



CITY OF WAUKESHA

Administration

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Committee: Human Resources	Date: 1/17/2018
Common Council Item Number: 18-0084	Date: 2/6/2018
Submitted By: Kevin Lahner – City Administrator	City Administrator Approval: Kevin Lahner, City Administrator KML
Finance Department Review: Rich Abbott, Finance Director RA	City Attorney’s Office Review: Brian Running, City Attorney BR
Subject: Review and act on proposed changes to Policy C-2, Vacation Leave Policy and Policy F-2 Salary Plan and Administration.	

Details:

One of the primary goals of the City is to continue to attract talented employees and retain employees who perform at a high level, provide leadership to the City organization and/or have the potential to develop into leaders. To this end, we provide a wide variety of benefits which are in part designed to attract and retain our quality employees. Proposed are two changes that would continue our strategic goal of attracting and retaining the highest quality municipal employees. The first change is a proposal to change policy F-2, Salary Plan and Administration. Currently, the City Administrator is allowed to offer Up to two weeks of additional vacation, ten days of vacation and waiver of the waiting period for health insurance and dental insurance coverage for outside candidates only. The proposed change would allow for up to three weeks of vacation for both internal and external candidates. The proposal is being brought forth as we have had candidates for internal promotions that are not eligible to receive additional vacation as part of a promotion. However, if the candidate came from the outside they would be eligible to receive this benefit. As an issue of fairness and to encourage internal candidates to seek promotional opportunities, as well as a tool to retain talented individuals, we would recommend allowing this enhancement to be authorized with the approval of the City Administrator.

The other proposed change is to increase the vacation accrual for new employees. The change does not increase the amount of allowable vacation to be accrued over time, it only increases the accrual rate for new employees. As the job market becomes more competitive, time off is a more important factor in job location decisions. The quicker accrual rate would make City of Waukesha positions more attractive to the highest quality candidates.

Options & Alternatives:

There are a variety of alternatives that could be pursued in relation to this change. Different accrual rates could be implemented, and different exceptions could be allowed to the vacation leave policy.



Financial Remarks:

The accrual rate would provide for additional days of time off for employees. The financial implication would relate to payment of unused vacation days upon termination of employment. However, the total numbers of days which can be accrued is not increased.

Executive Recommendation:

Approve proposed changes to Policy C-2, Vacation Leave Policy and Policy F-2 Salary Plan and Administration.