CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES

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CHAPTER: Employee Benefits

SUBJECT: Sick Leave

POLICY NUMBER: 3.520

PAGES: 4

APPROVAL DATE: December 19, 1980

REVISION DATE: December 31, 2011

DEPARTMENTS OF PRIMARY RESPONSIBILITY: City Administrator's Office, Finance Department

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

A) Sick Leave Administration

(1) General. Benefit eligible employees shall accumulate one day of sick leave credit for each calendar month of service, except that in the event such service commences after the 15th day of a month, no credit will be given for that month. Each day of sick leave credit so accumulated shall be used as a basis for sick leave pay while an employee is absent because of illness.

(2) Accumulation. Maximum accumulation under this plan shall be calculated as follows:

a. Employees who work 40 hour work weeks shall accumulate 8 hours per month up to a maximum of 960 hours.
b. Marshfield Police Department Sergeants who work shifts shall accumulate 12 hours per month up to a maximum of 960 hours.
c. Marshfield Fire & Rescue Department Deputy Chiefs who work 24 hour shifts shall accumulate 24 hours a month up to a maximum of 2,160 hours. Current employees in excess of 2,160 hours will not accrue additional sick leave until sick leave bank reduces below 2,160. Non-represented employees going from a 24 hour work shift to a 40 hour work week will follow accumulation and maximums under section 2A of this policy.

(3) Notice. All employees shall notify their supervisor prior to their scheduled start time except under extenuating circumstances when they are unable to work because of illness. Failure of such notice shall be grounds for termination of employment.

(4) Deductions. Deductions from accumulated sick leave credit shall be taken in not less than one-quarter hour periods. Compensation will be based on the employees scheduled work day.

(5) How to be Used. Credit days accumulated under the plan may be used in case of illness, doctor and dental appointments at the discretion of a supervisor. The City may send a representative to the employee's home, or request the employee to furnish a statement from a doctor, before granting any compensation for absence because of illness. The City shall have the right to have the employee examined by a doctor chosen by the City before making payment for absence because of illness. There will be a minimum forty-eight (48) hour notice (appointment slip required to verify time and date) prior to scheduled doctor/dental appointments unless urgent circumstances. No compensation will be paid for sick leave unless the amount of time taken and documentation for such is reported on time cards or department/division specific record keeping. .

(a) Employee's shall be allowed to use up to sixteen (16) hours per year of accrued sick leave for the medical needs including doctor and dental appointments of his/her spouse, parent, or children at the discretion of a supervisor.

(6) Grandfathered non-represented employee's termination. Effective December 31, 2011 the existing non-represented group will be grandfathered for the purpose of sick leave payout with their sick leave balances frozen on December 31, 2011 for the purposes of this section. Grandfathered non-represented employees will be paid out the lesser of their current sick leave balance or the frozen balance as of December 31, 2011. Upon termination, the employer shall deposit the equivalent dollar value of all the eligible accrued unused sick leave in the Post Employment Health Plan (PEHP) administered by the Public Employees Benefit Services Corporation (PEBSCO) to pay for future health insurance premiums. To be eligible to participate, the employee must have worked for the City for twenty (20) consecutive years and also be eligible and accepted to receive an annuity under the Wisconsin Retirement System (WRS) or disability. An employee who has worked twenty (20) consecutive years and minimally qualifies for WRS or disability, dies while actively employed will also be eligible for a sick leave payout. The value of the amount placed in PEHP shall be determined using the employee's current level of compensation at the date of termination, disability, or death. For the shift Deputy Chiefs of the Fire & Rescue Department and Sergeants of the Marshfield Police Department, the compensation will be determined by dividing their annual salary by 2,080 hours. This amount will be multiplied by the accrual up to a maximum of 960 hours. Employees not listed in the grandfathered non-represented group as of December 31, 2011 are not eligible for sick leave payout.

(7) Transfer of Credits. All sick leave credits shall be transferable from one City department or position to another.

B) Sick Leave Investigation

(1) Department/Division Heads should look for a pattern of high or unusual utilization of sick leave while tracking employee records. If a pattern of high utilization is noticed, the supervisor should promptly contact the Human Resources Manager. The supervisor will meet with the employee to discuss the utilization and to determine if there are extenuating circumstances. If sick leave abuse is suspected, the supervisor should ask appropriate questions about the illness when the employee notifies the supervisor of absence. It is also appropriate for the supervisor to check on the employee's welfare when they are on sick leave either by phone or through a personal visit to the employee's home.

(2) Any time sick leave abuse is suspected a supervisor should be documenting the pattern of absences and details about what the employee told them about their illness. Any phone calls or visits to an employee's home should be documented as well.

(3) The City recognizes that situations may arise from time to time which require investigation where the services of a licensed private investigator may be necessary or desirable. This policy will provide guidance and a process for the use of such services. Unless the need for promptness requires otherwise, department heads considering the use of outside services shall attempt to follow these steps:

a. Determine whether the matter to be investigated is relevant to City business, and does not relate solely to personal or private matters.

b. Consider the availability of staff resources to conduct such investigation as a first step. Specifically, consider:

- the amount of time available to the staff to conduct the investigation;
- the relative importance of any conflicting job obligations for those members of the staff;
- the amount of time which may be necessary to successfully complete the investigation;
- the degree to which available staff can perform some, but not all, aspects of the investigation;
- any special skills or training needed for the investigation, and whether those skills are possessed by available staff; and
- any other relevant factors.

c. If outside services are to be utilized, the Human Resources Manager must be informed prior to engaging such services. If funding for such services is not already within the discretion of the Department/Division Head, such funding shall be sought prior to engaging the private investigative services. Prior approval shall not be required where doing so would undermine the effectiveness of the investigation, or necessary evidence may be lost or destroyed.

d. The private investigator chosen by the Department Head/Division Head and Human Resources Manager should be licensed as such, and should be reminded he is not to take any actions on behalf of the City contrary to any law, rule or regulation governing the conduct of such private investigator.

(4) Failure of the Department/Division Head to follow the steps outlined above shall not be grounds to invalidate any information received as a result of any investigation by the private investigator.