

CITY OF SUPERIOR
SALARY AND BENEFIT POLICY
(Handbook)



Living up to our name.

This Handbook describes the wages and benefits for all employees of the City of Superior, excluding police and fire union employees. The Appendices that define the different employee categories, along with the pay plan that outlines the wage steps, are attached to the end of this document. If you have any questions about the information contained in this document, please contact the Human Resources Department.

PART I. DEFINITIONS.....	1
SECTION 1. EMPLOYEES COVERED BY THIS POLICY.....	1
SECTION 2. TYPES OF EMPLOYEES.....	1
A) <i>Regular Full-Time Employees</i>	1
B) <i>Part-time Employees</i>	1
C) <i>Temporary Employees</i>	1
D) <i>Protective Service Employees</i>	2
E) <i>Salaried Employees</i>	2
F) <i>Limited Term Employee</i>	2
SECTION 3. WORK WEEK.....	2
SECTION 4. LENGTH OF SERVICE.....	3
PART II. SALARIES.....	3
SECTION 5. SALARY SCHEDULE AND PAYMENT.....	3
A) <i>Appendix C - Public Works</i>	3
B) <i>Moving Through the Wage Step Range</i>	4
C) <i>Advance Step Placement Upon Appointment to a Position</i>	4
D) <i>Shift Differential – Appendix C</i>	4
E) <i>Pay Period</i>	5
SECTION 6. PROBATIONARY RATE.....	5
A) <i>New Employees</i>	5
B) <i>Promotions & Reclassifications</i>	5
C) <i>Demotions/Wage Reduction</i>	5
SECTION 7. SALARY REDUCTION/LAYOFF.....	6
PART III FRINGE BENEFITS.....	6
SECTION 8. LONGEVITY.....	6
SECTION 9. RETIREMENT PLAN.....	7
SECTION 10. LIFE INSURANCE.....	7
SECTION 11. HEALTH/DENTAL INSURANCE.....	7
A) <i>Health/Dental Insurance Contributions</i>	7
B) <i>Retirement Health Insurance</i>	8
SECTION 12. DISABILITY PAY - APPENDICES A & B.....	9
SECTION 13. BEREAVEMENT LEAVE.....	9
SECTION 14. HOLIDAYS.....	10
A) <i>Appendices A, B & C</i>	10
B) <i>Protective Service Supervisory Employees - Appendix B</i>	11
C) <i>Floating Holidays-Appendix C</i>	11
SECTION 15. PAID TIME OFF.....	12
A) <i>Paid Leave/Vacation Carry-Over</i>	12
B) <i>Paid Leave - Appendices A & B</i>	12
Department Heads.....	12
Non-department Heads.....	13
Annual Carryover and Conversion of Paid Leave to Benefits.....	13
Conversion of Paid Leave to Benefits at Retirement.....	14
Post-Retirement Health Plan Benefits.....	14
Benefits at Non-Retirement Termination of Employment.....	14
Tax Liability.....	15
C) <i>Vacation - Appendix C</i>	15
Annual Conversion of Accrued Vacation Pay.....	15
Vacation Conversion at Retirement, Disability or Death.....	16
D) <i>Sick Leave - Appendix C</i>	16
Conversion of Unused Sick Leave Upon Retirement.....	17
No Compensation for Unused Sick Leave at Non-Retirement.....	17
SECTION 16. BENEFITS FOR OTHER THAN REGULAR FULL-TIME EMPLOYEES.....	17
A) <i>Part-time Employees:</i>	17
B) <i>Temporary Employees</i>	18
C) <i>Seasonal Laborers – Appendix D</i>	18

SECTION 17.	LEAVES OF ABSENCE	19
SECTION 18.	OVERTIME & COMPENSATORY TIME.....	19
A)	<i>Appendices A and B</i>	19
	Exempt Employees	19
	Comp Time Maximum Accrual	20
	Using Compensatory Time	20
	Zeroing Out Compensatory Time Balances at the End of Each Year	20
	Emergency Overtime.....	20
	Police Department Exempt Positions Working Police Sergeant Shifts	21
B)	<i>Appendix C</i>	21
	Compensatory Time	21
	Library Employees Compensatory Time	21
	Zeroing Out Compensatory Time Balances at the End of Each Year	21
	Emergency Call Back.....	22
	Meeting Call Back.....	22
	Daylight Savings Scheduling	22
SECTION 19.	VEHICLES.	22
SECTION 20.	PROBATIONARY PERIOD.	23
A)	<i>Initial Probationary Period</i>	23
B)	<i>Probationary Period After Completion of Initial Probationary Period</i>	23
C)	<i>Reclassifications</i>	24
SECTION 21.	REIMBURSEMENTS AND ALLOWANCES.	24
A)	<i>CEA-Mechanics and Working Foreman & Fire Mechanic</i>	24
B)	<i>Clothing/Safety Toed Boot Allowance</i>	24
C)	<i>Gloves & Rain Gear</i>	25
D)	<i>CEA Testing</i>	25
E)	<i>ESD Operator Certification</i>	25
F)	<i>Commercial Driver’s License</i>	26
G)	<i>Uniform Allowance</i>	27
H)	<i>SPD-Community Services Officers II & III</i>	28
SECTION 22.	MILITARY LEAVE.	28
SECTION 23.	BENEFITS FOR NON-UNION EMPLOYEES TRANSFERRING FROM AN APPENDIX C POSITION TO AN APPENDIX A OR B POSITION & BENEFITS FOR POLICE OR FIRE UNION EMPLOYEES TRANSFERRING TO A NON-UNION POSITION.	28
SECTION 24.	FORFEITURE OF BENEFITS.	29
PART IV	GRIEVANCE PROCEDURE	30
SECTION 25.	GRIEVANCE PROCEDURE & FORM.....	30
APPENDICIES A, B, C, D & PAY PLANS		33

PART I. DEFINITIONS

Section 1. Employees Covered by this Policy.

This policy shall set the salaries and fringe benefits for non-union City employees. By non-union City employees is meant those employees of the City of Superior who are not within a recognized collective bargaining unit or who are not within the scope of an existing collective bargaining agreement. Elected officials, members of City commissions, boards or committees and members and employees of civic clubs or groups, consultants, or independent contractors shall not be considered City employees for purposes of this policy.

Section 2. Types of Employees.

A) Regular Full-Time Employees

Regular full-time employees are those non-union City employees who have completed their initial probationary period and who are employed by the City on a continuing weekly schedule of not less than 37 ½ hours per week. Only regular full-time employees are eligible for all fringe benefits described in this policy, unless otherwise noted in this policy. A part-time employee who receives vacation and longevity will maintain his/her part-time hire date for the purposes of vacation and longevity calculation if he/she is promoted to a full-time position after 2/7/95.

The positions of City Attorney, City Clerk, Finance Director, Public Works Director, Human Resources Director and City Assessor are considered to be city officers. The positions of Police Chief and Fire Chief are considered to be protective service officers. Employees filling those positions are categorized as regular full-time employees.

The Mayor is an elected position and the salary and benefits for the position are established by ordinance.

B) Part-time Employees

Regular Part-time employees are those non-union City employees who have completed their initial probationary period and who are employed by the City on a continuing weekly schedule less than 37 ½ hours per week.

C) Temporary Employees

There are two types of Temporary Employees. The first type is an Employee hired for a certain term or hired without the expectancy by the City of continued employment. Classes designated as this type of temporary non-union are shown in Appendix "D".

The second type is an employee hired into a position with approval from the Human Resources Director. The duration of the appointment shall not exceed 600 hours. Successive appointments to these temporary positions shall not be made under this provision, except to fill a vacancy caused by illness or extenuating circumstances as approved by the Human Resources

Director. This second type of temporary employee is paid at the first step of the pay Grade for the job class and does not advance beyond this step with additional months of City experience. This temporary employee may be paid at Step 1 of a lower Grade if they are not performing the full range of duties of the position.

Temporary employees do not serve a probation period and cannot gain regular status through temporary employment.

D) Protective Service Employees

Protective service employees shall be those City employees of the Police Department and the Fire Department who are covered by the provisions of Wisconsin Statutes 62.13. Protective service employees whose positions are listed in Appendix “B” hereto shall receive such paid leave, longevity, insurance, retirement and overtime compensation as are provided for by this policy, however, the Police Chief, Deputy Chief and Fire Chief positions shall not receive overtime pay or compensatory time and Fire Battalion Chiefs shall not receive compensatory time.

E) Salaried Employees

City officers, department heads, division managers, supervisory employees and professional employees are considered salaried employees. The salary of these positions presume working a 37.5, 40 or 56 hour work week. Department heads and other exempt employees listed in Appendix A as noted are expected to work a minimum of 40 hours each week and be available for the business hours 8:00 a.m.-4:30 p.m. (or 7:00 a.m.-3:30 p.m.) Monday through Friday, and to attend meetings outside of the regular work day as required by their position. While flexing of this schedule is acceptable, less than 80 hours worked/flexed in a payperiod should be claimed as paid leave. An exempt employee may not be disciplined through suspension without pay in less than one day increments.

F) Limited Term Employee

An employee in a limited term position enjoys the same rights and privileges as an employee in a regular position with the exception of layoff and related rights.

Section 3. Work Week.

There are three work week definitions for full-time non-union employees, 37.5 hours, 40 hours and 56 hours. The Appendices note the work week expectation for the position. For exempt positions, the work week includes daily operations and meetings required for the position that are outside of the regular work day.

When the Employer decides to change the regular workday or workweek of an employee, they will give two (2) weeks’ notice of their intent unless the Employee agrees to forego the two-week notice.

With supervisory approval, non-union employees may flex their work schedule to deviate from the normal scheduling and overtime practices outlined in this policy. Alternative work schedules may include work days that are less than or more than the employee's normal work day. Alternative work schedules are defined by the work cycles administratively defined and documented in Human Resources Work Period Definitions Policy 01.12. The Department shall retain documentation of the flex schedule. The supervisor or the employee may revoke a flex schedule by giving written notice to the other party at least five (5) work days prior to the effective date of revocation.

Section 4. Length of Service.

Length of service is the amount of time that an employee has been employed in a particular City department, division or sub-division. The length of service for each employee shall be maintained within the various departments and/or divisions of the City.

PART II. SALARIES

Section 5. Salary Schedule and Payment.

In establishing the salary schedules and wage rates for the City of Superior, it is agreed that consideration shall be given to the rates paid in comparable employment by industry and other governmental units within the area; the general level of payment required to secure persons properly qualified to perform the duties of the position and to retain them in the service and the City's ability to pay.

The Common Council sets salaries and benefits and may at any time change such salaries and benefits. Until changed by action of the Common Council, the wages for the positions held by non-union employees shall be as provided in the pay plans attached hereto. Such salaries shall be paid bi-weekly. Such annual salaries shall be divided by 26 to obtain a bi-weekly rate. The provisions of this policy notwithstanding, the actual salaries paid during any calendar year will vary from the above annual salaries by the amount of accrued salary earned in the previous calendar year and paid in the then current calendar year and by the amount earned in the then current calendar year but paid in the following calendar year.

Regular part-time and full-time employees will be fully classified for the entire year and will not receive less per hour when assigned to work in lower classifications. When working in higher classifications than his/her appointed class, he/she will receive the pay attached to the higher classification.

A) Appendix C - Public Works

If an employee voluntarily applies and is selected to fill a position in a different department/division, he/she will be paid the rate for the work in that department/division. For purposes of this section,

departments/divisions are as follows:

- Street Division including the Landfill & Sign Shop
- Construction and Maintenance Division
- Environmental Services Division- Operations
- Environmental Services Division- Collection System
- Central Equipment Division – including School District Mechanics
- Parks Recreation & Forestry Department

B) Moving Through the Wage Step Range

Employees move through the grade step range established for the position on a step by step basis based upon length of City service in the position. Once placed upon a step in the appropriate grade, the employee moves to the next higher step after completion of twelve months of service, and an annual performance evaluation that at least meets expectations, until the employee reaches the top of the grade step range.

For public works employees in the following positions: Light Equipment Operator, Skilled Laborer, Medium Equipment Operator and ESD Maintenance Technician. In the event an employee works in a higher pay grade:

- 1) For employees that are at the control point in their base grade, they will be paid the control point step in the higher pay grade.
- 2) For employees that are below the control point in their base grade, they will be paid the same step in the higher pay grade as the step they are on in their base grade, however, they will never be paid more than the control point in the higher grade.

When an employee works in a lower pay grade, and would be paid the lower pay grade (i.e. posted overtime), the same procedure above will be followed.

Control points are indicated on the attached pay plan. If no control point is indicated for a position, the employee will be paid under (2) above.

In the event an employee works in the capacity as a Working Foreman, he/she shall be paid at the same wage step of the current regular Working Foreman. Those wage steps are indicated on the attached pay plan.

C) Advance Step Placement Upon Appointment to a Position

Upon recommendation of the Human Resources Director and approval by the Mayor, a newly appointed employee may be placed upon a higher grade step of the range based upon the qualifications of the employee.

D) Shift Differential – Appendix C

There shall be applied a shift differential of thirty cents (\$.30) per hour to all regularly assigned and established second shifts (3:00 p.m.-11:00 p.m.), and fifty cents (\$.50) per hour, to all regularly assigned and established third or night shifts (11:00 p.m.-7:00 a.m.). Shift differential applies to

employees regularly scheduled for and working an afternoon or night shift (i.e. ESD Operators, snow removal, street sweeping). Shift differential shall apply if half or more of the hours worked occur during the defined second or third shifts. When applied, shift differential shall be paid for all hours worked. Shift differential pay shall be included in computing overtime pay. Shift differential is not applied to paid time off.

E) Pay Period

All personnel shall be paid bi-weekly. The pay period shall begin on 12:01 a.m. Sunday and continue for 14 days ending on Saturday at 12:00 midnight. Police Sergeants, Lieutenants and Captain's pay period begins at 12:01 a.m. Saturday and continues for 14 days ending on Friday at 12:00 midnight.

Section 6. Probationary Rate.

A) New Employees

Whenever a vacancy exists in any one of the positions listed in the Appendices, a review of the salary range for the position may be conducted and adjusted either upward or downward and the Salary Schedule shall be changed by adoption by the Human Resources Committee and approval by the Common Council to establish the new salary range.

New employees will start at step one of the wage range for the position, unless they are offered an advanced step per Section 5(C) based on their experience and qualifications.

B) Promotions & Reclassifications

Upon initial promotion to a new position, an employee will move on to the new grade step range at the next step that is closest to but higher than their current wage, and provides at least a 5% increase, and progress through the wage steps on their promotion date as described in Section 5 (B). As an exception, Appendix C Public Works employees promoted will be placed at a wage step considering their current wage step and/or control point as described in 5(B) above. Mechanics reclassifying to Certified Mechanics will follow 5(B)(2) above. An employee may be offered advanced steps as described in Section 5 (C) based on their relevant experience and qualifications.

C) Demotions/Wage Reduction

If an employee moves to a position in which the top step of the pay grade in the new position is less than the top step of the pay grade in their current position, he/she will be placed on the new grade step table at the step that is closest to but higher than their current wage. He/she will progress through any remaining wage steps as described in Section 5(B). If the top step in the new position is less than their current wage, then he/she will be placed at the top step.

For Public Works employees whose base rate is reduced to a lower grade, their new base rate will not be at a grade step that is higher than the control point for their new grade.

Section 7. Salary Reduction/Layoff.

The Common Council may at any time reduce any salaries for positions listed in the Appendices and/or any salary paid to any non-union regular full-time, part-time or temporary employee when it determines that such reduction is appropriate due to lack of funds, budget constraints, reorganization or reassignment of authority and responsibilities, or deletion of authority or responsibility. Nothing in this policy shall be interpreted as entitling any City employee to a salary after such employee is laid off. In the event of lay-off, the order of lay-off and the non-union City employees to be laid off shall be determined by the Mayor in consultation with the appropriate department head except as provided by Wisconsin Statutes 62.13. In a layoff situation, consideration will be given to maintaining a workforce that is qualified to carry out the critical services still being performed. No regular part-time or full-time non-union employee will be laid off if a seasonal or temporary employee performing the same work is retained.

PART III FRINGE BENEFITS

Section 8. Longevity.

Eligible Employees shall receive longevity pay as follows:

- A) After five (5) years of service, employees will receive \$.20 per hour in addition to the basic salary (\$.14per hour for Fire Battalion Chiefs);
- B) After ten (10) years of service, employees will receive \$.30 per hour in addition to the basic salary (\$.21per hour for Fire Battalion Chiefs);
- C) After fifteen (15) years of service, employees will receive \$.45 per hour in addition to the basic salary (\$.32per hour for Fire Battalion Chiefs);
- D) After twenty (20) years of service, employees will receive \$.65 per hour in addition to the basic salary (\$.46per hour for Fire Battalion Chiefs);
- E) After twenty five (25) years of service, employees will receive \$.90 per hour in addition to the basic salary (\$.64 per hour for Fire Battalion Chiefs).

Section 9. Retirement Plan.

As per Wisconsin Acts 10 and 32, all eligible non-protective service employees will be required to make pre-tax employee contributions to the Wisconsin Retirement Fund Plan at an amount equal to the contribution rate required to be paid by the Department of Employee Trust Funds. The City of Superior agrees to contribute the balance of the employee/employer contributions to the Wisconsin Retirement Fund Plan. Non-Union protective service employees will be required to make employee contributions to the Wisconsin Retirement Fund Plan equivalent to contributions negotiated with their respective police and fire unions.

Section 10. Life Insurance.

The City shall participate in the State Group Life Insurance program for public employees and shall pay the basic life insurance premiums for eligible employees holding positions listed in Appendices “A”, “C” or “D”. Additional coverage for the employee, the employee’s spouse and the employee’s dependents may be made available with the full cost of the premiums to be the responsibility of the employee.

Insurance premiums for eligible employees holding positions listed in Appendix “B” are the responsibility of the employee.

Section 11. Health/Dental Insurance.

A) Health/Dental Insurance Contributions

The City of Superior agrees to participate in the payment of the health/dental plan coverage for eligible employees holding positions listed in Appendix “A” and Appendix “B” and Appendix “C” as follows (Effective 1/1/12)(also see Section 16 for part-time benefit eligibility):

- 1) For benefitted employees budgeted as full-time, at a rate not to exceed 87.4% of the cost of the single, employee plus one dependent or family plan. The City contributes 90% of the cost of the single, employee plus one dependent or family plan for full-time Police Sergeants, Lieutenants and Captains.
- 2) For benefitted employees budgeted at least half-time: The City would contribute 85% of the cost for the single plan, and 80% of the cost of the employee plus one dependent or family plan.

Employees will be eligible for health/dental coverage the first of the month after 30 calendar days of employment.

The City of Superior shall determine the extent, type, total cost and selection of the carrier for all coverages provided for under this section. In order to be eligible for said insurance benefits, the employee must participate in the group insurance plan established by the City. The

Finance Committee on an annual basis will establish and publish health/dental plan rates for employees.

B) Retirement Health Insurance

Employees who retire under the WRS retirement system are eligible to continue health insurance coverage as follows:

For employees who retire prior to January 1, 2009: Retirees may continue the City's health plan beyond age 65 or Medicare eligibility and will pay the rates established for active employees. At age 65 or Medicare eligible age, the retiree or spouse may choose to discontinue coverage under the City's health plan and move to a Medicare supplement plan offered by the City. The spouse of a retiree moving to the Medicare supplement plan who has not reached the age of Medicare eligibility, may stay on the City's health plan until they are Medicare eligible age as long as the retiree continues the Medicare supplement plan offered by the City. However, once a retiree elects to discontinue either the City's health plan or the City offered Medicare supplement plan, the spouse will be given COBRA benefits of up to 36 months depending upon the individual's situation.

For employees who retire after December 31, 2008: Retirees may continue the City's health plan to age 65 or Medicare eligible age and will pay the rate established for active employees. At age 65 or Medicare eligible age, the retiree or spouse coverage under the plan will end* and the retiree or spouse may opt to continue coverage under a Medicare supplement plan offered by the City. The spouse of a retiree moving to the Medicare supplement plan who has not reached the age of Medicare eligibility, may stay on the City's health plan until they are Medicare eligible age as long as the retiree continues the Medicare supplement plan offered by the City. However, once a retire elects to discontinue either the City's health plan or the City offered Medicare supplement plan, the spouse will be given COBRA benefits of up to 36 months depending upon the individual's situation at the COBRA rates of coverage.

*An employee who retires after December 31, 2008 may continue the City's health plan past age 65 for as long as he/she is using banked months to pay the health insurance premium. Once the banked months are depleted, the coverage under the City health plan will end. The retiree or spouse may opt to continue coverage under a Medicare Supplement plan offered by the City.

A spouse of a retiree who dies while on the City health plan or City offered Medicare supplement plan, may continue the City self-insured health plan or the City offered Medicare supplement plan after age 65 depending on the retirement date as described above, through paying 100% of health plan premiums.

Health coverage premium payments, including City offered Medicare supplement plan payments, can come from banked months or dollars for health insurance. A cash payment to the City or Medicare supplement plan can also be done to continue coverage (See Section 15). The health insurance coverage for the City's self-insured health plan will be the same coverage as provided for active employees in the unit the retiree retired from. This coverage may change without any expectation of the retiree retaining the plan design that was in place at the time of their retirement. The health plan premiums paid by retirees will be the same premium amounts established for employee participation in the health plan, considering both the employer and the employee premium portions.

Medicare supplement insurance will be (a)n insured plan with rates set by the company offering the plan.

Section 12. Disability Pay - Appendices A & B.

For regular benefitted positions listed in Appendices A & B: In the event an employee is determined by a medical doctor to be injured off duty or disabled because of a non-work related illness and the employee will miss more than five days of work, the employee will be paid for the sixth to the ninetieth working day depending upon the employee's years of service with the City prorated at the time of the absence (12 days for each year of service) or until the employee is released to return to work, whichever comes first. After the ninetieth working day, the employee would be required to use paid leave or be off without pay. The employee must use paid leave or compensatory time for the first 5 days of the absence or be without pay for the five day period. All time off work for the same injury/illness would be part of the original disability pay leave. A new injury/illness would begin a new disability pay leave.

Section 13. Bereavement Leave.

Bereavement Leave is a City provided benefit intended to be used to keep an employee in a paid status on their regularly scheduled work day(s) to attend a funeral or memorial service, participate in a burial ceremony, assist with funeral arrangements and/or deal with estate matters after the death occurs.

All employees who have completed their probationary period shall be allowed up to three (3) days leave with pay in case of death in the immediate family (spouse, significant other, children, mother, father, sister, brother, grandparents, grandchildren, aunt or uncle of the employee or spouse)including step-children, step-mother/father, step-sister/brother and step-grandparents. In addition, at the discretion of the Human Resources Director, bereavement leave may be granted for other circumstances not listed in this Section.

In extreme cases, an employee may use their accumulated paid leave for additional days off.

If an employee is chosen to serve as a pallbearer, he/she will receive a maximum of eight (8) hours' pay. This pay would not be in addition to the three days mentioned above.

Section 14. Holidays.

A) Appendices A, B & C

Holidays off with pay at their regular base rate shall be granted to employees holding positions listed in Appendix "A", Appendix "B", except for Police Sergeant or Fire Battalion Chief, and Appendix "C" (see exception below for Temporary Working Foremen) as follows:

New Year's Day

Spring Holiday (Friday prior to Easter Sunday)

Memorial Day

Independence Day-4th of July

Labor Day

Veterans' Day - November 11

Thanksgiving Day

Day after Thanksgiving Day

Christmas Eve Day

Christmas Day

Temporary Working Foremen: An employee assigned as a Temporary Working Foreman within the preceding two pay periods will be paid the Working Foreman rate of pay for holidays and floating holidays taken in the current pay period if they worked as a Working Foreman for the majority of hours in the two preceding pay periods. Otherwise, the rate of pay for holidays and floating holidays will be at the employee's base rate. It will be the employee's responsibility to document on their timesheet if Working Foreman pay is due for their time off; to be validated by their supervisor.

In order to be eligible for pay for these holidays, the employee must be in paid status the work day before and after the holiday, except that the department head may grant emergency leave without pay, which would not interrupt the pay status of that employee. In paid status shall mean and include employees on paid leave; employees on emergency leave with or without pay, and employees drawing Worker's Compensation pay.

Should any of the above named holidays fall on a Saturday, the holiday shall be celebrated on the preceding Friday. If a holiday should fall on a Sunday, the holiday shall be celebrated on the following Monday, except when Christmas Eve Day falls on a Sunday, it shall be celebrated on the following Tuesday.

For positions regularly required to be staffed on holidays (i.e. certain positions at ESD), should a holiday fall on the rest day of an employee which is other than Saturday or Sunday, he/she shall be compensated for that day at the straight time rate. For these employees, when the holiday is observed on a different day than the actual holiday, time and a half would only be paid if working on the actual holiday. Otherwise the employee is paid straight time for working on the observed holiday, in addition to their holiday pay. Holiday hours in this situation do not count toward the employee's work week for earning overtime.

For positions scheduled on a flex schedule year round (i.e. Landfill), holiday hours will be totaled for the calendar year and if the employee has less than 80 hours of holiday pay, it will be supplemented with floating holiday hours so that there are a total of 80 hours. For positions scheduled on a flex schedule for part of the calendar year (i.e. Sign Shop and Parks) where the work day exceeds 8 hours, employees will be paid 8 hours for the holiday and can use paid time off to supplement the holiday, make up the hours in the same work week or take no pay* for the additional scheduled hours on the holiday (*no pay hours may affect future year accruals, see Policy 13.01).

Should any employee be required to work on any of the above named holidays, he/she shall be compensated in addition to that pay for the holiday at the rate of time and one-half. All hours worked on a holiday in excess of eight (8) hours (or regularly scheduled work day) shall be compensated at double time (2x).

- B) **Protective Service Supervisory Employees - Appendix B**
Fire Battalion Chief employees are paid for 12 holidays on the 2nd pay day in January in one lump sum. Upon separation from employment with the City, the employee is required to repay a prorated amount of their holiday pay to the City. Employees assigned to work on the holiday receive straight time for hours worked.

Police Sergeant employees are paid for 10 holidays in their base rate of pay. Employees assigned to work on the holiday receive time and one half for hours worked. Police Sergeants working a holiday who are in overtime status will earn overtime at the rate of double time rather than time and a half.

- C) **Floating Holidays-Appendix C**
Positions listed in Appendix C shall receive three (3) floating holidays each calendar year to be taken at a time mutually agreed upon between the supervisor and the employee involved; however, an employee's request for a specific date shall not be unreasonably denied. Employees while serving their initial probationary period shall be allowed to use floating holidays

pro-rated from their date of hire. Floating holidays must be used in the same calendar year as accrued or they will be lost.

Section 15. Paid Time Off.

The rate of pay for employees on vacation, sick leave or paid leave will be the employee's current base rate. Exception-Temporary Working Foremen: An employee assigned as a Temporary Working Foreman within the preceding two pay periods will be paid the Working Foreman rate of pay for vacation and sick leave taken in the current pay period if they worked as a Working Foreman for the majority of hours in the two preceding pay periods. Otherwise, the rate of pay for vacation and sick leave taken will be at the employee's base rate. It will be the employee's responsibility to document on their timesheet if Working Foreman pay is due for their time off; to be validated by their supervisor.

A) Paid Leave/Vacation Carry-Over

Not more than five (5) days (3 days for Battalion Chiefs) of earned paid leave/vacation may be carried forward to the following calendar year. Exceptions to this may only be given by written consent of the Mayor. Exceptions do not exclude the employee from annual paid leave/vacation conversion requirements listed below. Paid leave/vacation may not be accumulated for more than a two year period. The Mayor and any department head may schedule time off and may otherwise designate or limit the time during which time off may be taken.

Non-Union employees who agree to retire during the following calendar year shall be allowed to carry over their entire paid leave/vacation balance into their year of retirement. In the calendar year prior to retirement, the employee must submit a memo to Human Resources specifying their retirement date and desire to carry over the additional paid leave/vacation into the following year. This carryover opportunity does not exclude the employee from annual paid leave/vacation conversion requirements listed below. Any employee who does not retire at the time agreed upon shall forfeit and lose excess paid leave/vacation carried over for retirement.

B) Paid Leave - Appendices A & B

There will be no separate and distinct vacation, sick leave, floating holidays or personal leave days for time off but rather paid leave. Paid leave days are earned in the current year for use in the following calendar year and are to be used for any time off. Regular full-time employees holding positions listed in Appendix "A" or Appendix "B" will earn paid leave days according to the following schedule:

Department Heads

After completion of the one year probationary period, the employee will receive 24 days of paid leave prorated on the amount of time they worked in the previous calendar year.

On January 1st of the calendar year the employee will complete two years, the employee will receive 29 days of paid leave.

On January 1st of the calendar year the employee will complete eighteen years, the employee will receive 34 days of paid leave.

On January 1st of the calendar year the employee will complete twenty-four years, the employee will receive 36 days of paid leave.

Non-department Heads

After completion of the one year probationary period, the employee will receive 24 days of paid leave prorated on the amount of time they worked in the previous calendar year.

On January 1st of the calendar year the employee will complete two years, the employee will receive 24 days of paid leave.

On January 1st of the calendar year the employee will complete twelve years, the employee will receive 29 days of paid leave.

On January 1st of the calendar year the employee will complete eighteen years, the employee will receive 34 days of paid leave.

On January 1st of the calendar year the employee will complete twenty-four years, the employee will receive 36 days of paid leave.

Annual Carryover and Conversion of Paid Leave to Benefits

At the end of each calendar year an employee is eligible to do the following:

Convert paid leave days to banked health insurance. The employee must first carry over 5 days (3 for Battalion Chiefs) of paid leave to use in the following calendar year before they can bank any days, which would otherwise be lost, (up to 10 days/shifts maximum) for paid health insurance. Ten paid leave days/shifts are converted on the basis of two for one; ten days/shifts converted equals five months premiums paid for health coverage after retirement (1 day/shift = 7.5/8/12 hrs, depending on work schedule).

Any paid leave hours in the employees balance at the end of the calendar year above the allowable carryover and banking hours combined, will be lost. A non-union employee who banks their vacation and/or sick leave hours while still on probation, will have that banking reversed if he/she does not successfully complete the one year probationary period.

Conversion of Paid Leave to Benefits at Retirement

A non-union employee, who has completed their one year probationary period, will do the following with their paid leave balance at retirement:

An employee will convert paid leave days to months of paid health plan premiums after retirement. Paid leave days are converted on the basis of two for one; e.g. ten days converted equals five months premiums paid for health coverage after retirement (1 day = 7.5/8/12 hrs, depending on work schedule).

Post-Retirement Health Plan Benefits

The employee will use prepaid health coverage at retirement for the health insurance plan they are carrying at the time of their retirement (i.e. single, employee plus one or family plan). If an employee has employee plus one coverage at the time of their retirement, one banked month will cover up to two plans if the employee and spouse are on different plans after retirement (i.e. one on City plan, one on City Medicare supplement plan; or each on a City Medicare supplement plan). The dental premium is not covered under banked months. Any dollars banked while working as a union employee for post-retirement health insurance will be used up first, followed by banked months. Once banked months are depleted, the employee would make a payment to the City Treasurer for their City health plan coverage. A spouse of a retiree who dies while being covered under banked dollars/months, will continue to be able to use the banked dollars/months for paid health coverage.

During the final year of employment prior to retirement, the employee's compensatory balance will be banked towards the payment of health plan coverage for retirement at the rate of two days of compensatory time for each month of paid health coverage. There will be no cash out options for this benefit.

Benefits at Non-Retirement Termination of Employment

A non-retiring terminating employee may elect to use prepaid health plan coverage for up to 18 months of health plan coverage during the COBRA eligible period. The coverage would be for the health insurance plan the employee is carrying at the time of separation (i.e. single, employee plus one or family plan), the dental premium is not covered under banked months.

A non-retiring terminating employee will be paid out his/her paid leave hours with the last regular payroll check at his/her rate of pay at termination.

For non-retiring terminating employees with a compensatory time balance, the hours (dollars) will be banked toward the City's deferred compensation plan (457 Plan) to a maximum of \$18,000 (or the current

allowable contribution level) or 100% of the employee's compensation, whichever is less.

Tax Liability

Employees will be responsible for any tax liability for the use of prepaid health coverage.

C) **Vacation - Appendix C**

Vacation hours will be granted to employees when they are eligible, according to the following day schedule:

For the purpose of determining the amount of earned vacation hours for regular employees with less than one year's service with the City, the following shall apply:

- 1) For service more than nine (9) months, but less than one (1) year = seven and one-half (7.5) days;
- 2) For service more than six (6) months but less than nine (9) months = five (5) days;
- 3) For service more than three (3) months but less than six (6) months = two and one-half (2.5) days.

There shall be no rights to take vacation until completion of six (6) months employment. Such earned vacation shall be taken in the following calendar year. An employee who leaves employment with the City prior to completion of probation forfeits any accrued vacation hours.

On January 1st of the calendar year the employee will complete two years, employee will be granted two (2) weeks (10 days) of vacation with pay.

On January 1st of the calendar year the employee will complete six years, employee will be granted three (3) weeks (15 days) of vacation with pay.

On January 1st of the calendar year the employee will complete twelve years, employee will be granted four (4) weeks (20 days) of vacation with pay.

On January 1st of the calendar year the employee will complete eighteen years, employees will be granted five (5) weeks (25 days) of vacation with pay.

On January 1st of the calendar year the employee will complete twenty-four years, employees will be granted five (5) weeks and two (2) days' (27 days) vacation.

Annual Conversion of Accrued Vacation Pay

At the end of the calendar year after which the probationary period of one

year is completed, an employee is eligible to annually convert vacation days to VantageCare. The employee must first carry over 5 days of vacation to use in the following calendar year before they can convert any days, which would otherwise be lost, up to 3 days at their base rate excluding longevity (eligible Part-time employees may convert a prorated amount). Any vacation hours in the employee's bank above the carryover and banking hours combined (8 days), will be lost.

Vacation Conversion at Retirement, Disability or Death

Upon retirement, disability or death of the employee the employee or his estate shall have deposited on their behalf in the ICMA VantageCare plan, the value of the employee's unused vacation hours. The value is determined by multiplying the amount of unused accumulated and accrued vacation as of the date of retirement, disability, or death by the base rate of pay (excludes longevity) of the retiree or deceased employee. The ICMA VantageCare Plan is available for post-retirement medical expenses including health insurance premium payments, either with the City's Group Health Insurance or another health insurance plan.

D) Sick Leave - Appendix C

Employees shall accrue sick leave at the rate of one day for each month of employment until a maximum of one hundred twenty (120) days has been accumulated. There shall be no rights to take sick leave until employment has accumulated to six (6) months. Employees who have reached the 120 day sick leave cap shall have deposited on their behalf in the ICMA VantageCare plan, any additional earned sick leave hours at their current base rate (excluding longevity).

In order to qualify for sick leave accumulation in any particular month of employment, the employee must be in pay status during that period. In pay status shall mean and include employees on sick leave, employees receiving Worker's Compensation disability pay, employees on vacation or any eligible employee who has received compensation for services rendered the City during that particular month of employment.

Each absence of any employee by virtue of sick leave shall be charged against the time thus accrued. Proven abuse of sick leave shall be considered dishonesty and shall be treated as such. Employees may claim sick leave for the following reasons:

- 1) The employee's illness or injury including time-off approved under the Family Medical Leave Act; or
- 2) The employee's dental or medical provider appointment for service or consultation; or
- 3) The employee's family member's illness or injury including time-off approved under the Family Medical Leave Act; or
- 4) The employee's family member's dental or medical provider appointment for service or consultation.

For the purposes of this article family members include spouse, children, step-children, an individual of whom the employee has legal guardianship, parents or parents of the employee's spouse.

Conversion of Unused Sick Leave Upon Retirement

Upon retirement under the Wisconsin Retirement System, forced retirement due to disability, or death of an employee; the employee or his/her estate shall have deposited on their behalf in the ICMA VantageCare plan, the value of the employee's unused sick leave, not to exceed 120 days. The value is determined by multiplying the amount of unused accumulated sick leave as of the date of retirement, disability, or death by the base rate of pay (longevity excluded) of the retiree or deceased employee. The ICMA VantageCare Plan is available for post-retirement medical expenses including health insurance premium payments, either with the City's Group Health Insurance or another health insurance plan.

The term "group health insurance" shall mean the health coverage which the City maintains for non-union employees at the time the coverage is used as opposed to coverage existing on the dates of conversion of accumulated sick leave to the Health Insurance Credit, and the premium for such insurance shall be the premium then in effect as opposed to the premium for coverage as of the date of such conversion.

The total premium for active and retired employees is exactly the same; however, the City pays a portion of the premium for active employees. Retired employees, surviving spouses of retired employees, and dependents of retired employees pay the full premium of the group health insurance provided by the City. The premium rate is subject to change. Participants who are eligible for Medicare will have different premium rates.

No Compensation for Unused Sick Leave at Non-Retirement

There shall be no payment with respect to accrued and unused sick leave except at retirement as described above. However, in the event of a layoff, the laid off employee shall have the option of converting up to 50% of their accrued sick leave hours at their base rate into dollars to use toward COBRA premiums for the employer's health and dental insurance plan.

Section 16. Benefits for Other Than Regular Full-time Employees.

A) Part-time Employees:

Appendix A:

Designated non-union regular part-time employees earn benefits including longevity, holidays, bereavement leave, paid leave, and health coverage on a pro-rated basis based upon the percentage of full-time hours scheduled

to work. Non-union part-time employees receive retirement benefits and life insurance upon meeting WRS eligibility requirements.

Appendix C:

Regular part-time employees who are authorized to work half time, either 975 or 1040 hours in a calendar year depending on regular workweek of their department, shall receive health insurance payments made on their behalf as shown in Section 11, longevity pay and accruals of vacation, sick leave, floating holidays and holidays, on a pro rata basis in proportion to the number of hours they are authorized to work. Sick leave accumulated may only be used in lieu of scheduled work hours. Part-time employees shall carry over sick leave benefits in the same manner as full-time employees until a maximum of 120 workdays (authorized hours x 120 = sick leave hours max) have been accumulated. Regular part-time employees who are authorized to work less than either 975 or 1040 hours in a calendar year are not eligible for these benefits, with the exception of longevity pay.

Regular part-time employees who are budgeted to work less than half time based on the regular workweek of their department, shall receive paid time off as follows:

- On January 1st of the calendar year the employee will complete two years, employee will be granted four days of paid time off.
- On January 1st of the calendar year the employee will complete six years, employee will be granted eight days of paid time off.
- On January 1st of the calendar year the employee will complete twelve years, employee will be granted twelve days of paid time off.

One day is equivalent to a prorated day equal to the number of hours employee is budgeted to work (15 hours/week budgeted = .375 on a 40 hour week (15/40). $8 \times .375 = 3$ hour days). Paid time off would be used for either vacation or sick leave time off. Paid time off carryover into the following calendar year is limited to five days. Accrued paid time off is paid out to employee at separation or retirement.

Part-time employees receive retirement benefits and life insurance upon meeting WRS eligibility requirements.

B) Temporary Employees

Temporary non-union employees who work 1,200 or more hours in a calendar year will qualify to receive retirement benefits. Temporary non-union employees receive no other fringe benefits.

C) Seasonal Laborers – Appendix D

Seasonal Laborers who work 1,400 hours or more in any calendar year shall be granted, for use in the following calendar year if employed; vacation, sick leave, and holiday pay in proportion to the number of hours

worked. Employees who have earned sick leave pay may request to carry over up to 30 hours sick leave to be used in the following calendar year if employed. If the employee does not request to carry over the sick leave hours prior to the end of the calendar year, the hours will be lost. All vacation hours remaining at the end of the season will be cashed out. Vacation, sick leave and holiday pay in this category shall not be accumulative from year to year, except as described above for sick leave, and must be used during the calendar year. Example: An employee who worked 1,560 hours in a calendar year would receive 6 hours of pay for a holiday, if in a paid status on the day before and day after the holiday. Seasonal employees, once they have qualified for holiday pay as described above, shall receive only those holidays where they are in paid status the work day before and the work day after the holiday.

Section 17. Leaves of Absence.

Leaves of absence will be granted according to the standardized policy established by the Human Resources Committee.

Section 18. Overtime & Compensatory Time.

All overtime work must be approved by the department head or supervisor. It is the policy of the City that in the interest of the taxpayer, overtime shall be kept to an absolute minimum.

Any overtime worked shall be counted as at least 15 minutes minimum in the event the actual time is more than 7 minutes and less than 15 minutes.

Scheduled or emergency overtime work within a division will be offered to qualified employees within that division first.

A) Appendices A and B

All non-union employees holding positions in Appendices A or B, except department heads, division managers, administrative and fire battalion chief employees will be allowed to accrue compensatory time for hours worked in excess of the normal work week. For purposes of calculating hours worked toward compensatory time eligibility, hours actually worked and approved holiday hours will be considered. Floating holidays, paid leave or any other leave provisions will not be considered. All compensatory time hours earned and subsequent usage must be approved by the department head or supervisor.

Exempt Employees

Non-union exempt employees are not required to receive overtime compensation under the Fair Labor Standards Act (FLSA). However, the employer has the option of providing this compensation as a job benefit under FLSA. The City retains the right to negotiate the terms of

employment. Appendix “A” and “B” indicates which positions have been determined to earn compensatory time and overtime.

Comp Time Maximum Accrual

The maximum compensatory time balance shall be 120 hours per year unless unusual or extenuating circumstances occur, and then any additional compensatory time must be recommended by the department head and the Mayor and approved by the Common Council. Absence this approval, an individual cannot have a balance in excess of 120 hours in a year.

After the balance of 120 hours of compensatory time is reached in a year, hours worked in excess of the normal work week are paid to eligible employees in cash overtime. Employees in the class of Police Sergeant will be able to opt for cash overtime or compensatory time but are limited to the 120 hour compensatory time maximum.

Using Compensatory Time

Compensatory time may be used as time off for vacation or sick leave with prior approval by the department head for absences of less than two weeks. For absences in excess of two weeks, the Human Resources Director may approve the use of compensatory time in conjunction with a leave of absence.

Zeroing Out Compensatory Time Balances at the End of Each Year

Non-union employees with compensatory time balances as of the first pay period in December are required to zero out their compensatory time balances. (Note: The term hour shall also refer to the cash value of the compensatory time hours remaining at the end of the year.)

Any non-union employee with a compensatory time balance as of the first pay period in December will be required to bank the hours (dollars) toward the City’s deferred compensation plan (457 Plan) to a maximum of \$18,000 (or the current allowable contribution level) or 100% of the employee’s compensation, whichever is less.

Emergency Overtime

For employees eligible to earn overtime:

As an exception to the standard overtime policy, Appendix A employees who are called out on an emergency beyond their scheduled work week, will earn a minimum of two hours pay, one hour straight time at the employee’s base rate, and one hour of time and one-half overtime for work as approved by the department head. If the employee works more than one hour during their emergency call back, he/she will receive one hour straight time at the employee’s base rate plus overtime for the actual number of overtime hours worked. This time can be taken as compensatory time or cash overtime as approved by the department head.

Appendix B employees who are called out on an emergency beyond their scheduled work week will earn a minimum of three hours of time and one-half overtime.

For exempt employees not eligible to earn overtime:

Emergency overtime at time and one-half for hours worked, may be authorized by the Mayor for any non-union salaried employee, where there is a state of emergency, declared or otherwise, or similar occurrence in which it is determined that such overtime was performed to protect City interests from undue expense or liability.

Police Department Exempt Positions Working Police Sergeant Shifts

In situations where there is a Sergeant work shift that needs to be filled, and there are no current Sergeants able or willing to work the shift, the shift may be filled by a Police Lieutenant, Captain or Assistant Chief to work outside of their regular work hours. They will be paid time and one-half overtime at the Sergeant pay Grade at Wage Step 1 for these hours.

B) Appendix C

All work performed outside the regularly scheduled work day and work week shall be paid for at the rate of one and one-half (1.5) times the regular hourly rate of pay.

Compensatory Time

For positions designated in Appendix C as eligible for compensatory time, upon receipt of mutual consent between the employee involved and the supervisor approving the overtime, employees may receive compensatory time off at time and one-half (1.5) in lieu of cash overtime pay.

Compensatory time off shall be taken at a mutually agreeable time and no employee shall have a balance of more than sixty (60) hours of compensatory time. Library employees see 'B' below.

Library Employees Compensatory Time

Regular full-time library employees who work overtime as described above shall be reimbursed as provided in this paragraph. To the extent that such compensatory time off can be scheduled within the payroll period in which it is earned, employees will receive compensatory time off at the rate of 1.5 hours for each hour 'worked' (per FLSA definition) in excess of forty (40) hours in a workweek. If the compensatory time cannot be scheduled within such payroll period, the employee will bank hours as compensatory time at the rate of time and one-half (1.5) to be used at a time that is mutually agreeable. No employee shall have a balance of more than sixty (60) hours of compensatory time.

Zeroing Out Compensatory Time Balances at the End of Each Year

On the first pay day each December, the City shall pay the employee monetary compensation for any unused accrued compensatory hours at the

employee's current rate of pay. Compensatory time earned after the first pay period in December can be used once accrued and will carry over into the next calendar year. Pre-scheduled and pre-approved use of compensatory time for the month of December will not be paid out or carried over if the request for time off form is filed with the Human Resources Department before the payout is done.

Emergency Call Back

Employees who are called in for emergency work outside the work day and work week as set forth herein shall receive a minimum of two (2) hours pay, one hour straight time at the employee's base rate and one hour at overtime. If the employee works more than one hour during their emergency call back, he/she will receive one hour straight time at the employee's base rate plus overtime for the actual number of overtime hours worked. Overtime shall be compensated at one and one-half (1.5) times the employee's rate of pay. It is considered an emergency call back when there is less than 12 hours' notice.

Meeting Call Back

Employees hired prior to 1/1/00, who are required to record minutes at meetings after 5:30 p.m., shall receive a minimum of two (2) hours pay paid at time and a half. Employees hired 1/1/00 or after will not receive this two (2) hour minimum pay for meeting call back, but rather will be compensated according to Section 18-Appendix C of this policy.

Daylight Savings Scheduling

It is understood that upon transition from daylight savings when the time is moved back by one hour that employees scheduled to work will receive one hour of overtime for the night shift. When the time is moved ahead by one hour, the employees scheduled for the night shift will be scheduled for one additional hour for that day only so they receive pay for 8 hours.

Section 19. Vehicles.

Employees who are required to utilize their own automobiles in the performance of their jobs will be compensated each month for such use at the IRS rate. Each employee receiving an automobile allowance will submit monthly totals of mileage driven on City business.

Assigned Vehicles: An employee holding the position of Mayor, Public Works Director or Planning, Economic Development and Port Director will be provided with a City owned vehicle. These employees will file monthly personal use reports to document miles used for other than City business. Calculated annual use will be reported as additional income for Wisconsin Retirement Fund and State and federal income purposes. Vehicles assigned to an employee holding the position of Mayor, Public Works Director or Planning, Economic Development and Port Director may also be used by the employee for personal use.

Assigned Specially Equipped Vehicles: Employees who are assigned specially equipped vehicles for emergency response include the Police Chief and Fire Chief. Employees holding these positions are not authorized personal use of the vehicle other than incidental use to and from work; employees are not required to file monthly personal use reports.

After Hours Response - Assigned Vehicles: Employees who are assigned vehicles specifically for the use of after-hours response are to use the vehicle for City business only and are not required to file monthly personal use reports. Vehicles assigned to employees to take home overnight for emergency response after scheduled work hours may also be used by the employee for incidental personal use to and from the work location, employees must file a monthly mileage report with the Finance Department. The mileage for the employee's travel to and from home will be reported as a taxable non-cash fringe benefit as required by IRS. This amount will also be subject to retirement contributions. Vehicles may not be assigned to take home overnight to employees who live farther than a 25-minute response time to the Municipal Services Building. If an employee is assigned an after-hours response vehicle as a benefit and part of their compensation package and they subsequently move outside of the 25-minute response time, they will forfeit this benefit.

If an employee will be absent from work one week or more, employee will park their assigned vehicle at an appropriate City facility.

Non-union Positions Which Are Assigned After Hours Response Vehicles:
Parks and Recreation Superintendent
Public Works Superintendent
Working Foreman – ES Collections Division
Working Foreman – ES Operations Division
Working Foreman - Street Division (between 11/1 & 5/1 each year)
Fire Mechanic

Section 20. Probationary Period.

A) Initial Probationary Period

Employees filling non-union positions shown in Appendices A, B, and C shall serve a 12 month probationary period.

Employees filling temporary positions shown in Appendix D do not serve a probationary period and cannot attain regular status in these positions.

B) Probationary Period After Completion of Initial Probationary Period Appendices A & B: Current employees who have passed their initial 12 month probationary period, and are hired or promoted to fill a different position in Appendices A or B, will serve another 12-month probationary period.

Appendix C: Current employees who have passed their initial 12 month probationary period, and are hired to fill a different position in Appendix C, will serve a 90-calendar day probationary period.

C) **Reclassifications**

Non-Union Employees who are reclassified in their current position will not serve an additional probationary period.

Section 21. Reimbursements and Allowances.

All allowances are paid in advance and are, therefore, subject to taxation as required by law. Probationary employees will only receive an allowance once they pass their probationary period. If an employee leaves employment with the City in the first six months of the year (January-June), the employee will reimburse the City a prorated amount of the allowance they were paid for that calendar year (excluding CDL reimbursement, CEA testing & ESD certification).

A) **CEA-Mechanics and Working Foreman & Fire Mechanic**

An annual tool and safety-toed shoe allowance in the amount of two hundred-fifty dollars (\$250.00) will be paid to mechanics. Said allowance to be paid on or before January 30 of each year.

B) **Clothing/Safety Toed Boot Allowance**

All of the following regular positions shall receive One Hundred Dollars (\$100) per year clothing/safety toed boot allowance, to be paid on or before January 30 of each year:

Assistant Building Inspector
Assistant Public Works Director
Certified Inspector
Chief Building Inspector
Code Compliance Officer
Engineering Technician I-IV (+Environmental)
Environmental Services Director
ESD Asset Mgt & Financial Analysis Coordinator
ESD Asset Management Specialist
ESD Chemist
ESD Collection System Engineering & Operations Manager
ESD Electrician
ESD Facility Planning Coordinator
ESD Laboratory Supervisor
ESD Operations & Maintenance Supervisor
ESD Safety & Loss Prevention Coordinator
ESD Stormwater & Administrative Manager
ESD Wastewater Engineering & Operations Manager
ESD Wastewater Operator

ESD Wastewater Process Engineer
 ESD Water Resources Coordinator
 ESD Water Resources Specialist
 Environmental Regulatory Manager
 Fleet Manager
 Heavy Equipment Operator
 Light Equipment Operator
 Landfill Technician
 Library Custodian
 Library Building Maintenance Worker
 Maintenance & Construction Worker
 Medium Equipment Operator
 Parts & Materials Clerk
 Public Works Director
 Public Works Superintendent
 Skilled Laborer
 Superintendent of Parks, Rec & Forestry
 Working Foreman (except CEA WF)
 WWT Maintenance Technician

C) **Gloves & Rain Gear**

The City agrees to provide gloves and rain gear for use by all employees who need it for the performance of their job.

D) **CEA Testing**

Certified Mechanics/Welders/Bodyworkers: All required N.I.A.S.E. schooling and testing must be done on the employee's own time. The City will pay for the cost of required tests taken upon receipt of evidence that the employee has passed the required tests. The City will not pay for tests that the employee fails. Test evaluation and certification shall be by an impartial third party not connected with management, labor or the employee.

E) **ESD Operator Certification**

Upon achieving relevant Wisconsin DNR Certifications, each ESD Plant Operator, Maintenance Technician and WW Light Equipment Operator will be paid an annual certification incentive according to the following schedule:

Certification Level	Amount per year
OIT with >= 1 subclass exam passed	\$104
Basic with 1-3 years exp. in at least 1 subclass	\$208

Basic with \geq 4 years exp. in at least 1 subclass	\$260
Advanced in 1 subclass	\$416
Basic with 1-3 years exp. in at least 4 subclasses	\$520
Basic with \geq 4 years exp. in at least 4 subclasses	\$624
Advanced in 2 to 4 subclasses	\$832
Advanced in \geq 5 subclasses	\$1,040

Please see WW Operations Incentive Allowance Procedure for additional information.

F) **Commercial Driver's License**

Appendix A: For regular full-time employees whose position requires it, the City shall reimburse the difference for renewing an employee's Commercial Driver's License over the cost of renewing a regular driver's license. For reimbursement the employee must present proof of renewal payment to the Human Resources Department. CDL renewal reimbursement does not apply to temporary non-union employees.

Appendix C: All full-time employees, whose position requires it, must possess and maintain a valid Class B Commercial Drivers' License for the duration of their employment. In order for an employee to work and receive pay at the classification of Heavy Equipment Operator, the employee must have and have maintained a Class A Commercial Drivers' License.

- 1) All new employees must have a valid Class B Commercial Drivers' License prior to passing their probationary period unless otherwise specified in a job posting.
- 2) It will be the employee's responsibility to obtain the necessary licensing and maintain the Commercial Drivers' License during the duration of their employment.
- 3) The City shall reimburse the difference for renewing an employee's Commercial Driver's License over the cost of renewing a regular driver's license. For reimbursement the employee must present proof of renewal payment to the Human Resources Department.

- 4) If an employee's Commercial Drivers' License is suspended or revoked for actions unrelated to City employment, the employee must immediately notify his/her supervisor or the human resources department. The City shall make a good-faith effort to place the employee in a different position that does not require a CDL, provided such work is available and the employee is qualified to do the work. The accommodated employee will be compensated at the rate of the work performed. Availability of work may fluctuate based on factors such as other accommodations, workload and time of year. If an alternative work assignment is not available, the employee may be placed on a leave of absence until an alternative work assignment in which the employee is qualified to perform becomes available. Decisions on work accommodation are not subject to the grievance procedure. The City will not continue to provide employment if employee will not possess a valid Commercial Drivers' License within 12 months of the date of suspension or revocation. The employee will be allowed a reasonable amount of time, up to two weeks, to complete their CDL paperwork for recertification.
- 5) Traffic violations that occur while an employee is actively working will be handled in accordance with the City's disciplinary policy, up to and including termination.
- 6) Exception-Medical Statement:
 - a) A current employee may be given an exemption to this requirement if the employee produces a medical statement from a physician detailing the medical necessity as to why the employee cannot acquire or maintain a CDL.
 - b) Upon acceptance by the Employer of such a medical statement, the employee shall not be allowed to operate any equipment which requires a CDL as defined by the State of Wisconsin, Department of Transportation, Division of Motor Vehicles.
 - c) Both parties recognize an exempt employee shall be considered ineligible/unqualified for any overtime which requires the operation of said equipment.

G) **Uniform Allowance**

Because the allowance is paid in advance, the amount is subject to taxation as required by law. The allowance shall be paid on or before February 28th, of each year.

Fire Battalion Chief: Uniform allowance shall be \$350.00 per year.

Police Sergeant and Lieutenant: Effective January 1st, 2016, uniform allowance will be paid at .65% of the Master Officer rate (\$hourly rate x 2080 hours x .0065).

H) **SPD-Community Services Officers II & III**

Uniform allowance shall be Three hundred and No./100ths dollars (\$300.00) per officer per year. The allowance shall be paid on or before February 28th, of each year. Uniform articles suffering major damage in the line of duty shall be replaced by the City. All claims for replacement by the City shall be made on the same day on which damage occurred. The City will replace as soon as possible prescription glasses made unusable due to damage occurring in the line of duty, providing further, that the damage is reported in the citation or incident report.

Section 22. Military Leave.

Employees called upon to serve periods of duty with the National Guard or any other Military Reserve Training Unit shall suffer no loss of wages for that period of time. The City will pay the difference between the gross taxable income received by the employee for such periods of service and the gross taxable income the employees would have received from the City for that period of time. Such period shall not be considered on a daily or hourly basis and shall not exceed two weeks during any calendar year. The employees shall in no case receive more than his/her normal City gross pay for the pay period or portion of pay periods that he/she is on active duty. If the employee uses paid time off during this period, he/she need not report the military pay to the City.

Section 23. Benefits for Non-Union Employees Transferring from an Appendix C Position to an Appendix A or B Position & Benefits for Police or Fire Union Employees transferring to a Non-Union Position.

For City employees transferring from a union or Appendix C-non-union position to non-union position, the following will apply:

- A) Probationary Period. The employee will serve a one year probationary period, unless it is a not different job class.
- B) Paid Leave. A person promoting to a non-union position is not considered a new hire. The employee's current number of vacation days, together with non-union paid leave days commensurate with the employee's years of employment (defined in Section 15(B)), will be used in the pro-ration of paid leave time earned during the year he/she is promoted to be used in the following calendar year. However, the prorated amount cannot exceed the allowed maximum amounts defined in Section 15(B). In subsequent years of employment the employee would receive paid leave days as defined in Section 15(B).

- C) Sick Leave. Once appointed to a new non-union position the employee can no longer use his/her sick leave time and no additional sick time is accrued. The employee's current sick leave balance in days (1 day = 7.5/8/12 hrs depending on the employee's work schedule), at the time of appointment to a non-union position, will be divided by two to equal months of paid health insurance to be banked. This banked health insurance will be available to the employee after completion of one year in the non-union position.

- D) Compensatory Time The employee's current compensatory time will be transferred for use in his/her new position. The balance at the end of the year will be zeroed out according to Section 18(F) of this policy.

Section 24. Forfeiture of Benefits.

The City has the right to deem any benefit, other than vested pension benefits, to be subject to forfeiture for gross misconduct, malfeasance, or willful conduct detrimental to the interests of the City. Benefits subject to this forfeiture include, but are not limited to, payout of accrued paid leave and use of banked months or dollars for paid health insurance.

PART IV GRIEVANCE PROCEDURE

Section 25. Grievance Procedure & Form

The City of Superior will endeavor to treat all employees fairly and equally within established City and departmental policies or procedures, and within state and federal guidelines related to the workplace.

Should any employee covered by the Non-Union Salary & Benefits Policy feel that his/her rights and privileges under this Policy have been violated, he/she may file a grievance. For the purposes of this Non-Union Salary & Benefits Policy, the term “grievance” means a dispute between the City and an employee covered by this Policy relating to the interpretation or application of this Policy.

During any phase of the grievance procedure, the grievant shall be entitled to such representation as he/she deems necessary. Any such person selected by the grievant may be present and participate in the proceedings during any step of the grievance procedure.

Step 1: The aggrieved employee shall, within ten (10) working days of the date the alleged grievance occurred, present a fully completed grievance form (required) to the employee's immediate supervisor or department head. The supervisor/department head may schedule a meeting with the aggrieved employee to obtain more information. Within ten (10) working days from the date of the grievance or meeting with the supervisor/department head, the supervisor/department head shall submit his/her answer to the aggrieved employee with a copy to Human Resources.

Step 2: Should the aggrieved employee decide that the reply of the immediate supervisor/department head is unsatisfactory, the aggrieved employee may, within ten (10) working days of receiving the response from the supervisor/department head, submit the fully completed grievance form to the Mayor with a notice that he/she is elevating the grievance to Step 2. The notice of grievance elevation should also be copied to the supervisor and Human Resources. The Mayor may schedule a meeting with the aggrieved employee and pertinent supervisor(s) and Human Resources to obtain more information. The Mayor shall, within ten (10) working days of receiving the grievance or meeting with the aggrieved employee, reply to the aggrieved employee in writing, giving his/her decision, with a copy to the supervisor and Human Resources.

Step 3: Should the aggrieved employee or the supervisor decide that the reply of the Mayor is unsatisfactory, the aggrieved employee/supervisor may submit the fully completed grievance form, with a notice that he/she is elevating the grievance to Step 3, to the Human Resources Committee via the Human Resources Department. The grievance will be placed on the next regularly scheduled Human Resources Committee agenda. The Human Resources Committee will hear the facts of the grievance and make a decision. That decision will be submitted to the aggrieved employee and supervisor in writing, with a copy to Human Resources. The Human Resources Committee's decision will be final; there will be no appeal of the Committee's decision.

City of Superior Grievance Procedure Form

This form is intended to assist employees in filing a formal grievance in accordance with the City of Superior grievance process as described in the Non-Union Salary & Benefits Policy.

It is required to complete all questions on the form.

Employee (Grievant) Name & Job Title: _____

Date of incident or alleged violation: _____

Date Employee (Grievant) became aware of the incident or alleged violation: _____

Please state the specific section of the Non-Union Salary & Benefits Policy alleged to have been violated:

Please provide a clear and concise statement of the grievance, including any action taken against the Employee (Grievant):

Please describe the issue involved (summary of relevant facts, witnesses, identification of supporting evidence, etc.):

What efforts have been made to informally resolve the grievance:

What relief/remedy is sought:

Employee (Grievant) Signature

Date

cc: Human Resources

Date Grievance Received: _____ Signature of person receiving grievance: _____

Approved by the Human Resources Committee:

2/15/99; 3/15/99; 6/21/99; 7/19/99; 8/16/99; 1/24/00; 2/21/00; 4/17/00; 5/15/00; 6/19/00; 11/20/00; 12/18/00;
5/21/01; 6/18/01; 10/15/01; 12/17/01; 1/21/02; 2/12/02; 3/26/02; 9/16/02; 11/18/02; 1/20/03; 3/17/03; 5/19/03;
6/16/03; 7/21/03; 9/15/03; 10/20/03; 1/19/04; 9/20/04; 12/20/04; 2/28/05; 4/18/05; 05/05/05; 7/18/05; 10/17/05;
11/28/05; 3/30/06; 12/17/07; 7/21/08; 4/16/12; 12/9/13; 5/19/14; 11/17/14; 4/20/15; 8/26/15; 12/21/15; 3/28/16;
7/25/16; 10/17/16; 1/16/17; 2/27/17; 3/13/17; 6/19/17; 8/21/17; 3/19/18; 4/16/18; 5/21/18; 7/16/18; 9/17/18;
10/15/18; 11/19/18; 1/21/19

Approved by the City Council:

3/2/99; 4/7/99; 7/6/99; 8/3/99; 9/7/99; 2/1/00; 5/2/00; 6/6/00; 7/5/00; 1/02/01; 2/6/01; 6/5/01; 7/03/01; 11/06/01;
1/02/02; 2/5/02; 3/5/02; 4/3/02; 10/1/02; 12/03/02; 2/4/03; 4/2/03; 6/3/03; 7/1/03; 8/5/03; 10/7/03; 11/04/03; 2/3/04;
10/5/04; 1/4/05; 3/1/05; 5/3/05; 8/2/05; 11/1/05; 12/6/05; 4/4/06; 1/8/08; 8/5/08; 5/1/12; 12/17/13; 6/3/14; 12/2/14;
5/5/15; 9/1/15; 1/19/16; 4/6/16; 8/2/16; 11/1/16; 2/7/17; 3/7/17; 7/18/17; 9/5/17; 4/4/18; 6/5/18; 8/7/18; 10/2/18;
11/7/18; 12/4/18; 2/5/19

Appendices A, B, C, D & Pay Plans

City of Superior Non-Union Appendices

Updated 07-16-18

APPENDIX A				
<i>Department Heads - FLSA Exempt Executive - No Compensatory Time/Overtime</i>				
Position	Pay		Weekly	Flex within payperiod
Code	Grade	Title	Hours*	
169	Q	City Assessor	40	
20	R	City Attorney	40	
60	L	City Clerk	40	
105	Q	Director of Parks, Recreation & Forestry	40	
30	R	Finance Director & Senior Administrative Officer	40	
5	Q	Human Resources Director	40	
80	L-P	Library Director	40	
40	R	Planning, Economic Development & Port Director	40	
10	R	Public Works Director	40	
<i>Division Managers - FLSA Exempt Administrative - No Compensatory Time/Overtime</i>				
				Flex within payperiod
160	L	Assistant Finance Director	40	
12	O	Assistant Public Works Director	40	
152	K	Chief Building Inspector	40	
168	L	Deputy Assessor	40	
130	N	Environmental Services Director	40	
156	L	Information Services Director	40	
120	K	Public Works Superintendent	40	
<i>Division Managers/Supervisors - FLSA Exempt Administrative - Receive Compensatory Time/Overtime</i>				
				Flex within payperiod
165	I	Accountant	37.5	
275	I	Community Development Manager	37.5	
118	J	Environmental Regulatory Manager	40	
136	J	ESD Coll System Engineer & Ops Mgr	40	
200	I	ESD Laboratory Supervisor	40	
219	I	ESD Operations & Maintenance Supervisor	40	
138	J	ESD Stormwater & Admin Service Mgr	40	
137	J	ESD Wastewater Engineer & Ops Mgr	40	
140	I	Fleet Manager	40	
185	L-I	Library Children Services Manager	40	
172	L-H	Library Circulation Manager	40	
175	L-K	Library Tech Services Manager	40	
110	J	Parks, Rec & Forestry Superintendent	40	
125		Street Superintendent	40	
<i>Professional - FLSA Exempt Professional - Receive Compensatory Time/Overtime</i>				
				Flex within payperiod
166	I	Contract Analyst	37.5	
117	I	Environmental Regulatory Coordinator	37.5	
146	I	ESD Asset Mgt & Financial Analysis Coord	40	
210	G	ESD Chemist	40	
147	I	ESD Facility Planning Coordinator	40	
148	I	ESD Safety & Loss Prevention Coord	40	
149	I	ESD Water Resources Program Coord	40	
157	I	Geographical Info System Coordinator	37.5	
161		Internal Auditor	37.5	

City of Superior Non-Union Appendices

Position Code	Pay Grade	Title	Weekly Hours*		
507	G	Marketing-Public Relations Coordinator	37.5		
291	G	Planner-Housing Coordinator	37.5		
Grandfathered in Appendix A - FLSA Non-Exempt - Receive Compensatory Time/Overtime					
				Flex within week	
530	L-F	Admin Assistant-Library	40		
533	F	Admin Assistant-Police Department	37.5		
505	G	Chief of Staff to the Mayor	37.5		
510	G	Paralegal	37.5		
520	G	Human Resources Specialist	37.5		
APPENDIX B - Protective Service Non-Union					
Department Heads - FLSA Exempt Executive - No Compensatory Time/Overtime					
				Flex within payperiod	
400	Q	Fire Chief	40		
300	Q	Police Chief	40		
Supervisors - FLSA Exempt Administrative - No Compensatory Time/Overtime					
				Flex within payperiod	
303	N	Assistant Police Chief	40		
305	M	Police Captain	40		
310	L	Police Lieutenant	40		
Supervisors - FLSA Exempt Administrative - Receive Cash Overtime, No Comp Time					
				Flex within week	
440	L	Fire Battalion Chief	56		
Supervisors - FLSA Exempt Administrative - Receive Compensatory Time/Overtime					
				Flex within week	
315	K	Police Sergeant	40		
		<i>Salary includes 10 days Holiday Pay, choice of cash OT or CT - 120 hour max</i>			
APPENDIX C - FLSA Non-Exempt Non-Union Positions					
				CT Eligible	
				Flex within week	
29575	D	Account Clerk	37.5	Y	
29580		Accounting Technician	37.5	Y	
29270	F	Administrative Assistant (Conf) - Fire	37.5	Y	
535	F	Administrative Assistant-Public Works	37.5	Y	
29570	E	Assessment Technician	37.5	Y	
29685		Assistant Building Inspector	37.5	Y	
29685	H	Asst Building Insp + Commercial Electric	37.5	Y	
29695	D	Asst Building Permit Technician	37.5	Y	
66302		Bodyworker	40	N	
29690	E	Building Permit Technician	37.5	Y	
29676	G	Certified Inspector III	37.5	Y	
29675	F	Certified Inspector II	37.5	Y	
29680	E	Certified Inspector I	37.5	Y	
66201	G	Certified Mechanic	40	N	
29250	D	City Clerk Assistant	37.5	Y	
29251	E	City Clerk Technician	37.5	Y	
29200		Clerk	37.5	Y	
29896	F	Code Compliance Officer II	37.5	Y	

City of Superior Non-Union Appendices

Position Code	Pay Grade	Title	Weekly Hours*			
29895	E	Code Compliance Officer I	37.5	Y		
29335	C	Community Services Officer I	37.5	Y		
29320	D	Community Services Officer II	40	Y		
29330	F	Community Services Officer III	40	Y		
29560	G	Deputy City Clerk	37.5	Y		
29830	D	Eng Tech I (Civil)	37.5	Y		
29860	F	Eng Tech II (Civil)	37.5	Y		
29890	H	Eng Tech III (Civil)	37.5	Y		
29920	I	Eng Tech IV (Civil)	37.5	Y		
29230	H	ESD Asset Management Specialist	37.5	Y		
23801	I	ESD Electrician	40	N		
29840	D	ESD Environmental Engineer Tech I	37.5	Y		
29844	F	ESD Environmental Engineer Tech II	37.5	Y		
29842	H	ESD Environmental Engineer Tech III	37.5	Y		
29843	I	ESD Environmental Engineer Tech IV	37.5	Y		
23231	I	ESD Information Services Database Analyst	40	Y		
29232	I	ESD Information Services System Analyst	40	Y		
64401	F	ESD Maintenance Technician	40	N		
29587	E	ESD Utility Billing Technician	37.5	Y		
64501	G	ESD Wastewater Operator	40	N		
29233	G	ESD Wastewater Process Engineer	40	Y		
29234	G	ESD Water Resources Specialist	40	Y		
66205	H	Fire Mechanic	40	N		
29247	E	Fleet Management Technician	37.5	Y		
29365	E	GIS Technician-Limited Term	37.5	Y		
63601	F	Heavy Equip Operator	40	N		
29360	G	Information Services Tech (Conf)	37.5	Y		
29921	F	Landfill Technician	37.5	Y		
29071	L-D	Librarian I	40	Y		
29081	L-F	Librarian II	40	Y		
29061		Library Assistant	40	Y		
29091	L-D	Library Bldg Maint Worker	40	Y		
29031	L-D	Library Clerk	40	Y		
29051	L-B	Library Custodian	40	Y		
63401	D	Light Equip Operator	40	N		
63701	F	Maintenance & Const Wkr	40	N		
66200		Master Mechanic	40	N		
66202	F	Mechanic	40	N		
63501	E	Medium Equip Operator	40	N		
29577	F	Parts & Materials Clerk	40	Y		
29355	E	Payroll Technician(Conf)	37.5	Y		
29240	E	Planning Technician	37.5	Y		
29220	C	Police Records Clerk	37.5	Y		
29710	G	Property Appraiser	37.5	Y		
62801	E	Skilled Laborer	40	N		
29225	D	Sr. Police Records Clerk	37.5	Y		
29586	F	Staff Accountant (Conf)	37.5	Y		
29245	D	Staff Assistant	37.5/40	Y		
29235		Steno Clerk I	37.5	Y		
29230		Steno Clerk II	37.5	Y		
29215		Typist Clerk I	37.5	Y		
29210	C	Typist Clerk II	37.5	Y		
61010	H	Working Foreman CEA / M&C	40	N		

City of Superior Non-Union Appendices

Position Code	Pay Grade	Title	Weekly Hours*			
61010	G	Working Foreman Parks	40	N		
61010	G	Working Foreman Street / Landfill / ESD	40	N		
61010		Wrk Frm Skilled Laborer	40	N		
APPENDIX D - FLSA Non-Exempt Non-Union Temporary Positions						
				Flex within week		
70460	760	Assistant Rec Program Coord	37.5			
70470	770	Bus Driver	37.5			
70900	790	Crossing Guard	37.5			
187	54	Library Page	40			
70462	762	Parks & Rec Volunteer/Customer Service Coord	37.5			
70190	41	Parks & Rec Programs Coord	37.5			
70465	765	Rec Pgm Monitor	37.5			
76000	700	Seasonal Laborer	40			
76005	705	Seasonal Laborer-CDL	40			
70200	740	Student Intern	37.5/40			
70200	720	Student Worker I	37.5/40			
70205	725	Student Worker II	37.5/40			
70210	730	Student Worker III	37.5/40			
70215	735	Student Worker IV	37.5/40			
<i>* For positions that are not full-time, the weekly hours listed are what the work week/work day are based on</i>						

City of Superior Non-Union Pay Plan

1/2/2019

Effective January 1, 2019 - 2% increase to Midpoint

GRADE	JOB TITLE	DEPARTMENT	90	92.5	95	97.5	MIDPT					110	112.5
			MIN	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	MAX
R	CITY ATTORNEY FINANCE DIRECTOR & SENIOR ADMIN OFFICER PLANNING, ECON DEVELOPMENT & PORT DIRECTOR PUBLIC WORKS DIRECTOR	GENERAL GOVERNMENT/CITY ATTO GENERAL GOVERNMENT/FINANCE/G CONSERVATION &/PLANNING/C PUBLIC WORKS/ADMINISTRATI	\$47.37	\$48.68	\$50.00	\$51.31	\$52.63	\$53.95	\$55.26	\$56.58	\$57.89	\$59.21	
Q	CITY ASSESSOR FIRE CHIEF HUMAN RESOURCES DIRECTOR PARKS, REC & FORESTRY DIRECTOR POLICE CHIEF	GENERAL GOVERNMENT/ASSESSOR/ PUBLIC SAFETY/FIRE DEPART GENERAL GOVERNMENT/HUMAN RES CULTURE/REC/EDU/PARKS/CUL PUBLIC SAFETY/POLICE DEPA	\$43.68	\$44.89	\$46.10	\$47.32	\$48.53	\$49.74	\$50.96	\$52.17	\$53.38	\$54.60	
P	VACANT		\$41.83	\$42.99	\$44.16	\$45.32	\$46.48	\$47.64	\$48.80	\$49.97	\$51.13	\$52.29	
O	ASST PUBLIC WORKS DIRECTOR	PUBLIC WORKS/ADMINISTRATI	\$40.00	\$41.11	\$42.22	\$43.33	\$44.44	\$45.55	\$46.66	\$47.77	\$48.88	\$50.00	
N	ASST POLICE CHIEF ENVIRONMENTAL SERVICES DIRECTOR	PUBLIC SAFETY/POLICE DEPA PUBLIC WORKS/SEWAGE SERVI	\$38.16	\$39.22	\$40.28	\$41.34	\$42.40	\$43.46	\$44.52	\$45.58	\$46.64	\$47.70	
M	POLICE CAPTAIN	PUBLIC SAFETY/POLICE DEPA	\$36.32	\$37.32	\$38.33	\$39.34	\$40.35	\$41.36	\$42.37	\$43.38	\$44.39	\$45.39	
L	ASST FINANCE DIRECTOR CITY CLERK DEPUTY ASSESSOR INFORMATION SERVICES DIRECTOR POLICE LIEUTENANT FIRE BATTALION CHIEF (adjusted for 2912 annual hours)	GENERAL GOVERNMENT/FINANCE/G GENERAL GOVERNMENT/CITY CLER GENERAL GOVERNMENT/ASSESSOR/ GENERAL GOVERNMENT/DATA PROC PUBLIC SAFETY/POLICE DEPA PUBLIC SAFETY/FIRE DEPART	\$34.48	\$35.44	\$36.39	\$37.35	\$38.31	\$39.27	\$40.23	\$41.18	\$42.14	\$43.10	
K	CHIEF BUILDING INSPECTOR POLICE SERGEANT PUBLIC WORKS SUPERINTENDENT	PUBLIC SAFETY/BUILDING IN PUBLIC SAFETY/POLICE DEPA PUBLIC WORKS/HWY & STREET	\$32.63	\$33.54	\$34.45	\$35.35	\$36.26	\$37.17	\$38.07	\$38.98	\$39.89	\$40.79	
J	ESD COLL SYSTEM ENGINEER & OPS MGR ESD STORMWATER & ADMIN SERVICES MGR ESD WASTEWATER ENGINEER & OPS MGR ENVIRONMENTAL REGULATORY MANAGER PARKS, REC & FORESTRY SUPERINTENDENT	PUBLIC WORKS/SEWAGE SERVI PUBLIC WORKS/SEWAGE SERVI PUBLIC WORKS/SEWAGE SERVI PUBLIC WORKS/SOLID WASTE CULTURE/REC/EDU/PARKS/CUL	\$30.80	\$31.65	\$32.51	\$33.36	\$34.22	\$35.08	\$35.93	\$36.79	\$37.64	\$38.50	
I	ACCOUNTANT CIVIL ENGINEERING TECHNICIAN IV COMMUNITY DEVELOPMENT MANAGER CONTRACT ANALYST ENVIRONMENTAL REGULATORY COORD	GENERAL GOVERNMENT/FINANCE/G PUBLIC WORKS/ADMINISTRATI CONSERVATION &/ADMINISTRA GENERAL GOVERNMENT/FINANCE/G PUBLIC WORKS/SOLID WASTE	\$28.95	\$29.76	\$30.56	\$31.37	\$32.17	\$32.97	\$33.78	\$34.58	\$35.39	\$36.19	

City of Superior Non-Union Pay Plan

Effective January 1, 2019 - 2% increase to Midpoint

1/2/2019

90 92.5 95 97.5 102.5 105 107.5 110 112.5
 MIN MIDPT MAX

GRADE	JOB TITLE	DEPARTMENT	MIN MIDPT MAX									
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
I	ESD ASSET MGT & FINANCIAL ANALYSIS COORD	PUBLIC WORKS/SEWAGE SERVI	\$28.95	\$29.76	\$30.56	\$31.37	\$32.17	\$32.97	\$33.78	\$34.58	\$35.39	\$36.19
	ESD CIVIL ENGINEERING TECHNICIAN IV	PUBLIC WORKS/SEWAGE SERVI										
	ESD ELECTRICIAN	PUBLIC WORKS/SEWAGE SERVI										
	ESD ENVIRONMENTAL ENGINEER TECH IV	PUBLIC WORKS/SEWAGE SERVI										
	ESD FACILITIES PLANNING COORDINATOR	PUBLIC WORKS/SEWAGE SERVI										
	ESD INFO SERVICES DATABASE ANALYST	PUBLIC WORKS/SEWAGE SERVI										
	ESD INFO SERVICES NETWORK ANALYST	PUBLIC WORKS/SEWAGE SERVI										
	ESD LABORATORY SUPERVISOR	PUBLIC WORKS/SEWAGE SERVI										
	ESD OPERATIONS & MAINTENANCE SUPERVISOR	PUBLIC WORKS/SEWAGE SERVI										
	ESD SAFETY LOSS PREVENTION COORDINATOR	PUBLIC WORKS/SEWAGE SERVI										
	ESD WATER RESOURCES PROGRAM COORDINATOR	PUBLIC WORKS/SEWAGE SERVI										
	FLEET MANAGER	PUBLIC WORKS/SHOP OPERATI										
	GIS COORDINATOR	GENERAL GOVERNMENT/DATA PROC										
H	ASST BUILDING INSPECTOR	PUBLIC SAFETY/BUILDING IN	\$27.11	\$27.86	\$28.61	\$29.37	\$30.12	\$30.87	\$31.63	\$32.38	\$33.13	\$33.89
	CIVIL ENGINEERING TECHNICIAN III	PUBLIC WORKS/ADMINISTRATI										
	ESD ASSET MANAGEMENT SPECIALIST	PUBLIC WORKS/SEWAGE SERVI										
	ESD CIVIL ENGINEERING TECHNICIAN III	PUBLIC WORKS/SEWAGE SERVI										
	ESD ENVIRONMENTAL ENGINEER TECH III	PUBLIC WORKS/SEWAGE SERVI										
	FIRE MECHANIC	PUBLIC SAFETY/FIRE DEPART										
	WORKING FOREMAN	PUBLIC WORKS/SHOP OPERATI										
WORKING FOREMAN	PUBLIC WORKS/BUILDINGS &											
G	CERTIFIED INSPECTOR III	PUBLIC SAFETY/BUILDING IN	\$25.26	\$25.96	\$26.67	\$27.37	\$28.07	\$28.77	\$29.47	\$30.18	\$30.88	\$31.58
	CERTIFIED MECHANIC	PUBLIC WORKS/SHOP OPERATI										
	CHIEF OF STAFF TO THE MAYOR	GENERAL GOVERNMENT/MAYOR/GEN										
	DEPUTY CITY CLERK	GENERAL GOVERNMENT/CITY CLER										
	ESD CHEMIST	PUBLIC WORKS/SEWAGE SERVI										
	ESD WASTEWATER OPERATOR	PUBLIC WORKS/SEWAGE SERVI										
	ESD WASTEWATER PROCESS ENGINEER	PUBLIC WORKS/SEWAGE SERVI										
	ESD WATER RESOURCES SPECIALIST	PUBLIC WORKS/SEWAGE SERVI										
	HUMAN RESOURCES SPECIALIST	GENERAL GOVERNMENT/HUMAN RES										
	INFORMATION SERVICES TECHNICIAN	GENERAL GOVERNMENT/DATA PROC										
	MARKETING-PUBLIC RELATIONS COORDINATOR	GENERAL GOVERNMENT/MAYOR/GEN										
	PARALEGAL	GENERAL GOVERNMENT/CITY ATTO										
	PLANNER-HOUSING COORDINATOR	CONSERVATION &/PLANNING/C										
	PROPERTY APPRAISER	GENERAL GOVERNMENT/ASSESSOR/										
	WORKING FOREMAN	CULTURE/REC/EDU/PARKS/CUL										
	WORKING FOREMAN	PUBLIC WORKS/SEWAGE SERVI										
	WORKING FOREMAN	PUBLIC WORKS/HWY & STREET										
WORKING FOREMAN	PUBLIC WORKS/SOLID WASTE											

↑
fill-in WF rate

↑
WW Operator
control point

↑
fill-in WF rate

City of Superior Non-Union Pay Plan

1/2/2019

Effective January 1, 2019 - 2% increase to Midpoint

GRADE	JOB TITLE	DEPARTMENT	90	92.5	95	97.5	MIDPT				105	107.5	110	112.5
			MIN				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
F	ADMINISTRATIVE ASSISTANT (CONF)-FIRE	PUBLIC SAFETY/FIRE DEPART	\$23.42	\$24.07	\$24.72	\$25.37	\$26.02	\$26.67	\$27.32	\$27.97	\$28.62	\$29.27		
	ADMINISTRATIVE ASSISTANT-POLICE DEPT	PUBLIC SAFETY/POLICE DEPA												
	ADMINISTRATIVE ASSISTANT-PUBLIC WORKS	PUBLIC WORKS/ADMINISTRATI												
	CERTIFIED INSPECTOR II	PUBLIC SAFETY/BUILDING IN												
	CIVIL ENGINEERING TECHNICIAN II	PUBLIC WORKS/ADMINISTRATI												
	CODE COMPLIANCE OFFICER II	PUBLIC SAFETY/BUILDING IN												
	COMMUNITY SERVICES OFFICER III	PUBLIC SAFETY/POLICE DEPA												
	ESD CIVIL ENGINEERING TECHNICIAN II	PUBLIC WORKS/SEWAGE SERVI												
	ESD ENVIRONMENTAL ENGINEER TECH II	PUBLIC WORKS/SEWAGE SERVI												
	HEAVY EQUIPMENT OPERATOR	PUBLIC WORKS/HWY & STREET												
	HEAVY EQUIPMENT OPERATOR	PUBLIC WORKS/SEWAGE SERVI												
	HEAVY EQUIPMENT OPERATOR	PUBLIC WORKS/SOLID WASTE												
	LANDFILL TECHNICIAN	PUBLIC WORKS/SOLID WASTE												
	MAINTENANCE & CONSTRUCTION WORKER	PUBLIC WORKS/BUILDINGS &												
	MECHANIC	PUBLIC WORKS/SHOP OPERATI												
	PARTS & MATERIALS CLERK	PUBLIC WORKS/SHOP OPERATI												
	STAFF ACCOUNTANT	GENERAL GOVERNMENT/FINANCE/G												
WWT MAINTENANCE TECHNICIAN	PUBLIC WORKS/SEWAGE SERVI													
E	ASSESSMENT TECHNICIAN	GENERAL GOVERNMENT/ASSESSOR/	\$21.58	\$22.18	\$22.78	\$23.38	\$23.98	\$24.58	\$25.18	\$25.78	\$26.38	\$26.98		
	BUILDING PERMIT TECHNICIAN	PUBLIC SAFETY/BUILDING IN												
	CERTIFIED INSPECTOR I	PUBLIC SAFETY/BUILDING IN												
	CITY CLERK TECHNICIAN	GENERAL GOVERNMENT/CITY CLER												
	CODE COMPLIANCE OFFICER I	PUBLIC SAFETY/BUILDING IN												
	ESD UTILITY BILLING TECHNICIAN	PUBLIC WORKS/SEWAGE SERVI												
	FLEET MANAGEMENT TECHNICIAN	PUBLIC WORKS/SHOP OPERATI												
	GIS TECHNICIAN	GENERAL GOVERNMENT/DATA PROC												
	MEDIUM EQUIPMENT OPERATOR	CULTURE/REC/EDU/PARKS/CUL												
	MEDIUM EQUIPMENT OPERATOR	PUBLIC WORKS/SEWAGE SERVI												
	MEDIUM EQUIPMENT OPERATOR	PUBLIC WORKS/HWY & STREET												
	MEDIUM EQUIPMENT OPERATOR	PUBLIC WORKS/REFUSE & GARBAGE												
	PAYROLL TECHNICIAN (CONF)	GENERAL GOVERNMENT/FINANCE/G												
	PLANNING TECHNICIAN	CONSERVATION &/PLANNING/C												
	SKILLED LABORER	CULTURE/REC/EDU/PARKS/CUL												
SKILLED LABORER	SIGN SHOP													
SKILLED LABORER	PUBLIC WORKS/HWY & STREET													
D	ACCOUNT CLERK	GENERAL GOVERNMENT/FINANCE/G	\$19.74	\$20.29	\$20.83	\$21.38	\$21.93	\$22.48	\$23.03	\$23.57	\$24.12	\$24.67		
	ASST BUILDING PERMIT TECHNICIAN	PUBLIC SAFETY/BUILDING IN												
	CITY CLERK ASSISTANT	GENERAL GOVERNMENT/CITY CLER												
	CIVIL ENGINEERING TECHNICIAN I	PUBLIC WORKS/ADMINISTRATI												
	COMMUNITY SERVICES OFFICER II	PUBLIC SAFETY/POLICE DEPA												
	ESD CIVIL ENGINEERING TECHNICIAN I	PUBLIC WORKS/SEWAGE SERVI												

↑
HEO
control point

↑
MEO & Skill Lab
control
point

↑
LEO
control point

City of Superior Non-Union Pay Plan

Effective January 1, 2019 - 2% increase to Midpoint

1/2/2019

GRADE	JOB TITLE	DEPARTMENT	90	92.5	95	97.5	MIDPT			105	107.5	110	112.5
			MIN	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
D	ESD ENVIRONMENTAL ENGINEER TECHNICIAN I	PUBLIC WORKS/SEWAGE SERVI	\$19.74	\$20.29	\$20.83	\$21.38	\$21.93	\$22.48	\$23.03	\$23.57	\$24.12	\$24.67	
	LIGHT EQUIPMENT OPERATOR	PUBLIC WORKS/SOLID WASTE											
	LIGHT EQUIPMENT OPERATOR	CULTURE/REC/EDU/PARKS/CUL											
	LIGHT EQUIPMENT OPERATOR	PUBLIC WORKS/HWY & STREET											
	SR POLICE RECORDS CLERK	PUBLIC SAFETY/POLICE DEPA											
	STAFF ASSISTANT	CONSERVATION &/PLANNING/C											
	STAFF ASSISTANT	GENERAL GOVERNMENT/ASSESSOR/											
	STAFF ASSISTANT	PUBLIC WORKS/HWY & STREET											
	STAFF ASSISTANT	PUBLIC WORKS/SEWAGE SERVI											
	STAFF ASSISTANT	PUBLIC WORKS/SOLID WASTE											
C	COMMUNITY SERVICES OFFICER I	PUBLIC SAFETY/POLICE DEPA	\$17.16	\$17.64	\$18.12	\$18.59	\$19.07	\$19.55	\$20.02	\$20.50	\$20.98	\$21.45	
	POLICE RECORDS CLERK	PUBLIC SAFETY/POLICE DEPA											
	TYPIST CLERK II	PUBLIC WORKS/SOLID WASTE											

TEMPORARY/SEASONAL POSITIONS

760	Assistant Rec Program Coord (\$.25 steps)	\$11.98	\$12.23	\$12.48
770	Bus Driver (\$.25 steps)	\$11.86	\$12.11	
790	Crossing Guard (\$.25 steps)	\$10.78	\$11.03	
780	Election Inspector	\$11.28		
780	Chief Election Inspector	\$11.28	+\$50 per day	
762	Parks & Rec Volunteer/Customer Service Coordinator (\$.25 steps)	\$15.79	\$16.04	\$16.29
41	Parks & Rec Programs Coord (\$.25 steps)	\$17.65	\$17.90	\$18.15
765	Rec Pgm Monitor (\$.25 steps)	\$10.78	\$11.03	
700	Seasonal Laborer (80% of LEO-Step 1)	\$15.79		
705	Seasonal Laborer-CDL (90% of LEO-Step 1)	\$17.77		
740	Student Intern	\$12.55		
720	Student Worker I	\$10.32		
725	Student Worker II	\$11.28		
730	Student Worker III	\$11.61		
735	Student Worker IV	\$12.25		

City of Superior Library Grade Step Table

Effective 1/1/2019 - 2% increase to Midpoint

LIBRARY GRADE	JOB TITLE	RECOMMENDED TITLE	87.5	90	92.5	95	97.5	MIDPT	102.5	105	107.5	110	112.5
			Minimum Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
P	LIBRARY DIRECTOR		\$35.48	\$36.50	\$37.51	\$38.52	\$39.54	\$40.55	\$41.56	\$42.58	\$43.59	\$44.61	\$45.62
K	LIBRARY TECH SVC MANAGER		\$27.64	\$28.43	\$29.22	\$30.01	\$30.80	\$31.59	\$32.38	\$33.17	\$33.96	\$34.75	\$35.54
I	LIBRARY CHILDREN SVCS MANAGER		\$24.51	\$25.21	\$25.91	\$26.61	\$27.31	\$28.01	\$28.71	\$29.41	\$30.11	\$30.81	\$31.51
H	LIBRARY CIRCULATION MANAGER		\$22.93	\$23.59	\$24.24	\$24.90	\$25.55	\$26.21	\$26.87	\$27.52	\$28.18	\$28.83	\$29.49
F	LIBRARIAN II LIBRARIAN ADMIN ASSIST-LIBRARY	LIBRARIAN *	\$19.81	\$20.38	\$20.94	\$21.51	\$22.07	\$22.64	\$23.21	\$23.77	\$24.34	\$24.90	\$25.47
D	LIBRARY BLDG MAINT WORKER LIBRARIAN I LIBRARY TECHNICIAN	LIBRARY TECHNICIAN *	\$16.68	\$17.15	\$17.63	\$18.11	\$18.58	\$19.06	\$19.54	\$20.01	\$20.49	\$20.97	\$21.44
B	LIBRARY CUSTODIAN		\$12.61	\$12.97	\$13.33	\$13.69	\$14.05	\$14.41	\$14.77	\$15.13	\$15.49	\$15.85	\$16.21
		* To be phased in											
54	LIBRARY PAGE		\$10.35										

Approved by the Superior Public Library Board on 12/12/18