



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Crossing Guard Benefits	Policy Reference Chapter 25
Policy Source Human Resources Department	Legal Review Date December 13, 2011
Personnel Committee Approval December 7, 2015	City Council Approval December 15, 2015

25.1 **PURPOSE.** The purpose of this policy is to establish benefits for crossing guards. Crossing guards will not be eligible for benefits under Personnel Policy Chapter 9 unless specifically referenced in this Chapter 25.

25.2 **DEFINITIONS.**

25.2.1 **Regular Crossing Guard.** An employee hired as a regular crossing guard will be eligible for benefits described in this policy.

25.2.2 **Relief Crossing Guard.** An employee hired to cover a regular crossing guard's vacancy on an on-call as needed basis is not eligible for benefits described in this policy. Relief crossing guards will receive first consideration for regular guard positions.

25.2.3 **Probationary Period.** All new regular crossing guards will serve a 30-calendar day probationary period beginning on the employee's first day of work as a regular crossing guard.

25.2.4 **Eligibility for Benefits.** Eligibility for benefits will commence on the employee's date of hire as a regular crossing guard. If a relief crossing guard is hired as a regular crossing guard the date for determining vacation eligibility will be the date of hire as a relief crossing guard.

25.3 **BID SELECTION.**

25.3.1 Once a year, during the summer months, the regular crossing guards will bid for all corners in order of date of hire. Crossing guards starting on the same day will have their starting times varied (as determined by the flip of a coin) so that there will be no ties in the order of selection.

25.3.2 Vacant positions and corners which arise during the school year will be offered based on date of hire as a regular crossing guard in accordance with the following:

- a. Employee must sign an annual posting at the bid meeting, designating specific corners they want to be offered.

- b. If a vacancy occurs on or after March 15, the corner will be filled with a relief crossing guard.
- c. Employees can only change a corner one time per school year.
- d. Employees attending the annual bid meeting will receive two hours pay for the meeting.

25.3.3 The crossing guard corner at Ashland and Clinton will be paid an additional \$0.50 an hour (including holiday and PTO pay, etc.) The additional pay will be effective only as long as the current conditions remain.

25.4 PAID TIME OFF (PTO).

25.4.1 Each regular Crossing Guard will earn paid time off according to the following schedule:

- 0 to 5 years 8 days
- After 6 years 13 days
- After 15 years 17 days

25.4.2 PTO pay will be based on the employee's regular hourly rate of pay times the hours normally worked.

25.4.3 At the option of the employee, up to a maximum accumulation of 20-PTO days may be carried over each year, or PTO earned but not used during the school year may be paid out at the end of the school year.

25.4.4 On days when schools are closed, employees may use PTO days.

25.4.5 Employees wishing to take one week or more of PTO will give as much notice as possible but at least 5 days advance notice. Said notice can be reduced by mutual agreement of the employer and employee. PTO used as sick day(s), funeral days, jury duty, etc. will not require advanced notification.

25.4.6 If a crossing guard requests leave for any reason other than illness, they must use eligible accrued time before using a no-pay day for time off.

25.5 THANKSGIVING DAY. Regular crossing guards will receive Thanksgiving Day as a paid holiday based on the number of regularly scheduled hours.

25.6 UNPLANNED SCHOOL CANCELLATIONS/INCLEMENT WEATHER. In the event there are unplanned school cancellations for inclement weather or other reasons and the schools are closed for a full day by school authorities, regular crossing guards will be paid for all hours regularly assigned for that day. Employees on any type of paid or unpaid leave would not qualify for this payment. Payment will be limited to 2-days per school year, subject to alterations based on the school contract.

25.7 LEAVES.

25.7.1 Employees will be entitled to benefits allowed by State or Federal law pertaining to leaves of absence. Leave without pay will be granted in accordance with the crossing guard Policy and Procedures with the approval of the Human Resources Director or designee.

25.7.2 Jury Duty. An employee will be given time off with pay when subpoenaed to perform jury duty before a court, public body or commission. Any payment received for jury duty will be retained by the employee and an equivalent amount will be deducted from the employee's gross pay for that period. The employee must submit a copy of the jury duty payment received to the Payroll Department. Reimbursement for expenses incurred (i.e. mileage, meals, parking) will not be deducted from the employee's gross pay.

25.8 NOTIFICATION OF SUPERVISOR.

In the event a regular crossing guard cannot report for work, it will be the employee's responsibility to contact the crossing guard administrator on the crossing guard phone line at least one hour prior to the start of the shift. The crossing guard administrator is then responsible for contacting a relief guard to fill that vacancy.

25.9 CLOSURES AND MEETING ATTENDANCE.

25.9.1 School Closure. If certain schools in the City dismiss students early while other schools remain open the full day, the guards affected by the closing will not suffer a reduction in hours on that day.

25.9.2 Employer Required Meetings. Employees will be compensated at their regular hourly rate for all employer required meetings and/or training.

25.10 EQUIPMENT AND UNIFORMS. The City will furnish all equipment and uniforms required of the crossing guards including badge, vest, stop sign and whistle. Each January the City will pay each regular crossing guard a \$50.00 annual clothing allowance.

25.11 FITNESS FOR DUTY. Each employee will be examined by the City's medical professional, at City cost, to determine fitness for duty each school year. The City reserves the right to have an employee provide certification, at the employee's expense, that they are released to return to work. Each employee participating in the fitness examination will receive a minimum of 2-hours pay for attending the examination. The City's right to have employees examined by the City's physician does not in any way limit the employee's rights to be treated by a physician of their choice.