RESOLUTION OF THE COMMON COUNCIL			
Authorizing and directing the proper city official(s) to approve the updated Work Rules and the newly created Policies, Procedures, & Forms Manual.			
Committee	Personnel Committee recommends approval 4-0		
File Number:	R-130-2021	**First Reading**	August 10, 2021
		Second Reading	August 24, 2021

WHEREAS, the Personnel Committee was asked to review and approve the updated Work Rules and the newly created Policies, Procedures, & Forms Manual, and

WHEREAS, the Personnel Committee met on August 2, 2021, to review and approve the updated Work Rules and the newly created Policies, Procedures, & Forms Manual, and

WHEREAS, the Personnel Committee recommends approval (4-0) of the updated Work Rules and the newly created Policies, Procedures, & Forms Manuals,

BE IT RESOLVED by the Common Council of the City of Stoughton that the proper city official(s) be hereby authorized and directed to approve the updated Work Rules and Policies and the newly created Procedures, & Forms Manual.

Council Action: ☑ **Adopted** ☐ **Failed** **Vote** 11-0

Mayoral Action: ☑ **Accept** ☐ **Veto**

Tim Swadley

Timothy Swadley, Mayor

8-24-2021

Date

Council Action: _____ ☐ **Override** **Vote** _____

Stoughton Wisconsin

CITY OF STOUGHTON

POLICY & PROCEDURE MANUAL

& RELATED FORMS

As adopted by the Stoughton City Council
Tuesday, August 24, 2021

Accrued Sick Leave Credit for Retiring Employees Policy

1.0 Purpose

2.0 Policy Details

All Full-Time employees who retire from City service and apply (within 60 days of last day paid) for retirement annuity from the Wisconsin Retirement System, which annuity must exceed $10.00 per month, shall have their sick leave credits, up to 130 days (1040 hours) and any amount of sick leave credits in excess of 1250 hours at 50% for Sworn Police (at the time of their retirement) shall be converted to a monetary value (hours of credit times normal hourly rate of pay received immediately prior to retirement) which must be deposited by the City into the City's designated financial institution for the Health Reimbursement Account. The funds shall be made available toward the payment of health insurance premiums for the employee and their dependents.

There is no other payment of accrued but unused sick leave other than retirement.

3.0 Procedures

4.0 Exhibits / Appendices / Forms

5.0 Council Approved

August 24, 2021

Accrued Sick Leave Credit for Surviving Spouse Policy

1.0 Purpose

This document outlines the handling of an employee's sick time balance in the event the employee thatpasses while actively employed.

2.0 Policy Details

In the event that an employee dies during the course of their employment and is survived by a spouse, their accrued sick leave credits, up to 130 days, at the time of death, shall be converted toa monetary value (hours of credit times normal hourly rate of pay received immediately prior to death) which shall be available toward the payment of health insurance premiums for the survivingspouse. In the event that the retired employee shall precede their spouse in death and there remains at that time to their credit a balance, such balance shall be used to purchase health insurance for the surviving spouse so long as the spouse is alive and there remains a balance in the fund, or, should the spouse not elect to continue their coverage, paid monthly to the spouse in an amount equal to the applicable monthly health insurance premium.

3.0 Procedures

4.0 Exhibits / Appendices / Forms

5.0 Council Approved

August 24. 2021