



## PERSONNEL AND NEGOTIATION COMMITTEE AGENDA

April 22, 2025 at 6:05 PM

303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call**
2. **Appointment of Chair**
3. **Appointment of Secretary**
4. **Discussion and action relating to Minutes**
  - a. January 28, 2025
5. **Discussion and recommendation regarding the implementation of a sick leave donation policy**
  - a. Sick Leave Policy and form
6. **Adjourn**

### **NOTICE:**

*It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order. It is also possible that a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.*

*Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact City Deputy Clerk Nicole Lyddy (608) 747-2706.*

*Any member of the public wishing to join the meeting telephonically should call City Hall by 4pm the day of the meeting. Staff will be happy to provide instructions on joining the meeting by phone. City Hall main number: 608-847-6676*



# PERSONNEL AND NEGOTIATING COMMITTEE MINUTES

January 28, 2025 at 6:00 PM  
303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call:** The Personnel Committee was called to order on Tuesday, January 28, 2025, at 6:00 pm by Chairperson Rick Noe. Members present were Jim Allaby, Leanna Hagen, and Rick Noe. Mayor Darryl Teske, City Administrator Daron Haugh, and Deputy Clerk Nicole Lyddy were also present.
2. **Minutes:** Motion made by Hagen, seconded by Allaby to approve the minutes of October 8, 2024. Motion carried unanimously.
3. **Parks seasonal wage:** Motion made by Noe, seconded by Hagen to recommend to the council to approve the increase in the parks seasonal wage from \$14 per hour to \$15 per hour. Motion carried unanimously.
4. **Adjourn:** Motion made by Hagen, seconded by Allaby to adjourn. Motion carried unanimously at 6:02 pm.

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Chair

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Date

## **SICK LEAVE DONATION PROGRAM**

The purpose of the Sick Leave Donation Program is to permit an employee to donate sick leave to another employee. This program permits such a donation to occur when an employee has a need for additional paid leave because they have exhausted all paid leave and have a serious medical hardship or catastrophic illness or injury. The employee's need may arise from his or her own serious medical hardship or catastrophic illness or event, has experienced the loss of an immediate family member, or has a need to care for a family member (including a spouse, child, or parent), who has a serious medical hardship or catastrophic illness. This program is not intended to cover an employee who has a common illness, has an illness or injury covered by worker's compensation, or has incurred injury during the course of committing a felony or other unlawful act. Similarly, this program is not intended to provide leave to any employee who has previously abused any paid leave.

### Recipient Eligibility:

To be eligible to receive donated sick leave, an employee must:

- Provide documentation for non-work related, seriously incapacitating illness or injury as certified by a health care provider for self or member of the immediate family OR, has suffered the loss of a spouse or child OR, has suffered a catastrophic event;
- Exhaust or about to exhaust all paid time off.
- Not have offered anything of value in exchange for the leave donation.

Employees are ineligible to use this program during any disciplinary suspensions or if they are receiving, or have applied to receive, workers' compensation benefits.

### Donor Guidelines:

- The donation of sick leave is strictly voluntary.
- Banked sick leave cannot be used for a donation.
- Donor must retain a minimum of 40 hours of sick leave for personal use, or 48 hours for Mauston Police Department employees.
- The maximum donation is 80 hours in a calendar year.
- The Recipient may return unused donations by the end of the calendar year, if not needed. The Donor may not revoke the transaction, even if it has not yet been paid.
- Employees cannot borrow against future sick leave.
- Employees who are currently on an approved leave of absence cannot donate sick leave.
- NOTE: these payments are to be considered wages, and therefore taxable income to the recipient. The IRS has also ruled that the donating employee realizes no income and incurs no tax-deductible expense or loss, either upon donation or payment to the recipient.

### Administrative Responsibilities:

- Prior to the first donation(s) to an employee, the City Administrator will verify the eligibility of the named recipient (i.e. employee status).
- Sick leave will be donated using the "Sick Leave Donation Form." Donated sick leave will be transferred from the donor's sick leave account to the recipient's sick leave account. The donation of sick leave is on an hourly basis, without regard to the dollar value of the donated or used leave.



**CITY OF MAUSTON EMPLOYEE SICK LEAVE DONATION AGREEMENT**  
(To be Completed by Donating Employee)

The donation of sick leave is strictly voluntary and can only be donated for a qualifying medical event as determined by the City Administrator. The recipient must have exhausted all paid leave to receive donated sick leave.

Date: \_\_\_\_\_

I, \_\_\_\_\_, wish to donate \_\_\_\_\_ hours of sick leave to \_\_\_\_\_.

(name)

\_\_\_\_\_  
(name of recipient)

I understand that I can donate a maximum of eighty (80) hours in a calendar year, and must retain 40 hours for personal use, or 48 hours for personal use if I'm an employee of the Mauston Police Department. The donation of sick leave is on an hourly basis, without regard to the dollar value of the donated or used leave. Employees cannot borrow against future sick leave. Employees who are currently on an approved leave of absence cannot donate sick leave. I am donating this leave of my own free will and understand that sick leave deducted from my leave balance may not be returned.

Donating Employee's Signature

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Date

1. \_\_\_\_\_  
Witness Date

2. \_\_\_\_\_  
 Witness Date

City Administrator's Signature	Date
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**RETURN TO THE CITY ADMINISTRATOR'S OFFICE.**