



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
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R-2003-0033 Resolution In Committee

Resolution relative to amending and extending Policies and Procedures Manual Policy No. 1466, relative to Employee Transfer/Donation of Vacation and Random Days to Another Employee in Special Emergency Situations.

Introduced: 1/21/2003

Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION

approved/adopted

MOVER: Murphy AYES 5 NOES 0

SECONDER: Lajsic EXCUSED _____

COMMITTEE ACTION DATE 1-21-03

SIGNATURES OF COMMITTEE MEMBERS

[Signature]
Chair

Paul M. Murphy
Vice-Chair

[Signature]

[Signature]

COMMON COUNCIL ACTION adopted

FINAL ACTION DATE 1-21-03

MOVER:
Czaplewski

SECONDER:
Barczak

	AYE	NO
1. Barczak	✓	_____
2. Czaplewski	✓	_____
3. Kopplin	✓	_____
4. Lajsic	✓	_____
5. Murphy	✓	_____
6. Narlock	✓	_____
7. Reinke	✓	_____
8. Sengstock	✓	_____
9. Trudell	✓	_____
10. Vitale	✓	_____
TOTAL	<u>10</u>	_____

CC: Administration
Personnel
Finance



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Resolution

File Number: R-2003-0033

Final Action:

1-21-03

Resolution relative to amending and extending Policies and Procedures Manual Policy No. 1466, relative to Employee Transfer/Donation of Vacation and Random Days to Another Employee in Special Emergency Situations.

WHEREAS, Resolution No. 27098, dated June 4, 2002, approved the adoption of Policies & Procedures Manual Policy No. 1466, relative to Employee Transfer/Donation of Vacation and Random Days to Another Employee in Special Emergency Situations; and,

WHEREAS, it is desirous and in the best interest of the City to amend and extend such policy.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis, that Policy No. 1466, as amended, 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's Policies & Procedures Manual and distribute said policy to all departments, divisions, and offices.

ADOPTED

Jan. 21, 2003

Paul M. Ziehler

Paul M. Ziehler, Acting City Clerk/Treasurer

APPROVED

January 27, 2003

Jeannette Bell

Jeannette Bell, Mayor

Employee Transfer/Donation of Vacation and Random Days to Another Employee in Special Emergency Situations	Personnel Division			1400
	1466	1-2	5/7/02	1/21/03

1.0 PURPOSE:

To describe the general policies of the City of West Allis in regard to vacation and random time transfer from one employee to another for the purpose of providing income continuation during a catastrophic illness, ~~or injury, or death~~ of an immediate family member.

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 the donation of vacation and random time for an employee that has exhausted all his/her paid time.

4.0 REFERENCES:

None

5.0 PROCEDURES:

5.1 RESPONSIBILITY

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

5.2 GENERAL POLICIES

5.2.1 An employee wishing to donate vacation or random time hours shall state his/her intention in writing on a form prepared by the Personnel Division. Such forms shall be submitted to the Personnel Division.

5.2.2 The maximum number of hours donated by an individual shall be twenty-four (24) hours. The maximum number of hours donated to one employee for his/her use shall be eighty (80) hours, unless approved by exception by the City Administrative Officer.

5.2.3 The recipient of the donated hours shall use the hours to extend paid leave time. The recipient, under no circumstances, shall be paid cash for the hours donated. The recipient must first exhaust all paid time including vacation, random days, compensatory time, and sick leave, including that under the Family Medical Leave Act.

- 5.2.4 If the employee donating hours is paid at an hourly rate different from the recipient, the donation of hours shall be on an hour-for-hour basis without calculation of dollars between the accrual amounts of either the donating and/or receiving employee(s). Recipient employees shall be paid at their regular wage rate. Donation transfer shall not result in overtime for the recipient.
- 5.2.5 A qualified absence shall include, but will not be limited to, an absence for medical and/or other catastrophic emergency needs of the employee's immediate family members, as defined by the Family and Medical Leave Act, or in the aftermath of a family member's death.
- 5.2.6 No employee may donate more than forty (40) hours of combined time for all employees per calendar year.
- 5.2.7 Any donated time not used by the recipient for the catastrophic illness or injury in question shall be credited back to the donor.
- 5.2.8 Part-time employees will have the above-described donated time prorated.
- 5.2.9 The application and use of the donated time in the case of death shall be limited to the death of the spouse and up to thirty (30) days after the date of death. Exceptions to this limitation must be approved by the City Administrative Officer based on special or unusual circumstances.

Employee Transfer/Donation of Vacation and Random Days to Another Employee in Special Emergency Situations	Personnel Division	1400
	1466	1-2
		5/7/02
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