

Study Session: Review Employee Handbook Updates

November 10, 2022

Madison Metropolitan Sewerage District



Overview

- Provide background
- Describe the process
- Describe significant changes
- Discuss related Administrative Guidelines
- Discuss future Commission involvement



Discussion Questions

- Is the Commission comfortable with the process that was used?
- What changes (if any) to the process may the Commission recommend for future updates?
- What level of involvement does the Commission want with future updates?
- Is the Commission comfortable with the items that have been placed into Administrative Guidelines?



Background

ELC created by Commission in 2015

Recommending authority to Executive Team regarding:

1. Pay, benefits, and working conditions
2. **Changes to the Employee Handbook**
3. Emerging issues of interest regarding the overall employee well-being and development

Recommending does not equal bargaining

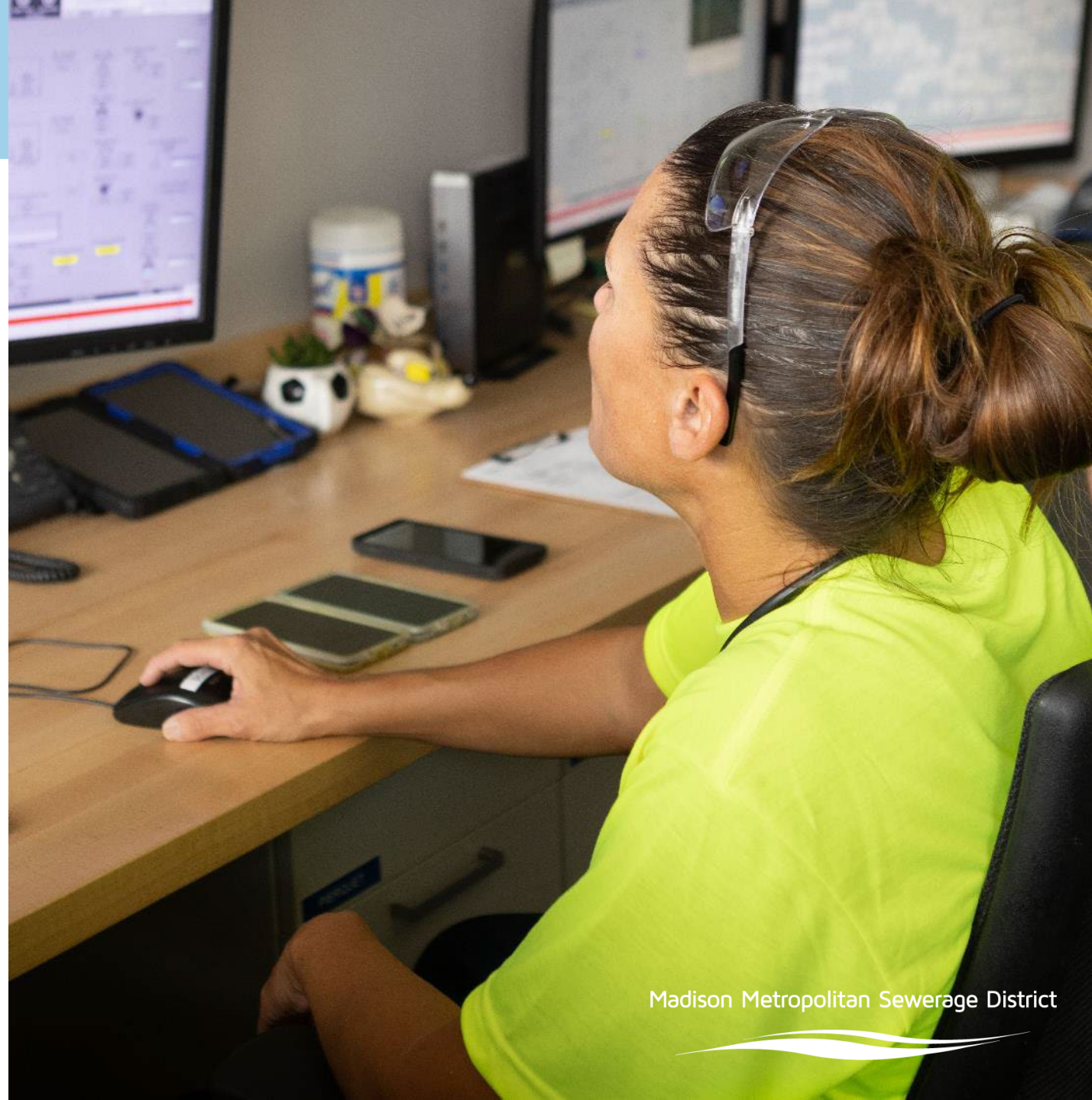


Background

Current employee handbook effective January 1, 2016

Goal was to incorporate union contract provisions without changing their meaning.

Handbook applied to former Union and non-union employees.



Spring 2021

- New HR Manager Lipski proposes updating handbook with ELC
- ELC agrees time is right to look at entire document
- Multiple ELC meetings spent on discussing how this process should work



Process

First draft

- ELC agreed that Mike Lipski would provide edited copy of handbook
- First draft completed February 2022
- First draft included suggestions and updates from E-Team members and was reviewed by CED in detail



Process

- ELC gathered input through work team meetings, individual conversations, and written suggestions about various aspects of the handbook
- 227 comments were gathered and categorized by topic
- Priority areas were identified based on the number of similar comments



First draft

- Presented to ELC in February 2022
 - Red-lined copy of original handbook
 - Clean copy for easy review
- Major changes highlighted by HR Manager at February ELC meeting
- Further discussion around process at this time



Process

ELC created five subcommittees to work on priority areas including:

- Rules around work hours
- Vacation/Holiday/Sick leave
- Performance and pay rules
- FMLA/parental leave
- Remainder of handbook



ELC subcommittee process:

- Review comments and identify interests around topics/issues
- Develop recommendations to address interests
- Present recommendations to full ELC for review/comment
- Met with HR Manager and Senior Director to discuss interests and recommendations



Subcommittees met with HR Manager and Senior Director between May and July

- 14 meetings
- Specific interest subcommittees and one that reviewed changes from the initial draft
- Conversations with District's Legal Counsel, payroll, E-Team members as it related to specific issues



Process

Following subcommittee meetings, CED and E-Team briefed on changes and ELC proposals

July 22 memo issued to ELC by HR Manager outlining changes from initial draft based on ELC subcommittee conversations

Follow-up meetings in August to further refine issues and complete last-minute tasks



Final draft handbook presented to ELC August 19

ELC Special meeting September 8—voted to recommend changes to E-Team for presentation to Commission

Intended effective date for changes-January 1, 2023



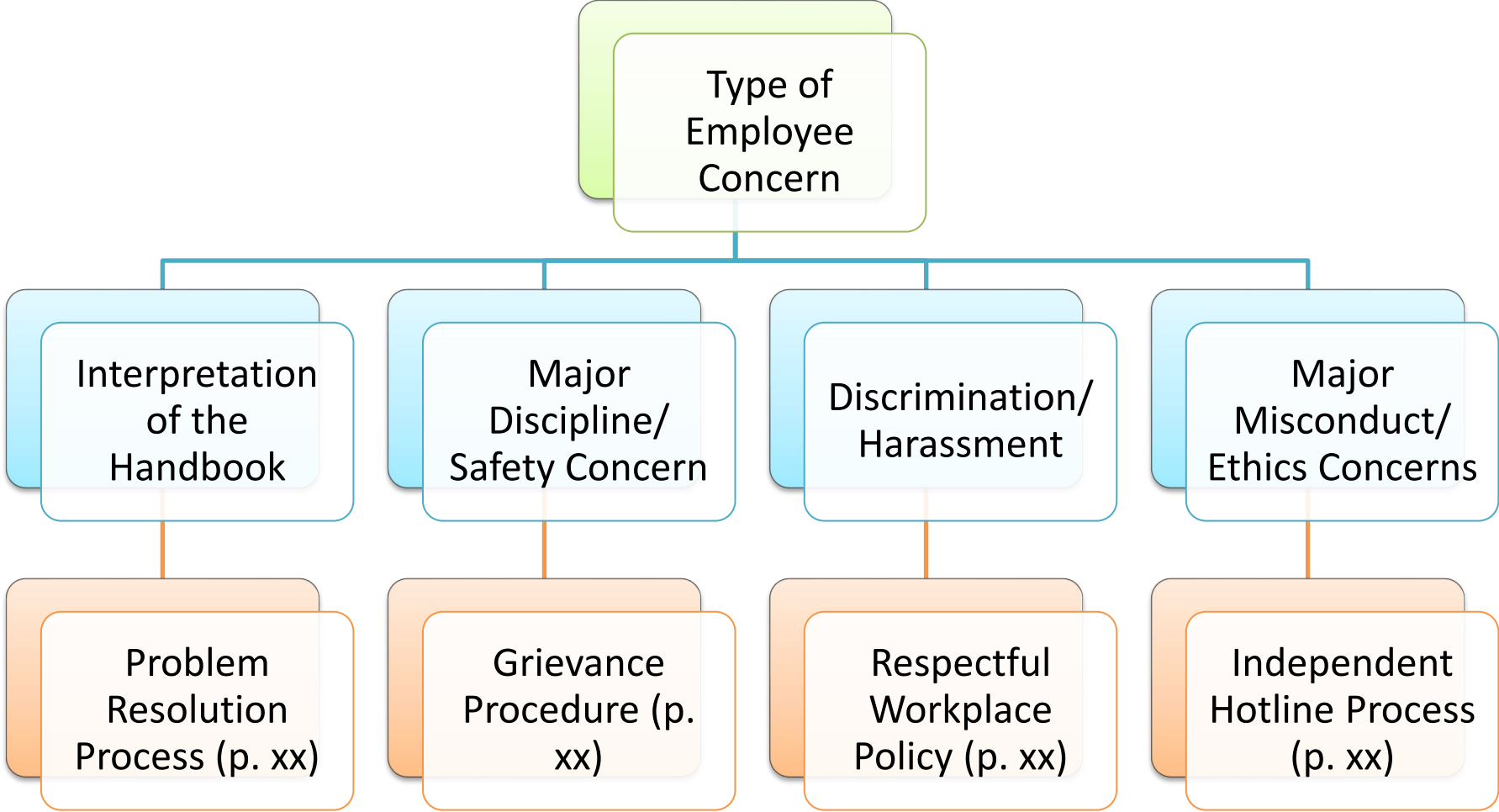
Changes

Highlights to be discussed today (Not a complete list of changes):

- Independent hotline complaint procedure
- Income Continuation Insurance
- Vacation
- Additional benefits
- Other changes
- New admin guidelines



Complaint Process



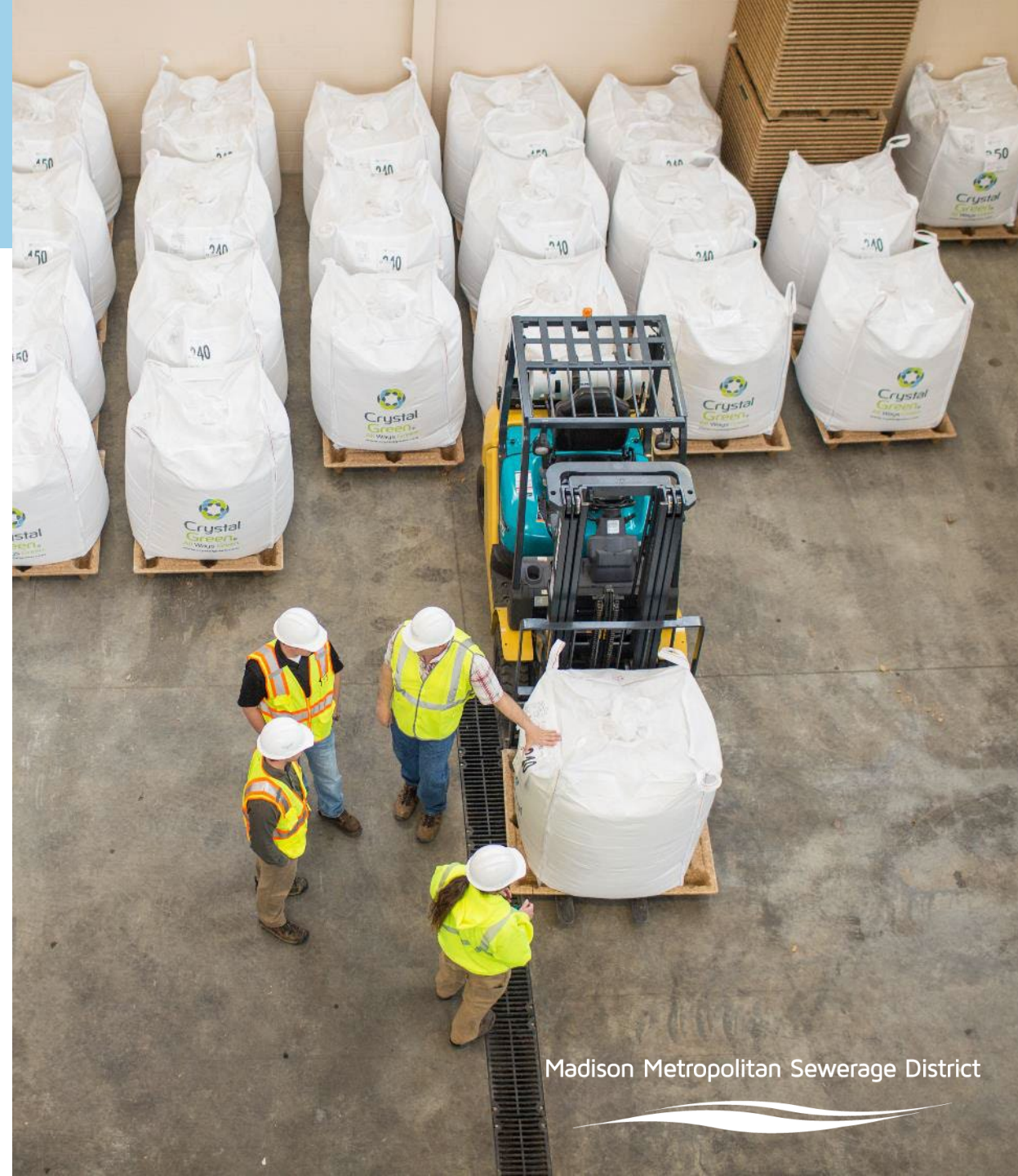
Independent Hotline Complaint Process

- New procedure
 - ELC has raised question with Commission Subcommittee in past
 - Allows employees to report concerns to a third party
 - Third-party intake will then report to Senior Director
 - Senior Director and HR Manager will discuss appropriate venue for investigation
- Complaints can be raised anonymously
 - May limit scope/ability to conduct investigation
- Intended for major misconduct, but can be used for any complaint



Income Continuation Insurance

- Offered through Employee Trust Funds
 - Similar to life insurance program
- Wage replacement for non-work-related injury or illness
- No premiums for employees at this time.



Vacation Changes

Accelerated earning

Length of Employment	Vacation Hours per Year
Hire date	100 hours prorated
January 1 st following hire date	100 hours
January 1 st following 3 rd anniversary	160 hours
January 1 st following 15 th anniversary	216 hours

Accrues immediately upon hire

- Change in payout when employees leave
- For employees hired before January 1, 2009, special payout schedule created
- Employees get paid for entire balance in year they retire



Year-end Vacation Conversion changes

- Cash out eligibility easier
 - Floating holiday added to the 80 hours of time to be eligible
- Can convert unused vacation to sick leave
 - Allows faster accumulation of 1,600 hour sick leave cap
 - Irrevocable—once converted to sick leave, if an employee leaves pre-retirement, cannot get cash out at that time



Additional Benefits

- New Holiday: Juneteenth on June 19
- Paid Parental Leave



Other Changes

- Updated Operator appendix
- Added Metrogro appendix
- Clean up of existing language
- Reorganization



Supporting Admin Guidelines

- Supplemental Pays and Expense Reimbursements
 - Some changes to pays/rules around call ins and undesirable hour pay
 - Updates to Expense Reimbursements for travel
- FMLA
- Safety moved to intranet site
- Admin Guidelines will be signed and on intranet effective January 1, 2023





Next Steps

- Handbook will be presented to Commission for adoption at November 23 meeting
- Implementation January 1, 2023



Discussion Questions

- Is the Commission comfortable with the process that was used?
- What changes (if any) to the process may the Commission recommend for future updates?
- What level of involvement does the Commission want with future updates?
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Questions?





Thank you!

Madison Metropolitan Sewerage District

