



Program Overview:

The Division of Facilities Planning & Management (FP&M) is responsible for ensuring roads, sidewalks and building entrances/stairs are cleared during snow events. To compensate eligible FP&M staff who volunteer to participate in weekend snow removal outside of their normal work schedule, FP&M will provide a snow removal bonus.

An employee who volunteers to participate in snow removal on a day which is outside of their primary work schedule, typically Saturday, Sunday or a Legal Holiday, will receive a \$125 bonus for each day worked, outside their normal work schedule. There is no required minimum number of hours worked on the day which is outside of their primary work schedule to receive the bonus, as long as the work is performing snow removal.

The bonus will be paid in the next available pay period in which the snow removal work occurred. For example, if an employee works one weekend in January, working both Saturday and Sunday, which is outside their normal work schedule, they will be paid \$250, minus any applicable payroll deductions (i.e., taxes), in the next available pay period).

Volunteers will be selected based on immediate skill and need, as well as years of service in their current job.

This program does not change or eliminate overtime pay eligibility. This program will be in addition to eligible overtime pay.

This program does not change or eliminate stand by pay eligibility. This program will be in addition to eligible stand by pay.

Snow Removal includes but is not limited to the following: shoveling, snow blowing, salting, and operating a snow removal vehicle (truck/Toro/Front End Loader/Skid steer).

Eligible FP&M Employees:

Employees, including direct staff Supervisors & Managers, employed in the following departments:

- 4000 - FP&M PP UTIL & ENERGY MGMT (Heating & Cooling)
- 7022 - FP&M PP CUSTODIAL
- 7030 - FP&M PP CAMPUS SVC FRW
- 7032 – FP&M PP CAMPUS SVC TRUCK SERVICES



- 7035 - FP&M PP WASTE & RECYCLE
- 7080 - FP&M PP GROUNDS
- 7600 - FP&M TRANSPORTATION SERVICES FLEET
- 8123 - FP&M TRANSPORTATION SERVICES GARAGE LABOR

Reporting Tool for Supervisors/Managers:

FP&M Payroll will provide Supervisors and or Managers with a tracking spreadsheet that they will be required to email to FP&M Payroll (payroll@fpm.wisc.edu) every Monday, following a snow event. The following is a sample of what the tracking spreadsheet may include:

Supervisor Name: UDDS:				
Employee Name	EMPL ID	Date (s) of Snow Removal	Are the hours worked outside of the Employee's normal work schedule (Y/N)?	Was the Employee conducting snow removal duties (Y/N)?
Last Name, First Name	#####	XX/XX/XXXX		

If an employee has a question(s) regarding this program, they should be directed to fpmhr@fpm.wisc.edu.

**Program will be reviewed and assessed for need and or updates in FY25 prior to the '24- '25 winter season. **