



City of Waukesha HR Policy

H6 Separation Payout

Purpose

It is the policy of the City of Waukesha to process the final paycheck of a separating employee according to a standardized procedure.

Summary

The following is the procedure for determining the amount of the final paycheck.

1. Separation (Reference Policy B4 Separation)

The employee is required to follow the separation procedure as outlined in Council Policy B4. ~~Along with these requirements~~ The employee must **also provide to their supervisor, and** the Human Resources Department, ~~the following dates:~~ **the last date** the employee will physically be at work. (Note: No benefits accrue after that date.)

- a) ~~_____ The date the employee began working for the City as a regular employee (for verification purposes).~~
- b) ~~_____ the last date the employee will be physically at work. Note: No benefits accrue after that date.~~ (**←this was moved to paragraph above**)

The following determinations will be made:

- a. What accrued benefits are owed to the separating employee such as vacation, compensatory time, sick leave (in the case of a disability), holiday (**does not include personal holidays for non-union employees**), etc.
- b. If the accrued current year benefits are to be paid out in one lump sum. ~~or let "run out"~~
 - i. Vacation accrued during the current year for the following year will be paid in one lump sum on the final paycheck. (**WPPA and IAFF members only**). **Non-union employees will receive any hours remaining in their vacation bank.**
 - ii. In the case of a disability application, accrued benefits are to be paid as per Wisconsin Retirement System statute.
- c. The date the employee will receive his/her last payroll check. The date will be a regularly scheduled payroll date.

2. Accrual of Benefits

- a. Vacation (Reference Policy C2, ~~Annual~~ **Vacation** Leave, ~~Section H,~~ or relevant labor agreement)
- b. Overtime or Compensatory Time Accrual (Reference Policy C6 Overtime Compensatory Time Off **and Out of Classification Pay** or relevant labor agreement)

Compensatory time accrual or overtime wage payments will be made to any employee in the appropriate job classes (nonexempt) upon termination of employment. This pay must be taken in a lump sum.

c. Sick Leave (Reference Policy C3 Leave of Absence)

In cases where an employee is incapacitated and can no longer perform the duties of the position which he/she holds and where retirement (40.65, 40.63 or otherwise) or termination is necessary given the circumstances, sick leave benefits would be paid with proper authorization up to and including the retirement or termination date providing the employee has adequate accumulation. As long as the employee is on authorized sick leave (**paid or FMLA**) status, benefits will continue to accrue.

d. Personal Holiday (Reference Policy C1 Holidays)

As is stated in Policy C1 and reiterated herein, employees must work the entire regularly scheduled work day before and after a holiday unless excused off work with pay for the entire scheduled work day(s) to be eligible for holiday pay.

Personal Holidays are not paid out at termination (**non-union employees**). Holidays are not considered vacation. Employees must take this time off prior to their last physical day on the job. ~~To utilize a "personal holiday" an employee must pass probationary status in the first year of employment and thereafter must work a minimum of sixty (60) days.~~

Passed this ____ day of ____, 2019.

Approved this ____ day of ____, 2019.

Mayor

ATTEST:

City Clerk