



City of West Allis

Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
R-2004-0054	Resolution	In Committee
Resolution relative to adopting an Employee Voluntary Time Off Policy for all City Departments for inclusion in the City of West Allis Policies & Procedures Manual.		
Introduced: 2/18/2004		Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION

Adopted

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>2-18-04</u>			Barczak	✓			
			Czaplewski	✓			
		✓	Kopplin	✓			
			Lajsic	✓			
	✓		Narlock				
			Reinke	✓			
			Sengstock				
			Trudell				
			Vitale				
			Weigel				
			TOTAL	<u>5</u>	<u>-</u>		

SIGNATURE OF COMMITTEE MEMBER (RECORDER)

Chair

Vice-Chair

Member

COMMON COUNCIL ACTION

ADOPT

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>FEB 18 2004</u>	✓		Barczak	✓			
			Czaplewski	✓			
			Kopplin	✓			
			Lajsic	✓			
		✓	Narlock	✓			
			Reinke	✓			
			Sengstock	✓			
			Trudell	✓			
			Vitale	✓			
			Weigel	✓			
			TOTAL	<u>10</u>	<u>-</u>		

Admin
finance
Personnel

COMMITTEES OF THE WEST ALLIS COMMON COUNCIL 2003

ADMINISTRATION AND FINANCE

Chair: Alderperson Czaplewski
V.C.: Alderperson Kopplin
Alderspersons: Barczak
Lajsic
Reinke

ADVISORY

Chair: Alderperson Reinke
V.C.: Alderperson Vitale
Alderspersons: Kopplin
Lajsic
Narlock

LICENSE AND HEALTH

Chair: Alderperson Barczak
V.C.: Alderperson Sengstock
Alderspersons: Kopplin
Trudell
Vitale

SAFETY AND DEVELOPMENT

Chair: Alderperson Lajsic
V.C.: Alderperson Weigel
Alderspersons: Czaplewski
Narlock
Reinke

PUBLIC WORKS

Chair: Alderperson Narlock
V.C.: Alderperson Trudell
Alderspersons: Sengstock
Weigel
Vitale



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Resolution

File Number: R-2004-0054

Final Action:

FEB 18 2004

Resolution relative to adopting an Employee Voluntary Time Off Policy for all City Departments for inclusion in the City of West Allis Policies & Procedures Manual.

WHEREAS, the City of West Allis has developed a policy to implement the employee voluntary time off program; and

WHEREAS, this concept was approved as a part of the 2004 Adopted Budget for the purpose of meeting projected budgetary savings; and

WHEREAS, it is projected that \$100,000 savings will be realized with the implementation of this policy; and

WHEREAS, said policy shall be mandatory for all City departments; and

WHEREAS, said policy was never previously adopted for inclusion in the City's Policies & Procedures Manual; and

WHEREAS, it is beneficial for said policy to be included in the City's Policies & Procedures Manual; and

WHEREAS, the policy has been reviewed by all Department/Division Heads and is recommended for approval.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that the attached Employee Voluntary Time Off Policy be and is hereby approved for inclusion in the City's Policies & Procedures Manual.

BE IT FURTHER RESOLVED that the City Administrative Officer is authorized and directed to include such policy in the City of West Allis Policies & Procedures Manual and distribute said policy to all departments, divisions, and offices.

ADM\ORDRES\ADMR245

ADOPTED

February 18, 2004

Paul M. Ziehler

Paul M. Ziehler, City Admin. Officer, Clerk/Treas.

APPROVED

February 23, 2004

Jeannette Bell

Jeannette Bell, Mayor

Employee Voluntary Time Off

Personnel

1400

1469

1-2

2/18/04

1.0 PURPOSE:

To describe the general policies of the City of West Allis in regard to voluntary time off for purpose of the meeting projected budgetary savings.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all Departments of the City.

3.0 POLICY:

It is the policy of the City of West Allis to provide a uniform set of guidelines and procedures for voluntary time off as a budgetary savings measure.

4.0 REFERENCES:

None.

5.0 DEFINITION:

Voluntary time off means time off without pay initiated by the employee.

6.0 PROCEDURES:

6.1 RESPONSIBILITY:

It is the responsibility of the Personnel Division to administer this policy.

6.2 GENERAL POLICIES:

6.2.1 An employee requesting voluntary time off shall state his/her intention in writing on a form prepared by the Personnel Division. Such forms shall be submitted to the Department Head/Supervisor, who if approved, will forward it to the Personnel Division.

6.2.2 The maximum number of hours of voluntary time off an individual may request is eighty (80) hours (two weeks) per calendar year unless approved by exception by the City Administrative Officer. Voluntary time off shall be taken in equivalent full work days (e.g., 8 hours for FT; 6 hours for .75 FTE; 4 hours for .5 FTE).

6.2.3 Any changes to approved voluntary time off must be resubmitted under these same procedures.

- 6.2.4 Part-time employees are also eligible for this program based on their part time hours worked.
- 6.2.5 Voluntary time off shall be recorded on time records as such, using the "V.T."
- 6.2.6 The Personnel Division will prepare quarterly reports summarizing the voluntary time off usage. The Finance Division will provide cost calculation for such quarterly reports.
- 6.2.7 It is not necessary for employees to use all regular earned vacation and random days prior to requesting voluntary time off.
- 6.2.8 In granting such voluntary time off, no overtime work shall be allowed to result for any other employee.
- 6.2.9 Voluntary time off shall in no way be considered an entitlement, related to any other contract, rule, policy or procedure.
- 6.2.10 Accrual of benefits will not be affected by any voluntary time off.
- 6.2.11 This policy shall sunset on December 31, 2004. However, this policy is automatically extended for additional years, should the Common Council approve the continued inclusion of this item in the future annual budgets.
- 6.2.12 Voluntary time off may be cancelled by the Supervisor/Department Head in the case of emergency or special Department/Division circumstances.

Employee Request for Voluntary Time Off

1. Please read attached policy, "Employee Voluntary Time Off."
2. Name: _____
3. Department/Division: _____
4. Today's Date: _____
5. Describe the voluntary time off scheduled **dates** being requested:
6. Signature: _____

Supervisor Response:

- ☐ Approved
- ☐ **Disapproved**

Start date: _____ End date: _____

Supervisor's Signature/Date: _____

cc: Personnel Division
Finance Division

Reminder: Approval of voluntary time off time may be cancelled at any time if demands of the Department/Division change.