

**RESOLUTION NO. 15-02**

**UPDATING THE CITY EMPLOYEE HANDBOOK – DEPARTMENT HEADS,  
BUSINESS HOURS AND WISCONSIN RETIREMENT**

WHEREAS, the City of Platteville approved the Employee Handbook – Personnel Policy, Rules, and Regulations (herein after Employee Handbook) on December 13, 2011; and

WHEREAS, the City Manager has requested changes to the employee handbook, and

WHEREAS, the City Council agrees with the recommended changes and hereby directs that the Employee handbook be amended as follows:

**V. RECRUITMENT, APPOINTMENT & EMPLOYMENT**

E.(7) Recruitment and Hiring of Department Heads:

a. Department Heads for the City of Platteville are as follows:

Community Planning and Development Director, Director of Administration, Director of Public Works, Emergency Medical Service Administrator, Fire Chief, Library Director, Museum Director, Police Chief, Recreation Coordinator, and Senior Center Director.

**VI. HOURS AND PAY**


E. Workday and Workweek: Effective January 1, 2015, the standard workweek for full-time employees shall be forty (40) hours Sunday through Saturday. Working hours of City employees may vary by work assignments. All full-time employees are expected to work a standard day and a standard work week as prescribed by their appointment and department need. An employee whose duties require an irregular work schedule in either a standard work day or a standard work week shall work according to a schedule recommended by the Department Head and approved by the City Manager.

|                             |                       |                    |
|-----------------------------|-----------------------|--------------------|
| City Hall Employees         | Monday through Friday | 8:00 AM to 4:30 PM |
| Streets and Parks Employees | Monday through Friday | 7:00 AM to 3:30 PM |

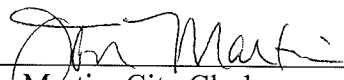
**VIII. EMPLOYEE BENEFITS**

C. Wisconsin Retirement: All eligible employees shall be entitled to participate in the Wisconsin Retirement System (WRS) on the first day of work. The City shall pay the employer's share of the total required WRS contribution with the employee's share being deducted from the employee's payroll check. The City will follow all provisions set forth by the Wisconsin Retirement System.

PASSED BY THE COMMON COUNCIL on the 27th day of January, 2015.

  
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Eileen Nickels, Council President

ATTEST:

  
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Jan Martin, City Clerk