ESST as soon as practicable. When an employee uses ESST for more than three consecutive days, the city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used ESST for a qualifying purpose. The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the city will not require an employee using ESST leave to find a replacement worker to cover the hours the employee will be absent.

### **LEAVE DONATION**

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- Employees having accrued regular sick leave, vacation leave and/or compensatory leave will be allowed to donate a portion of their sick leave, vacation leave and/or compensatory leave to fellow employees experiencing a major illness or suffering from a serious injury. The illness or injury must be supported by a physician's statement to be eligible for consideration.
- The donated sick leave, vacation leave and/or compensatory leave will be subtracted from the donor's leave and a credit reflecting the donated hours will be added to the receiving employee's record of sick leave, vacation leave and/or compensatory leave.
- An employee may donate leave only if that employee will have a remaining balance of at least 40 hours of vacation leave, 40 hours of sick leave and 15 hours of compensatory leave.
- An employee will be eligible to receive donated leave only after their own accrued sick leave, vacation leave and/or compensatory leave has been exhausted. A probationary employee may receive and use leave for the purposes outlined in this section at the discretion of the city council.
- The value of the donated sick leave, vacation leave and/or compensatory leave is computed according to the salary or wages of the recipient, regardless of the salary or wage of the donor.
- Donated leave cannot be used for any severance pay, or paid out to an employee in the form of cash, or used in any other manner other than what is stated in this section of the policy.

### **HOLIDAYS**

- The following are considered holidays for full time city employees, excepting emergency deemed necessary by the city council: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day and one floating holiday.
- If a holiday falls on a work day, employee to receive compensation for same. In the event the holiday is a Saturday, the preceding Friday will be the scheduled holiday, and when a Sunday, the following Monday will be the scheduled holiday.
- Full time police officers will work holidays as scheduled by the police chief and will receive additional holiday pay at the rate of one and one half times. Full time officers not scheduled to work on the holiday will receive pay for 8 hours at the regular rate of pay. (1/8/08)

### **FUNERAL LEAVE**

- City policy to allow full time employee up to 40 hours paid leave for funerals of immediate family members defined as spouse, child, stepchild, child-in-law, parent, stepparent, parent-in-law, sibling, stepsibling, sibling-in-law, niece/nephew, and grandparent/grandchild.
- Funeral leave for other than immediate family shall be without pay.

### **INSURANCE**

Insurance package for full time employees include – Group Medical Plan, Dental Plan and Life Insurance. City to cover the cost of employee health/dental and 60% of family coverage, if so elected. City will cover 100% of life insurance for the employee. Employee to pay for the remaining 40% of family and dental premiums, amount to be deducted from employee's paycheck. An HSA account shall be started with an initial investment by the City if an employee elects to open an account. AFLAC can be obtained through the City but is 100% employee funded.

### **UNIFORMS**

- City to provide a uniform allowance to each police officer annually. Amount to be set per annual budget.
- City to provide one pair of steel toed boots and one pair of prescription safety glasses, if needed, to city maintenance employees every other year.

### **TRAINING/TRAVEL**

- Training for city employees will be provided by the city as approved by the city council.

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- Police officers required to have a minimum of 16 hours of police training annually, if training falls on a regular scheduled work day, a part-time officer will fill in.
- If employees are required to travel outside of the area in performance of their duties as a city employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred.
- Expenses for meals, including sales tax and gratuity, will be reimbursed at a maximum of \$25.00 per day. No reimbursement will be made for alcoholic beverages.
- Employees who find it necessary to use their private automobiles for city travel will be reimbursed at the standard IRS mileage rate.

### **POLICE DEPT.** **SCHEDULE**

- Officers will work a flex schedule as discussed with the chief. Full time employees shall work 80 hours in a two week pay period.
- Officers will be compensated for on-call time at a rate of \$9.00 per hour. Actual called out time, with a minimum of two hours will be paid at regular pay rate.
- Part-time officers will not be assigned call time hours but may pick up as available.
- Officers to receive overtime pay for court and investigations conducted on days off.
- Comp time may be awarded in lieu of over-time pay, at a rate of one and one half times. Comp time shall not exceed 60 hours at any time with the remainder being paid out or put into the employee's HSA at the end of each year if available.
- Shift hours and scheduling are subject to change by order of the police chief.
- Residency is not required, however, a ten (10) minute response time for all call to the city is required.

### **REIMBURSEMENT**

- The purpose of this policy is to provide reimbursement to the Brownton Police Department for any cost incurred by an officer who chooses to leave the City of Brownton within eighteen months of the initial date of full time employment.
- Officer to reimburse the city/police department for any cost incurred during the hiring process of the employee, for equipment issued to the employee and for training cost incurred by the city for the employee, as outlined by the police chief. Reimbursement to be made prior to the last day of employment and the receiving of the employee's final paycheck.

### **JURY DUTY**

- Regular full-time employees will be granted paid leave of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the city in order to receive their regular wages for the period.
- Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.
- Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the clerk of court so the city will be able to determine the amount of compensation due for the period involved.

### **SCHOOL CONFERENCE LEAVE**

- Any full-time employee may take unpaid leave up to a total of sixteen (16) hours during a 12-month rolling period to attend school conferences or classroom activities provided the conference or classroom activities cannot be scheduled during non-work hours. Employees may choose to use vacation for this absence but are not required to do so.

### **BONE MARROW/ORGAN DONATION LEAVE**

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- Full-time employees may take paid leave, not to exceed 40 hours, unless agreed to by the city, to undergo medical procedures to donate bone marrow or an organ. The 40 hours is over and above the amount of accrued time the employee has earned.
- The city may require a physician's verification of the purpose and length of the leave.

### **MILITARY LEAVE**

- State and federal laws provide protections and benefits to city employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the city as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen day paid leave of absence. Employees on extended unpaid military leave will receive fifteen days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the city at least ten working days in advance of the requested leave. If an employee has not yet used his/her fifteen days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen days will follow the same procedures as for any employee on an unpaid leave of absence.

Employees will be granted up to ten working days of unpaid leave whose immediate family member is a member of the United States armed forces who has been injured or killed while engaged in active service. The 10 days may be reduced if an employee elects to use appropriate accrued paid leave.

- Unless the leave would unduly disrupt the operations of the city, employees whose immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

### **NURSING MOTHERS**

- Reasonable paid breaks to express milk will be given to all nursing mothers for the first year after a child's birth. If possible, breaks will run concurrently with break time already provided. A room will be provided to shield the employee from the public and other employees.

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Amended: 6/10 – Effective 6/10

Amended: 2/15 – Effective 4/1/15

Amended: 6/7/2016

Amended: 12/6/2016 (Changed PD on-call pay to \$2.50/hr)

Amended: 6/7/2016(changed FT vacation carry-over to accrual based on years of service)

Amended: 5/4/2021

Amended: 11/9/2021 added **approved or** to the end of bullet point 1 under vacation

Amended: 5/4/2022 increased max comp time to 60 hours with the remainder being paid out or put into HSA at the end of each year.

Amended: 3/7/2023 added Juneteenth to the list of approved holidays-goes into effect 6/1/2023

Amended: 9/5/2023 added Nursing Mothers section. Police Dept. schedule changed from 10 min to 30 minutes response time. AFLAC added under insurance section. Added working in vacation of use it or lose it at anniversary carry-over.

Amended: 11/7/2023 revised sick leave carry-over balance, removed payout if none used each year and added Earned Sick & Safe Time-effective 1/1/24

Amended/Effective 1/7/2025: Vacation payout of retirement or leave in good standing and completion of probationary period.