

CITY OF WAUKESHA

HUMAN RESOURCES POLICY/PROCEDURE

POLICY B - 15 – RESIDENCY – A CONDITION OF EMPLOYMENT

~~SECTION 1. WHEREAS, The City of Waukesha desires to enhance certain employee's community pride and efficiency of operation, to provide for an effective recall of said employees during emergency situations, and promote understanding of local customs and habits through the development of a community identity resulting from City residency.~~

~~SECTION 2. WHEREAS, employees appointed to any of the following listed positions will become City residents as a condition of employment: City Administrator, Director of Public Works, City Engineer, Street Superintendent, Waste Water Treatment Plant Superintendent, Police Chief, Deputy Police Chief, Fire Chief, Assistant Fire Chief, Community Development Director, City Planner, Director of Parks, Recreation and Forestry, Director of Information Technology, Assessor and Clerk/Treasurer.~~

~~SECTION 3. THEREFORE, employees appointed to any of these City positions full or part time will maintain their actual bona fide residence within the boundaries of the City within one (1) year from the date of commencement of employment and for as long as they hold a position that requires residency.~~

~~SECTION 4. WHEREAS, employees other than those referenced in Section 2 may be subject to a residency or an emergency response residency requirement as determined by the Department Director as approved by the Human Resources Manager and as set forth in the employee's job description and reviewed by the Human Resources Committee. Should the residency or emergency response requirements of a position change subsequent to the initial hire of an employee in a job classification, that employee shall not be required to establish a new residence unless the employee moves or is hired or promoted into another job classification with a residency or emergency response time requirement.~~

~~SECTION 5. Where residency or emergency response residency requirements are contained within a collective bargaining agreement, the provisions of the collective bargaining agreement shall apply.~~

~~SECTION 6. If it appears that an additional reasonable period of time is in order to acquire residence as outlined above, the Human Resources Committee and the Common Council may consider and allow extension of time in which to satisfy the above residency requirements.~~

~~SECTION 7. All applications for promotion to any of the positions set forth in Section 2. shall require a statement thereon indicating that residency is a required condition.~~

~~SECTION 8. Employees who are promoted to a position that would require a change of residency may request an exemption to the new residency requirement. Such exemption may be granted by the Human Resources Committee where the job content, responsiveness, or hardship does not require it.~~

~~SECTION 9. It is the Policy of the City of Waukesha that when an employee attempting to establish residency as outlined herein but which is contingent upon the sale of his/her house, shall when requested, supply an appraisal of his/her house, which will establish that the asking price is reasonable and not set to evade the purposes of this Resolution.~~

Policy B-15
Residency – A Condition of Employment

~~SECTION 10. The effective date of this resolution shall be upon passage.~~

~~_____ Passed this 7th day of April, 2011.~~

~~_____ Approved this 7th day of April, 2011.~~

Mayor

ATTEST:

City Clerk/Treasurer