

Employee Handbook Updates						
Page	Section	Title	Sub	Title	Previous	Revised
T.O.C.		Table of Contents			All	All updates. There may be section & page number changes
T.O.C.	6.26	Public Records			No Previous Section	6.26 Public Records-Page 121
1	1.03	Applicability			This handbook applies to all employees of the City of Racine who are not represented by a union. This handbook also applies to all employees of the City of Racine who are represented by a union or who are members of a collective bargaining unit to the extent this handbook is not in conflict with the collective bargaining agreement between the City of Racine and such collective bargaining unit. Specifically, as of the date of approval of this handbook, it applies to all employees of the City of Racine except those employees in the following collective bargaining units: Racine Police Association, Local 320 International Association of Fire Fighters, and Local 67 AFSCME (DPW/Parks, City Hall Clerical Unit, and Police Department Clerical Unit). Further, as of the date of approval of this handbook, it applies to the Staff Officers of the Racine Police Department and the Staff Officers of the Racine Fire Department, to the extent it does not conflict with the memoranda of agreement between the City of Racine and those two employee associations, and it fully applies to all non-represented employees working in the Racine Police Department and Racine Fire Department. This handbook only applies to employees of the City of Racine. It does not apply to persons	Specifically, as of the date of approval of this handbook, it applies to all employees of the City of Racine except those employees in the following collective bargaining units: Racine Police Association, Local 320 International Association of Fire Fighters, and Local 67 AFSCME (DPW/Parks, City Hall Clerical Unit, and Police Department Clerical Unit). Further, as of the date of approval of this handbook, it applies to the Staff Officers of the Racine Police Department and the Staff Officers of the Racine Fire Department, to the extent it does not conflict with the memoranda of agreement between the City of Racine and those two employee associations, and it fully applies to all non-represented employees working in the Racine Police Department and Racine Fire Department. This handbook provides a description of the health care plan design applicable to all City employees. For fuller information about health care, contact the City's Human Resources Department.
5	2.01	Employment Classifications	L.	Volunteers	Individuals who are not considered City employees and are not entitled to benefits. Volunteers are covered under the City's liability insurance policy and worker's compensation. Status as a volunteer must be accepted by the City.	Individuals who are not considered City employees and are not entitled to benefits. Volunteers are covered under the City's liability insurance policy and not Chapter 102 of the Worker's Compensation Act, except for emergency management personnel after a declared emergency or during specified training activities. Status as a volunteer must be accepted by the City.
10	3.03	Reasonable Accommodation Policies			Title I & Title II, completely switched. Title I was "It is policy of the City to ensure that all citizens have an equal opportunity to participate and receive benefits of the services, programs, or activities are accessible..."	Title I "In compliance with the Americans With Disability Act of 1990..."
13	3.04	Job Postings			Adding 2 sentences at the end of the original paragraph	Should two or more internal candidates be found to have equal qualifications, the employee with greater City-wide seniority shall be considered the better-qualified of such internal candidates. No employee who applies to fill a job vacancy and is transferred to such position has a right to return to his/her former position.
14	3.08	Polygraph Testing Policy			No Section regarding Polygraph Testing Policy	Adding New Section. See Policy-Polygraph Testing Policy
15	3.09	Residency Requirement			All employees must live within the State of Wisconsin. All employees must maintain said residency during their employment with the City.	The City of Racine has no residency requirement for employees.
15	3.10	Background Checks			Depending on the nature of the position and the applicants applying for the position, the City may conduct varying levels of background screening to determine whether candidates for employment, promotion, assignment or transfer are suitable for the position they desire to obtain.	Depending on the nature of the position and the applicants applying for the position, the Human Resources Department will conduct varying levels of background screening to determine whether candidates for employment, promotion, assignment or transfer are suitable for the position they desire to obtain.

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17	3.13	Promotions			Employees who post of transfer to different positions shall serve a 30-day evaluation period to determine if they are satisfied with the job or if the department head is satisfied with their performance. Employees may return or be returned to the previous job within this 30-day period.	DELETED PARAGRAPH
18	3.16	Layoff/Bumping	6		6. If at any time the department head determines that performance is unsatisfactory, said employee shall be placed on layoff status. The decision by the employer not to retain an employee shall be final. However, such terminated employee shall retain recall privileges.	6. If at any time the department head determines that performance is unsatisfactory, said employee shall be placed on layoff status. The decision by the employer not to retain an employee shall be final, subject to the Grievance Procedure set forth in this handbook. However, such terminated employee shall retain recall privileges.
20	3.17	Separation From Employment	A	Categories of Separation	The employee will be paid all proper compensation up to his or her final day of employment. In addition, the City will pay any accrued but unused vacation on a prorated basis and compensatory/overtime. Failure to provide the proper notification will result in a prorated vacation severance payment and the loss of consideration in future employment opportunities with the City of Racine.	The employee will be paid all proper compensation up to his or her final day of employment. In addition, the City will pay any accrued but unused vacation on a pro-rated basis and compensatory/overtime. Failure to provide the proper notification will result in a prorated vacation severance payment and the loss of consideration in future employment opportunities with the City of Racine.
26	4.09	Overtime	A	Non Exempt Employees	For Purposes of computing overtime, vacation, holiday, and sick time within a given workweek shall not be considered hours worked.	For purposes of computing overtime within a given work week: A. Sick time shall not be considered hours worked. B. Vacation, Compensatory Time and Floating Holidays shall be considered as hours worked for overtime purposes, provided the time off was scheduled prior to the beginning of the employee's work week. C. Holidays shall be considered as hours worked for purposes of computing overtime.
26	4.09	Overtime	B	Non Exempt Employees- Holidays	Except for non-exempt employees who work rotating shifts, overtime for work on an actual holiday will be paid at two times the employee's regular salary.	Except for non-exempt employees who work rotating shifts, overtime for work on an actual holiday will be paid at one and one half times the employee's regular salary.
27	4.09	Overtime			No Section regarding Construction Inspectors	F. Construction Inspectors: Due to variability in working hours for this position, should a construction contractor elect to perform project work in excess of eight hours in a particular day, then the construction inspector working on said project shall be eligible for overtime pay at a rate of time and one-half for those hours worked in excess of eight hours per day of occurrence. Should a construction contractor elect to perform project work on a holiday, then the construction inspector working on said project shall be eligible for overtime pay for those hours worked on the holiday at a rate of time and one-half times the base rate.
27	4.09	Overtime			No Section regarding Lead Worker Pay	H. Lead Worker Pay: Lead worker pay is an hourly increase in pay, usually \$0.40, that is assigned by a department head or supervisor to an employee who schedules and controls the daily working arrangements for a specified group of employees.
27	4.10	Compensatory Time	A	Non-Exempt Employees	Employee may accumulate and use up to 24 hours of compensatory time each calendar year.	At the discretion of each department, employees may accumulate and use up to 24 hours of compensatory time each calendar year.
29	5.02	Rest Periods			Work breaks cannot be accumulated or used to extend lunch period or to shorten the work day	Work breaks cannot be accumulated or used to extend lunch period or to shorten the work day. Lunch periods also may not be used to shorten the work day.

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31	5.04	Vacation Leave	B	Other Employees	Employees who terminate their employment during the calendar year are entitled to their full scheduled vacation allotment,	Employees who terminate their employment during the calendar year are entitled to their accrued but unused vacation allotment on a prorated basis ,
32	5.04	Vacation Leave	G	Retirement/Disability:	Employees who retire under the Wisconsin Retirement Plan, or employees who are unable to work due to a disability, prior to December 31 shall be entitled to any unused scheduled and earned vacation not taken during the calendar year of retirement or disability.	Employees who retire under the Wisconsin Retirement Plan prior to December 31 , or employees who are unable to work due to a disability, shall be entitled to any unused scheduled and earned vacation not taken during the calendar year of retirement or disability.
32	5.05	Sick Leave	A		All regular full-time employees, and regular part-time employees on a pro-rata basis, are eligible for sick leave for personal or family illness...	All regular full-time employees, and regular part-time employees on a pro-rata basis, are eligible for sick leave for personal or immediate family illness...
32	5.05	Sick Leave	B	Usage:	Those employees utilizing their sick leave due to personal illness must notify their department no later than 30 minutes after the start of business in the morning or afternoon.	Those employees utilizing their sick leave due to personal illness must call their department no later than 30 minutes before the start of business in the morning or afternoon.
32	5.05	Sick Leave	C	Notification:	Employees who are absent due to an illness for more than three consecutive working days are required to furnish a certificate of illness...	Employees who are absent due to an illness for more than three consecutive working days or more are required to furnish a certificate of illness...
33	5.05	Sick Leave	C	Notification:	No paragraph regarding	At the discretion of each department, any employee who fails to call supervision within one hour after the start of his or her work shift that he or she will be late for work, will not be permitted to work for the rest of the day, and will be subject to an additional one day suspension.
45	5.15	Health Insurance	A	Medical Coverage Effective January 1, 2013 2015	The City will provide group health insurance to regular full-time employees, and to regular part-time employees who work more than 30 hours per week.	The City will provide group health insurance to regular full-time employees, and to regular part-time employees who work more than 30 hours per week on a pro-rated basis .
45	5.15	Health Insurance	A	Medical Coverage Effective January 1, 2013 2015	...General employees hired prior to January 1, 2013 will pay via payroll deduction 7.5% of the premium equivalent for the coverage type (single or family) selected by the premium equivalent. General employees hired on or after January 1, 2013 will pay 10% of the premium equivalent.	...General employees will pay via payroll deduction 10% or 5% of the premium equivalent for the coverage type (single or family) and option selected by the employee...
45	5.15	Health Insurance			No Section regarding prescription drug policy	B. Prescription Drugs: The City's prescription drug program is separate from the City's PPO health plan in that expenses are not subject to an employee's deductible or out-of-pocket expenses. Participation in the prescription drug program is paid on a 80% (City)/20% (Employee) basis for generic drugs, and the same for brand name drugs when no generic drug is available. In the case of where a brand name drug is prescribed but an equivalent generic brand drug is available, and the employee insists on purchasing the brand name drug, the employee will be charged for the amount above what would be the City's cost for the equivalent generic drug. If a doctor can justify in writing the use of a brand name drug even though a generic equivalent is available, an exception will be given and the brand name prescription drug will be paid at the usual 80%/20% basis.

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45	5.15	Health Insurance	ALL		A. Medical Coverage, B. Wellness Incentive, C. Fitness Center Reimbursement, D. Health Insurance for Retired Employees, E. Cobra	A. Medical Coverage, B. Prescription Drugs, C. Wellness D. Fitness Center Reimbursement, E. Health Insurance for Retired Employees, F. Cobra
46	5.15	Health Insurance	D	Fitness Center Reimbursement	The city will reimburse employees and retirees who are covered by the City's health insurance plan for 50% of the annual membership fee for a fitness center up to a maximum of \$200 per employee or retiree.	The city will reimburse full-time employees and retirees who are covered by the City's health insurance plan for 50% of the annual membership fee for a fitness center up to a maximum of \$200 per employee or retiree.
46	5.15	Health Insurance	E	Health Insurance for Retired Employees	An employee who elects to retire and is at least 55 years of age and has the combination of age and years of service totaling 75 may remain in the City's health plan and is required to pay the premium contribution in effect at the time of retirement.	An employee who elects to retire and is at least 55 years of age and has the combination of age and full years of service totaling 75 may remain in the City's health plan and is required to pay the premium contribution in effect at the time of retirement.
47	5.15	Health Insurance	E	Health Insurance for Retired Employees	The above disability provisions shall not apply if the disability is incurred due to performing services while working for the City.	The above disability provisions shall not apply if the disability is incurred due to performing services while working for another employer.
47	5.15	Health Insurance	E		For employees who become inactive due to a work or non-work related disability (as determined by the Wisconsin Retirement System), or upon the death of any active employee, premium contributions shall be as follows: Age, Years of Service, Policy: Any Age-15& over-coverage continues at rate at retirement, Any Age-10 thru 14-Employee pays half of full premium equivalent, Any Age-5 thru 9-Employee pays full premium equivalent	If an employee retires with a single health insurance policy, this retiree will not be allowed to add any spouse or children after retirement. An employee who retires with a family policy will be allowed to add a new spouse or children after retirement.
47	5.15	Health Insurance	E	Health Insurance for Retired Employees	No paragraph regarding	Any regular full time employee who retires prior to age sixty-five due to physical or mental disability, who has at least fourteen years of continuous service immediately preceding the date of retirement, upon due proof of such disability, may upon request continue in the City's health insurance plan, if such employee pays the City of Racine the entire premium for such insurance at the group rate for a period of one year. This benefit will be extended again during the continuance of such disability for successive periods of one year each, provided written proof of such continuance is submitted to the City of Racine within three months immediately preceding the beginning of each such year. The City shall continue to pay the City portion of the health insurance premium at the time of retirement for employees who are forced to retire under such disability and have twenty-five years or more of continuous service and have reached fifty-five years of age.
48	5.18	Dental Insurance			The choice to participate in the dental plan is voluntary. Employees shall pay via payroll deduction the full amount of the premium for the coverage plan selected.	DELETE

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48	5.18	Dental Insurance			No paragraph regarding	Full time and regular part time employees shall be entitled to the benefits of group dental coverage which provides for full or partial payment of employee and family dental care via a Basic Plan and an Advanced Plan. Those employees who are enrolled in the City's health insurance will automatically be enrolled in the City's Basic Plan, which provides coverage only for the employee. At the employee's option for an additional fee, coverage can be upgraded to include family members and/or being switched to the Advanced Plan.
48	5.18	Dental Insurance & Vision			No paragraph regarding Vision	Full time and regular part time employees are also entitled to participate in a voluntary vision plan. Employees shall pay via payroll deduction the full amount for the premium. A plan description is available for review in the Human Resources Department.
55	5.29	Steel Toed Safety Shoes			...the City shall reimburse employees for half of the cost of one pair of City approved steel toed safety shoes purchased for each subsequent year.	...the City shall reimburse employees for half of the cost of one pair of City approved steel toed safety shoes purchased for each subsequent year.
56	6.02	Attendance/Tardiness Policy	1	Reporting Absences/Tardiness	Am employee who is absent from work must call his/her immediate supervisor or the Department Head as possible, but no later than one-half (1/2) hour after the established starting time.	Am employee who is absent from work must call his/her immediate supervisor or the Department Head as possible, but no later than one-half (1/2) hour before the established starting time.
59	6.03	Prohibited Activity			Only went through #24	Adding #25. Off-duty misconduct of a serious/criminal nature where a nexus exists between the off-duty conduct and the employee's job.
69	6.07	Hazard Communication Policy			No section regarding hazard communication policy	See Policy-Hazard Communication Policy
73	6.08	Drug and Alcohol Policy-D.O.T. Covered Employees			No section regarding	See Policy-Drug and Alcohol Policy-D.O.T. Covered Employees
87	6.09	Use of City Equipment Policy			No Section regarding Use of City Equipment	See Policy-Use of City Equipment Policy
106	6.20	Tobacco Use			No employee will be permitted to use tobacco while in a City building..	No employee will be permitted to use tobacco or e-cigarettes while in a City building..
107	6.23	Fundraising Activity			The Sunshine Club is a sanctioned activity that is open to any City of Racine employee.	The Sunshine Club is a sanctioned activity that is open to any City Hall employee.
121	6.26	Public Records			No Section regarding Public Records	See Policy-Public Records
122	7.01	Purpose, Discipline, And Definitions			This procedure applies to all employees covered under Wis.Stats. 66.0509, and accepts all police and fire employees subject to Wis. Stats. 62.13(5).	This procedure applies to all employees covered under Wis.Stats. 66.0509, and excepts all police and fire employees subject to Wis. Stats. 62.13(5).
122	7.01	Definitions	3	Employee Termination	Employee termination shall include action taken by the employer to terminate an individual's employment for misconduct or performance reasons, but shall not include the following personnel actions: a.voluntary quit b. Layoff, furlough, or failure to be recalled from layoff at the expiration of the recall period c. Time lost because of a lack of work available to the employee. d. Job abandonment, "no call, " "no show", or other failure to report to work e. Termination of employment due to lack of qualification or license or other inability to perform job duties or f. Retirement	Employee termination shall include action taken by the employer to terminate an individual's employment for misconduct or performance reasons, but shall not include voluntary quit or retirement.