

Issue Statement
Village of North Hudson
Board of Trustees
May 3, 2016

Submitted by: Melissa Luedke

Topic

Amendment of the Employee Handbook to include the ability to be on-call volunteers for Hudson Fire Department and/or St. Croix E.M.S.

Background

The previous employee handbook included a provision that "Employees who are trained, on-call volunteers for either the St. Croix E.M.S. and/or the Hudson Volunteer Fire Department called for service of an emergency nature in the Hudson area, or to any community serviced by mutual aid agreement, may be granted a leave of absence with pay". When the handbook was updated in 2015, this provision was inadvertently left out. The amendment would include additional wording "...if the emergency occurs during the employee's normal work hours. Employees shall only be paid for the hours they would have worked had they not been called into service".

Suggested Motion

Move to amend the Employee Handbook to include the ability to be on-call volunteers for Hudson Fire Department and/or St. Croix E.M.S.

Jury Duty

Upon return to work, the employee must submit the pay received to the Village. The Village will continue to pay the employee his normal pay on regular payroll dates while the employee is absent on jury duty.

Bereavement

In the event of the death of a member of the immediate family of a full-time employee, bereavement leave of up to three (3) work days may be granted. For bereavement leave purposes, immediate family is defined as the spouse, child, brother, sister, parent, or grandparent of the employee.

A one-day bereavement leave may be granted for attending the funeral of the father-in-law, mother-in-law, brother-in-law, or sister-in-law of the employee.

Actual Encampment

Employees who are members of an armed forces reserve unit shall be entitled to the difference between regular gross pay and gross pay received for the service during periods when they are required to participate in training programs which require their absence from work.

Fire/Ambulance Department Emergencies

Employees who are trained, on-call volunteers for either the St. Croix E.M.S. and/or the Hudson Volunteer Fire Department called for service of an emergency nature in the Hudson area, or to any community serviced by mutual aid agreement may be granted to leave of absence with pay.

LEAVE WITHOUT PAY

Leaves of absence without pay may be granted to full-time employees with the Village upon approval of the employee's supervisor in advance of the absence.

Such leaves of absence will be available only to an employee with at least one year of full-time employment, except in the cases of either military service or maternity leave.

Should the employee choose to continue coverage under the Village group health insurance plan, the employee must pay the full cost of the insurance premium in advance monthly to the Village.

Supervisors will consider any employee's request for such leaves of absence on an individual basis, considering manpower and workload

Old

Approved
9/1/15

Revised
___/___/16

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3. Any employee shall be required to work the scheduled day immediately preceding the holiday and the scheduled day immediately following the holiday in order to be eligible for the holidays listed above, or be excused from such work.
4. If the holiday comes during the employee's vacation time, the holiday is not counted as a day of vacation. Furthermore, in the event that a full day holiday falls during a period when an employee is on sick leave, his sick leave accumulation shall not be reduced that day.
5. Hourly employees who are scheduled to work or who are called in to work on one of the above holidays shall be paid time and one-half regular pay for such work. Such payment shall be made only for work on the specific holiday, not the observed holiday, if different.

D. PERSONAL DAYS

Full-time employees shall receive two (2) personal days per year, to be requested by the employee and approved by the Department Head when manpower availability and schedule permit. Employees shall not be entitled to any personal days until after completing their first six (6) months of employment.

E. FIRE/AMBULANCE EMERGENCY LEAVE

Employees who are trained, on-call volunteers for either the St. Croix E.M.S. and/or the Hudson Volunteer Fire Department called for service of an emergency nature in the Hudson area, or to any community serviced by mutual aid agreement, may be granted a leave of absence with pay if the emergency occurs during the employee's normal work hours. Employees shall only be paid for the hours they would have worked had they not been called into service.

E.F. FUNERAL LEAVE

All full-time employees are eligible to take up to three (3) consecutive workdays of paid leave to attend a funeral for a death in the employee's immediate family upon prior approval of such leave time by the employee's Department Head. Full time non-represented employees shall receive funeral leave pay based on the number of hours the employee would have been scheduled to work that day(s). The immediate family includes the employee's spouse, child, mother, father, brother, sister, grandparent, grandchild, and corresponding step and/or in-law relationships.

The Village may, at its discretion, also accommodate the work schedule of an employee who wants to attend the funeral of someone who is not "immediate family" or accommodate the work schedule of a part-time employee requesting attendance at a funeral. Employees in such