



**A G E N D A**  
**CITY OF WAUPUN NEGOTIATIONS COMMITTEE**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Monday, September 14, 2020 at 5:30 PM**

**VIDEO CONFERENCE AND TELECONFERENCE**

The Waupun Negotiations Committee will meet virtually at 5:30pm on Monday, September 14, 2020, via Zoom. The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:

**1. Join Zoom Meeting**

<https://us02web.zoom.us/j/84029580993?pwd=ZEF1VVJTTkVZMSs3QnR4VHRESC9UQT09>

**Meeting ID: 840 2958 0993**

**Passcode: 226655**

**2. By Phone: 312-626-6799**

**CALL TO ORDER**

**ROLL CALL**

**CONSIDERATION - ACTION**

- [1.](#) Objectives of Committee
- [2.](#) First Responder COVID-19 Leave Policy Amendment

**CLOSED SESSION**

The Waupun Negotiations Committee will adjourn in closed session under Section 19.85 (1) [c] of the WI Statutes for:

*(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*

3. Discussing 2021 Compensation Strategy

**OPEN SESSION**

The Waupun Negotiations Committee will reconvene in open session under Section 19.85(2) of the WI Statutes.

**ACTION FROM CLOSED SESSION**

**ADJOURNMENT**

*Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.*



## AGENDA SUMMARY SHEET

**MEETING DATE:** 9/14/2020

**TITLE:** Objectives of Committee

**AGENDA SECTION:** CONSIDERATION-  
ACTION

**PRESENTER:** Kathy Schlieve

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Discussion	N/A	

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Since this is the initial meeting of the Negotiation Committee, this agenda item provides time to discuss expectations and roles and responsibilities of those on the Committee. A draft charter is offered for your review and input.

**STAFF RECOMMENDATION:**

Discussion

**ATTACHMENTS:**

**RECOMMENDED MOTION:**

N/A

AGENDA ITEM: #

DATE: July 14, 2020

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## **Negotiations Committee Charter**

### **PURPOSE:**

The Negotiation Committee provides policy guidance to the Waupun Common Council on matters pertaining to personnel policies and practices, including activities relating to personnel policies and practices, compensation and benefits, labor relations and collective bargaining, employee relations, staffing and organizational structure.

### **DECISION MAKING:**

This committee is advisory to the Waupun Common Council. All decisions will be made by consensus of the group with recommendations being presented to the Waupun Common Council for final review and approval.

### **COMMITTEE STRUCTURE:**

The committee shall consist of three members of the Council. The Mayor shall serve in a non-voting, ex-officio capacity. The Mayor appoints committee members at the annual reorganization meeting following the April election. The City Administrator, Human Resources Director, Finance Manager, and a representative from Waupun Utilities will attend committee meetings to provide information pertinent to agenda item discussion. Staff members in attendance have no voting rights on this committee. This committee has not authority over decisions made by the Library Board and/or Police and Fire Commission as they pertain to personnel matters authorized under state statute.

### **MEETINGS:**

- Adhoc meetings will be called as needed and will be held at the Waupun City Hall or via zoom conference.
- All meetings will be held in accordance with WI open meetings law as defined in WI Stat. 19.81.

### **COMMITTEE RESPONSIBILITIES:**

1. Recommend annual salary range adjustments and salary and wage rate adjustments of City employees to the Common Council in support of budget development and adoption.
  2. Review and update personnel policies contained within the employee handbook and recommend revisions for adoption by the Common Council.
  3. Routinely review wage and benefit levels of non-represented positions and recommend adjustments needed to ensure the City maintains its ability to competitively recruit and retain employees.
  4. Make recommendations to the Common Council for organizational structure and staffing levels of departments of the City.
  5. Review departmental requests to fill open positions and for creation, deletion, reallocation, and reclassification of positions.
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6. Oversee employee insurance benefit programs, including medical, dental, and life insurance.
  7. Work collaboratively with staff on guidelines governing collective bargaining activities within the city and approve/deny terms negotiate by the City's labor attorney and staff, recommending a finalized agreement to the Common Council for adoption.
  8. Provide oversight accountability to ensure the completion of annual performance management reviews for all employees.
  9. Other duties as assigned by action of the Common Council

**STAFF RESPONSIBILITIES:**

- Recommend annual salary range adjustments and annual salary and wage rate adjustments of City employees.
- Work with the City's labor attorney to finalize collective bargaining agreements.
- Establish employee recruiting and retention procedures and work with the committee to recommend and advance needed change.
- Provide meaningful analysis and recommendations to support proposed wage adjustments for review by the committee.
- Devise, implement, and maintain a mechanism for the performance evaluation of employees.
- Oversee Employee Safety and Employee Assistance Programs.
- Review and update personnel policies in accordance with state and federal legislation and under advisement of the City's insurance carrier and labor attorney.
- Implement City approved personnel policies, including but not limited to sick leave, vacations, paid holidays, and leave of absence.
- Responsible for hiring, discipline and termination decisions for all staff, under consultation and advisement of the City's labor attorney.
- Responsible for the oversight of the City's Equal Opportunity responsibilities, ADA compliance, and FMLA.
- Responsible for meeting all state and federal regulations, including HIPPA
- Ensure appropriate employee training is delivered to mitigate employment practice liability and to ensure organizational efficiency and effectiveness.
- Employee relations.



# AGENDA SUMMARY SHEET

**MEETING DATE:** 9/14/2020

**TITLE:** First Responder COVID-19 Leave Policy Amendment

**AGENDA SECTION:** CONSIDERATION/ACTION

**PRESENTER:** Kathy Schlieve

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	N/A	

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In March, the Council exempted a list of first responders from Family First Coronavirus Response Act (FFCRA) paid leave. At the time our labor attorney advised that we may want to add an 80 hour provision for paid sick leave to support staff designated as first responders and affected by the virus. We opted to wait until we understood the impact on our staff. The recent local uptick in cases has caused a number of staff to have to quarantine and we know see a clear need for this policy revision, particularly for our newest employees who do not have adequate sick or vacation time banked to cover needed leave time. We recently completed the attached analysis and I believe there is strong rationale to consider adding 2 weeks (prorated based on hours worked) of sick time specific to COVID-19 exposures through the end of the year. This would be in accordance with the timing of FFCRA. The attached policy outlines the language in the policy revision and makes the policy retroactive to April 1, 2020, when FFCRA became effective. I am looking to move this to review and approval at the next council meeting based on your feedback and recommendations.

**STAFF RECOMMENDATION:**

Discussion

**ATTACHMENTS:**

FFCRA Leave Analysis

COVID-19 Employment Policy Redline with Policy Revisions

**RECOMMENDED MOTION:**

Recommend to the Council

**City of Waupun, WI**  
**COVID-19 Plan**  
**Updated 9.14.2020**

1. The following COVID-19 response employment policy is effective under State of Wisconsin Executive Order #72 declaring a health emergency in Wisconsin. This policy is subject to further change that may come as a result of federal and state legislation or through further modification by the Waupun Common Council.

1. **Purpose.** The purpose of this plan is to state the guidelines under which the City of Waupun will operate in responding to the rapidly evolving coronavirus disease 2019 (COVID-19) public health emergency. This Plan will be included as an agenda item and reviewed periodically by the Waupun Common Council until the Public Health Emergency is declared concluded. The Plan includes protocols and procedures that must be followed by the City and its employees to best safeguard its workplaces and its citizens.

2. **Communication Plan**

The City's Director of Emergency Management or City Administrator shall serve as the liaison between department heads and the Public Health Officer.

At the department level, department heads may continue to provide information to their employees concerning the manner in which services will be provided to the public in light of COVID-19.

The City Administrator or a staff member appointed by the City Administrator will periodically post information on Facebook concerning COVID-19. City departments that have Facebook sites are encouraged to post links to the Waupun Municipal Government Facebook page.

3. **About COVID-19 and Its Spread**

3.01 On March 11, 2020, the World Health Organization declared that the new coronavirus outbreak, now identified as COVID-19 is a pandemic. This signaled the recognition that the health emergency from COVID-19 spread is at the highest level across the world.

3.02 COVID-19 is a new disease and the CDC is still learning how it spreads but it has resulted in the deaths of thousands and is continuing to result in an exponential number of fatalities in countries and regions where steps have not been taken to stem its spread. The severity of the illness and related risks cannot be understated. It is critical for Waupun employees to understand how the virus spreads and to take all possible action to prevent the spread of the virus. Currently, the virus is thought to spread: :

- A. Between people who are in close contact with one another (within about 6 feet);
- B. Through respiratory droplets produced when an infected person coughs or sneezes;
- C. By symptomatic and asymptomatic people;
- D. By an individual who has touched a surface or object that has the virus on it and then touched their own mouth, nose, or eyes.

Because of this transmission, the City has put policies in place to minimize risk of contagion for employees and citizens. The following practices are to be followed by all employees.

**4. Limiting Risk/Non-Pharmaceutical Interventions.** To slow the spread of COVID-19 the City will require employees to immediately do the following:

- 4.01 Stay home when sick, which will be subject to other City rules;
- 4.02 Cover coughs and sneezes using a tissue or sleeve, and disposing of the tissue properly immediately afterwards;
- 4.03 Wash your hands often using hot water and soap for 20 seconds or longer, and immediately wash your hands with soap and water for at least 20 seconds after coughing or sneezing;
- 4.04 Routinely clean frequently touched surfaces using a disinfectant bearing an EPA-approved emerging viral pathogens claims label;
- 4.05 Avoid touching your eyes, nose, and mouth;
- 4.06 Greet others without shaking their hands;
- 4.07 Avoid close contact with people who are sick, and keep a six-foot distance between yourself and other people;
- 4.08 Regularly clean and disinfect tables, doorknobs, light switches, countertops, desks, phones, keyboards, toilets, faucets, sinks and any other areas frequently touched by others;
- 4.09 Avoid travel to areas within the United States and abroad having verified COVID-19 infections (see Travel Restrictions below);
- 4.10 Avoid non-essential large gatherings of 10 or more people; and
- 4.11 Avoid non-essential visits to long-term care facilities.

**5. Social Distancing**

Social distancing must occur immediately to limit contact with others. This should be done in three ways:

*Limiting face-to-face meetings:* To the greatest extent possible, limit face-to-face meetings, including by using email, phone conferences, or videoconferencing. All non-essential meetings within departments or within the community, should be cancelled, rescheduled to a time later this year, or conducted remotely with the use of technology.

*Modifying work schedules:* Department Heads should immediately determine ways to modify work schedules to reduce overlap of staff in our non-24/7 operations.

*Working remotely:* Department Heads should consider whether and how staff may be able to work remotely. Not all departments and functions will be able to accommodate this, as many city services require direct client interaction. Limitations on technology and equipment may restrict the ability to implement this option. The Department Head and City Administrator must approve proposals for remote work.

**6. Employee Screening**

All employees reporting to work will be screened for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19. Every employee will be screened, including having his or her temperature taken, when reporting to work. Each employee will be screened using a touchless forehead thermometer. The employee's temperature and answers to respiratory symptom questions will be documented, and the record will be maintained confidential. Time spent waiting for the health screening should be recorded as time worked for nonexempt employees.

An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home and should follow the procedures outlined in this policy.

## **7. When to Stay Home from Work**

Anticipating the spread of COVID-19 to the City of Waupun, we will have staff who will need to stay home, either because they are ill, have been exposed, are caring for an ill family member, or are watching children due to school or daycare closures.

**The most important message we can send is to stay home if you have any symptoms or have any reason to believe you may have been exposed to COVID-19.** As we plan for ways to continue to provide necessary, and in some cases, life-saving services for our community at a time we anticipate potential staffing shortages, the last action we want you to take is to potentially spread COVID-19 to your co-workers and the community.

To help manage the distribution of staffing resources city-wide and plan for more significant interventions, we will be implementing a protocol so that we can centrally track which staff are out due to flu-like symptoms or potential COVID-19 exposure. Specifically, when you communicate to your normal department contact that you are sick or concerned about coming to work, you will be asked to report the following types of information:

- 1) Are you staying home because you are sick, or because you are caring for someone else who is sick?
- 2) Does the illness present flu-like symptoms (fever, cough, sore throat, headache/body aches), or something else?
- 3) If it is flu-like symptoms, do you have any reason to believe you may have contracted COVID-19?
- 4) Have you or a member of a party you have been traveling with come into contact with someone contagious with COVID-19?
- 5) Have you traveled to a state or country with "community spread/transmission" in the past 15 days (assumed to be everywhere)?

**If you are experiencing flu-like symptoms, please call and consult your medical provider. If you are exhibiting some symptoms but not sure whether you should stay home, please stay home and consult your physician via telephone for guidance. If you live with someone who has been confirmed with COVID-19, you should stay home and consult with your medical provider or public health officials for guidance.**

Given the potential seriousness and magnitude of the situation, our goal is to remove as many barriers as possible for staff to be able to stay home if they are exhibiting symptoms or otherwise

have reason to believe they may have been infected, or exposed to the virus. In addition, a Department Head, in consultation with the City Administrator, may send an employee home who reports to work exhibiting signs of illness as described below. Under some circumstances, an employee taken out of work may be eligible for paid leave under the Families First Coronavirus Response Act (“FFCRA”) **or through a special administrative leave as outlined in section 8 below.**

**An employee who has exhausted all available paid leave under City Policy or a collective bargaining agreement, or who is ineligible for paid leave under the FFCRA will be granted paid leaves of absence under the following circumstance:**

- The employee is exhibiting COVID-19 symptoms.
- Someone in the employee's household or family and with whom the employee has had contact is exhibiting COVID-19 symptoms.
- The employee has been exposed to someone who is being quarantined due to suspicion of or potential exposure to COVID-19.
- A diagnosed case of COVID-19 by receiving a positive test result. An employee diagnosed with COVID-19 should contact the Human Resources Department to determine FMLA eligibility.

Generally, an employee who has been diagnosed with COVID-19 will not be able to return to work unless the employee meets the following criteria:

- A. Non-Hospitalized Employees: An employee must wait 14 days, and have gone 72 hours without a fever (100.4° or greater) without the use of fever-reducing or other symptom-altering medicines;
- B. Hospitalized employees: An employee must wait 14 days, and have gone 72 hours without a fever (100.4° or greater) without the use of fever-reducing or other symptom-altering medicines; and must have 2 negative test results taken 24 hours apart.

This will be determined on a case-by-case basis. Employees who have been on leave for any of the above reasons may be required to provide verification of need for leave and in order to return.

## **8. “Emergency Responder” Exemption from Federal Families First Coronavirus Response Act (FFCRA) - Paid Administrative Leave**

**\*\*Non-represented employees only until finalized discussions with WPPA.\*\***

The City of Waupun wishes to recognize the dedication of those employees whose positions have been exempted from the Federal Families First Coronavirus Response Act as outlined in City of Waupun Resolution **X**. The employees who occupy positions listed in this resolution are essential to carry out their duties and at times may be at a higher risk for exposure.

The City of Waupun will approve a temporary paid COVID leave to those positions listed in this resolution of up to a total of 2 weeks (based on the individual’s scheduled hours per week) under the following conditions:

- A. The Employee tests positive for COVID-19. These paid hours will be effective on the date in which employee is confirmed to have tested positive by a Public Health Agency. OR,

- B. The Employee is experiencing COVID-19 symptoms and has been advised by a medical provider or a Public Health Agency to remain off work. Medical documentation is required from the medical provider or from Public Health. These paid hours will be effective on the date in which the medical provider/Public Health Agency states the condition commenced. OR,
- C. The Employee has been ordered by a Public Health Agency to quarantine. These paid hours will be effective on the date in which employee is advised to quarantine.

The employee is only eligible for a combined total of up to 2 weeks of paid leave regardless of which of the above conditions apply. Employees will be allowed to return to work after they have been symptom free for 72 hours or when release by a medical provider or Public Health Agency.

Once these hours have been exhausted and if the employee is still unable to return to work the employee may use their own paid time under current City policies. Employees who are eligible to work from home will be required to work from home if medically possible. These work from home hours will be paid as regular hours and will not be counted toward this leave.

This policy will be retroactive to April 1, 2020 the date in which the FFCRA went into effect. This policy remains in effect until FFCRA expires on December 31, 2021, unless extended through federal legislation.

This policy will be included the City's COVID-19 Plan and will be evaluated by the City Administrator as deemed necessary.

## 9. Travel Restrictions

- A. The CDC currently shows that all areas, domestic and international, have sustained community transmission as outlined on the following CDC map: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>. Areas with sustained community transmission are considered high-risk. It is strongly recommended that employees postpone or cancel domestic and international personal travel. Employees who choose to travel are required to self-report travel plans to their supervisor prior to departure including their planned activities, contacts, modes of travel and lodging. The Department Head and Human Resources must review and approve the travel request prior to departure, and documentation of such must be filed with Human Resources.
- B. An employee returning to work after travel will be subject to the following requirements:
  - i. Normal return to work following travel:
    - a. If upon return from travel (other than as outlined in 8(B)(ii)), employee or any person traveling in an employee's group has no known exposure to COVID-19 and, no symptoms exist, the employee may return to work provided that they self-monitor daily and immediately report any symptoms and leave the workplace if symptoms present until further instruction. While at the workplace, the employee shall practice social distancing at all times and wear a mask for the 14-days following return from travel.
  - ii. Self-Quarantine will be required under the following circumstances:
    - a. If the employee or a member of the employee's traveling party have come into contact with someone who has contracted COVID-19, or if the employee otherwise have reason to believe someone

in their party may have contracted COVID-19 the employee will not be allowed to return to work and will be asked to self-quarantine for 14 days prior to being eligible to return to work.

- b. If the employee chooses to travel internationally, to an area reporting community surge, or via a mode of travel that carries a higher risk as determined by CDC such as a plane or bus, the employee will be required to self-quarantine for 14-days prior to being eligible to return to work, and must remain symptom free without symptom-reducing medication for 72 hours prior to returning to work.
- c. If, the employee has traveled to an area designated by the CDC as having a community surge, determined at time of departure and at any point during travel, the employee may be required to self-quarantine. Employees should keep in mind that the CDC is reporting states with community surge but that data is regularly changing. Due to the fluidity of the situation, community surge may be identified at your travel destination after your departure and before your return.

Each travel case will be evaluated for individual circumstances and level of risk to determine return to work protocols based on the details of employee travel, contacts and trip details. Whenever remote work is possible, the city will permit remote work during a period of self-quarantine under the city's work from home policy.

In this circumstance, self-quarantine means remaining away from work and other public areas, typically in one's home, for 14 calendar days.

- C. This quarantine will be without pay unless the employee uses available accrued paid leave. Use of paid leave for this purpose will require use of vacation followed by use of any available accrued time off except for those employees covered under the City's Families First Coronavirus Response Act Public Health Emergency Family & Medical Leave Policy Addendum to the City of Waupun's FMLA Policy, and the Families First Coronavirus Response Act Paid Sick Leave Policy.
- D. Travel for work shall be limited to essential purposes to conduct City business or operations.

## **10. School or Daycare Closure:**

The waiver outlined in the March 30, 2020 COVID-19 plan is automatically void with the adoption of the City's Families First Coronavirus Response Act Public Health Emergency Family & Medical Leave Policy Addendum to the City of Waupun's FMLA Policy, and the Families First Coronavirus Response Act Paid Sick Leave Policy. Staff should refer to those individual policies to determine eligibility and coverage.

## **11. Temporary Vacation Carry Over:**

The city recognizes that COVID-19 has and may place strain on an employee's ability to utilize

vacation, specifically restricting travel and causing potential workforce capacity constraints that require the employee to report to work to ensure continuity of operations. As such, prior to December 31, 2020, all non-represented employees may request up to five (5) days of vacation carryover from vacation earned but not used as of December 31, 2020. This vacation carry over provision is a temporary adjustment to current vacation policy as outlined in the City of Waupun Employee Handbook. Carry over time must be taken in full day increments and must be utilized by April 30, 2021. The request is subject to approval by the City Administrator. Unused vacation carry over will be forfeited after April 30, 2021.

**12. Office Closures:**

City facilities are open to varying degrees as outlined in the Safe Reopening COVID-19 Facility Plan presented to Common Council on June 9, 2020. City Administration will continue to monitor county metrics related to COVID-19 per websites listed subsequent to this paragraph. The strategy is designed to allow for loosening or tightening of facility and operating policies and procedures over the duration of the pandemic to maintain public health and to maintain continuity of operation. As such, facilities may close periodically in response to changing local conditions.

10. **Public Health Emergency Declaration:** Based upon the public health emergency, all department heads shall immediately begin tracking and recording eligible expenses relating to COVID-19 planning and preparedness until further notice.

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Julie Nickel  
Mayor of Waupun

Date

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Kathy Schlieve  
City Administrative

Date

Community	Exempt	Other Considerations
Hartford	Fire, EMT, Police, Utilities and Public Works exempted	
Fond du Lac	Exempted first responders from the family leave provision which includes fire, police and a subset of public works (emergency water line repair, waste water operators, etc.).	Allowing full FFCRA coverage, including 80 hours paid leave for all and childcare upto 12 weeks for non-exempt employees
Beaver Dam	Exempted public safety (police and fire).	Created an 80-hour paid sick leave policy for exempt employees.
Delevan	City Administrator, HR Manager, Police Chief, All sworn Law Enforcement, Fire chief, All sworn firefighting personnel, All Fire EMS personnel, Public works Director, Public Works Superintendent, Building & Zoning Administrator, Facilities Manager, Foreman, Mechanic, Mechanic/Maintenance Worker, Maintenance Worker, City Clerk, Finance Director, Treasurer	For employees who are classified as emergency responders and who are eligible for paid sick leave under the City's current personnel policies, the City will provide up to 88 hours of additional paid leave to be used during the first fourteen calendar days by those emergency responders who are unable to work (or telework) due to the following reasons: 1. The employee tests positive for COVID-19 2. The employee has been directed by the Dept of Health or a designee of a Dept of Health of self-quarantine due to exposure to C-19
River Falls	NOT exempting. Implementing as written without exemptions and with 2/3 pay for certain criteria.	
Platteville	Exempted City Manager, Police Chief, Public Works Director, Administration Director, City Clerk, Police Lieutenant, utility Superintendent, Fire Chief, Street Superintendent, Financial Operations Manager, WWTP foreman, Utility Maintenance, Police Segeant, Assistant Street Super, Communications Specialist, WWTP Operator, Water Plan Operator, WWTP Lab Technician, Utility Maintenance Workers II, Streets Maintenance Worker II, WWTP Maintenance Worker II, Telecommunicator, Street Maintenance Worker I, All Sworn Law Enforcement Officer, All Fire and EMS Peronnel, Community Development Director, Community Development Specialist, Building Inspector	It is the intent of this Resolution to define the terms "emergency responder" in the broadest sense possible consistent with the law in an effort to ensure and continue our essential functions during this pandemic and time of emergency. Final determinations regarding the definition of emergency responder and/or health care provider as applied to any employment position with the City shall be determined by the City Manager, with such decision being final.
Lancaster	NOT exempting	
Suamico	Did not to exempt public safety personnel. They have the same benefits as everyone else as it relates to FFCRA	
Middleton	Exempted Public Safety Personnel	
Greendale	We exempted them, but we added following language to cover exempted staff:  <b>Coverage for Emergency Responders:</b> Due to the Families First Coronavirus Response Act excluding emergency responders (as defined above) the Village is providing the following additional coverage. If an emergency responder, in their course of duty, is exposed to a positive case of COVID-19 and in turn develops symptoms and needs to be quarantined the quarantine period will be covered as an administrative leave and the employee will not be required to use their own paid time off. This coverage only applies if workers compensation benefits are not provided and verification of contact with a positive case will be required, unless verification of contact with a positive case is waived by the Greendale Health Officer.	
West Bend	Exempted but put in a special sick leave policy. Emergency responders are defined as all Airport, Building Inspection, Building Maintenance, Fire, Park & Forestry Operations, Police, Public Works, and Utility Department employees and all Department Heads.  <b>Emergency Responder Sick Leave Policy</b> For employees who are eligible for paid sick leave under the City's current personnel policies and who are classified as Emergency Responders exempt from the benefits provided under the FFCRA, including the EPSLA and EFMLEA, the City will provide up to 80 hours (112 hours for employees who work in the Fire Department and work 24-hour workdays) of additional Emergency Responder Sick Leave to be used during the first fourteen calendar days by those emergency responders who are unable to work due to the following reasons: 1. The employee tests positive for COVID-19. 2. The employee is subject to a federal, state, or local Coronavirus quarantine or isolation order. 3. The employee is advised by a health care provider to self-quarantine for Coronavirus concerns. 4. The employee is experiencing symptoms of Coronavirus and seeking a medical diagnosis. The City may follow up with an employee requesting such leave to obtain additional information and to advise the employee of other benefits available including FMLA benefits to run concurrently where permitted. The employee may also use his or her own paid leave. Emergency responders may request this leave in writing, including email to the Human Resources Director. Emergency Responder Sick Leave expires on December 31, 2020. The Emergency Responder Sick Leave benefit does not apply to employees covered by a collective bargaining agreement unless agreed to by the collective bargaining representative and the City.	
Clintonville	excluded emergency responders from the EFMLA but did not exclude them from the EPSL. We also made a very broad definition of emergency responders for the purpose of the FFCRA which defines all employees except office staff as emergency responders (So PD, Utilities, Streets, P&R).	
Elm Grove	Excluded public safety personnel from EFMLA	
WA County	Washington County did not exclude any positions from the EPSLA. Excluded Highway Department, Medical Examiner's Office, nursing home, and the non-administrative positions in the Sheriff's Department (including Deputies, Corrections Officers, and Dispatchers) from the EFMLEA	
De Pere	Excluded employees from the federal emergency sick leave and emergency FMLA. We provided all employees 80 hours of emergency paid sick leave (ahead of required leave) and ability to use general sick time for caretaking of children b/c of school/daycare closing.	
Oak Creek	Excluded public safety. Did not supplement with other leave. Main issue: how can they possibly use all their vacations/holidays by the end of the year as result of staff choosing to cancel their vacation time in March because options were limited for travel/recreation, etc..	Until they see positive cases, the big concern among employees will be ensuring they will not lose off-time by the end of the year if they cannot schedule it. Management message: schedule and take your off-time. The vast majority have ample sick leave accrual on the books should they contract COVID-19 or otherwise be quarantined.
Delevan	Exempted public safety, public works operations and a number of other key positions. Made available 80 hours of benefit hours to those excluded members of full-time staff if they test positive or are required to quarantine.	
Dodge County	Exempt positions but added following: Dodge County will approve a temporary paid COVID leave exempt employees of up to a total of 2 weeks under the following conditions: A) The Employee tests positive for COVID-19. These paid hours will be effective on the date in which employee is confirmed to have tested positive by a Public Health Agency. OR, B) The Employee is experiencing COVID-19 symptoms and has been advised by a medical provider or a Public Health Agency to remain off work. Medical documentation is required from the medical provider or from Public Health. These paid hours will be effective on the date in which the medical provider/Public Health Agency states the condition commenced. OR, C) The Employee has been ordered by a Public Health Agency to quarantine. These paid hours will be effective on the date in which employee is advised to quarantine.  Once these hours have been exhausted and if the employee is still unable to return to work the employee may use their own paid time under current Dodge County policies. Employees who are eligible to work from home will be required to work from home if medically possible. These work from home hours will be paid as regular hours and will not be counted toward this leave.	