

All present are expected to conduct themselves in accordance with our City's Core Values



OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal, Corporation, or Sub-unit thereof.

Meeting of the:	Human Resources Committee
Date/Time:	Monday, April 8, 2024 at 4:45 PM
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor
Members:	Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Tom Kilian, Michael Martens

AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of March 11, 2024 Minutes.
- 2) Human Resources Report for March 2024.
- 3) Discussion and Possible Action Approving the Employee Agreement for Course Fees Paid by the City of Wausau to Obtain Class A or Class B Commercial Driver's License.
- 4) Discussion and Possible Action Approving the Addition of Employee Handbook Section 4.08 – CDL Repayment Commitment.
- 5) Discussion and Possible Action Approving the Addition of Two (2) Police Officer Positions for the Wausau Police Department.
- 6) Discussion and Possible Action Approving the Revision of the Role and Responsibilities of the Human Resources Committee.
- 7) Adjournment.

Members of the public who do not wish to appear in person may view the meeting live over the internet on the City of Wausau's YouTube Channel <https://tinyurl.com/WausauCityCouncil>, or live by cable TV, Channel 981. Any person wishing to offer public comment who does not appear in person to do so, may e-mail james.henderson@ci.wausau.wi.us with "Human Resources Committee public comment" in the subject line prior to the meeting start. All public comment, either by e-mail or in person, if agendaized, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 04/02/2024 at 9:00 AM

Questions regarding this agenda may be directed to the Human Resources Office at (715) 261-6630.

It is anticipated that each item listed on the agenda may be discussed, referred, or acted upon unless it is noted in the specific agenda item that no action is contemplated. It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Wausau may be in attendance at the above mentioned meeting to gather information. **No action will be taken by any such group at the above mentioned meeting other than the committee specifically referred to in this notice.**

"In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call Human Resources at (715) 261-6630 or the City's ADA Coordinator at (715) 261-6620 or e-mail clerk@ci.wausau.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation."

Other Distribution: Alderpersons, Mayor, Department Heads, Union Presidents.

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: March 11, at 4:45 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Tom Killian, Michael Martens
MEMBERS ABSENT:
Also Present: J. Henderson, A. Jacobson, J. Kopp, M. Barnes

The meeting of the Human Resources Committee was called to order by McElhaney.

Approval of the January 8, 2024 Minutes.

Motion by Herbst to approve the January 8, 2024 minutes. Second by Martens. All ayes.
Motion passed 5-0.

Human Resources Report for February 2024.

No questions were asked. Report will be filed.

Discussion on the Role and Responsibilities of the Human Resources Committee.

McElhaney said that questions emerged during the last budget season about the roles of committees, and Attorney Jacobson provided the information she found describing the role and responsibilities of the Human Resources Committee.

Gisselman asked if they were being asked to make recommendations to update the information provided, or, if they wanted to make revisions, how would that be accomplished? Jacobson explained that she has been working on this request with other committees as well to review their role and how the committee intertwines with others, not recommending any changes, but rather bringing information to the committee's attention. Jacobson explained that she went through the municipal code and found where the Human Resources Committee was mentioned and the Employee Handbook and provided her findings. Jacobson said that ideally all the information should appear where the committees are listed in the municipal code.

McElhaney asked if there is anything listed that the committee would like to change? Discussion took place regarding language in the ordinance pertaining to the Director of Public Works & Utilities and the Utility Commission overseeing management and compensation, and also the committee's responsibility of interviewing department directors and other appointed managers annually. Gisselman said that he would like to see the Madison ordinance for the Human Resources Committee to compare.

McElaney said no action would be taken on this item. Committee members should review the information provided and bring suggestions for any revisions to the next meeting.

Discussion and Possible Action Approving Hiring an Outside Attorney for Upcoming Negotiations with the Transit Union.

Henderson said that this is a one-time request after learning that the transit union has asked the union vice president to negotiate the contract, having a new Transit Director, and the various challenges at the department, he is requesting to hire an outside attorney to assist with negotiations for the contract to ensure it is done with the City's best interest in mind. Jacobson said that Henderson has requested Nate Miller to assist, who was previously employed with the City of Wausau as Assistant City Attorney. Jacobson said that the Legal department has some funds available to assist with the cost. Killian asked if the vice president is an attorney. Henderson said no, but the person does negotiations for a living. Henderson also said that he believes the union is going to ask for a lot of changes to the verbiage in the contract, and therefore it would be helpful to have a professional litigator to assist with the process. Killian asked how many hours would be required from Miller for negotiations. Henderson said he did not know what would be required for this negotiation. Killian expressed concern for the cost and for dealing with this negotiation differently than the others. Martens said that outside legal help was used for the Police and Fire negotiations last time since the City was in between HR Directors, so it is not unprecedented and will be supporting this request.

Motion by Herbst to approve hiring an outside attorney for upcoming negotiations with the Transit Union. Second by Martens. Motion passed 4-1 (*Killian was the dissenting vote*).

Presentation (Chiefs Kopp and Barnes/Health Officer Laura Scudiere/Aspirus Tara Draeger) and Discussion and Possible Action Approving the Creation and Hiring of a Community Care Paramedic for the Fire Department.

Chief Kopp provided a presentation outlining the purpose of the Community Care Paramedic position and how it would function within the community. Gisselman asked how the position would be dispatched. Kopp said that they would start by using a referral program with the Health Department, Fire staff, and Police staff. Killian asked if service would be limited for unhoused people who could prove Wausau is their city of origin. Kopp said that anyone in the city would be provided with needed assistance and care.

Laura Scudiere provided a presentation on statistics of falls and EMS calls in Marathon county and the shortage of Health Care and Mental Health providers in the area. Tara Draeger spoke on behalf of Aspirus in support of this item and the increase in patients Aspirus is encountering who could be helped with this resource. Chief Barnes said that the WPD wants the best services available for the community and believes that this will fill a gap in service and is supportive of adding this resource for the community.

Motion by Gisselman to approve the creation and hiring of a Community Care Paramedic for the Fire Department. Second by Killian. All ayes. Motion passed 5-0.

McElhaney said the last two items will be taken off the agenda due to not being ready for discussion and expects both items to be back on a future agenda.

Adjournment.

Motion by Herbst to adjourn. Second by Killian. Meeting was adjourned.

Rebecca McElhaney
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=dfPdKc80wZI>



HR PERFORMANCE REPORT

Core Services

Classification & Compensation

Open Reclassification Requests

Current Job Position	Current Salary Range	Requested Job Position	Requested Salary Range	Request Date

Completed Reclassification Requests

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Request Date	Council Approval Date

Employee Benefits

Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied/Canceled
33	22	7	4

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
2	1	1	

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
6	2	4



HR PERFORMANCE REPORT

Recordable (YTD)

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Police	Knee injury	Medical	Open	01/03/24
DPW	Arm	Medical	Open	02/08/24
Police	Knee injury	Medical	Open	03/12/24
Fire	Back	Indemnity	Open	03/16/24
Fire	Feet	Indemnity	Open	03/19/24
Police	Knee injury	Medical	Open	03/26/24

Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Fire	Back	Medical	Open	12/26/23
Police	Knee	Medical	Open	12/14/23
Police	Back	Medical	Open	11/16/23
WW	Eyes	Indemnity	Open	09/18/23
Police	Knee injury	Indemnity	Open	05/14/23
Police	Wrist	Medical	Reopened	05/03/23
Police	Hand/Shoulder	Indemnity	Open	01/17/23
Police	Ankle	Indemnity	Reopened	06/27/18
Metro	Knees	Indemnity	Reopened	09/01/17

Employee and Labor Relations

Grievances (YTD)

Number of Grievances	Open Grievances	Closed Grievances	ATU (Metro) Grievances	WPPA (Police) Grievances	WFA (Fire) Grievances

Open Grievances

Employee Name	Union	Issue	Date Filed	Status



HR PERFORMANCE REPORT

Closed Grievances

Employee Name	Union	Issue	Date Filed	Status

Recruitment & Selection

New Hires

Employee Name	Department	Job Title	Hire Date	Separation Date
Justin Pluess	Fire	Deputy Fire Chief	1/08	
Gwendolyn Bertram	Police	Administrative Assistant II	1/08	
Robert Horstmeyer	Police	Police Officer	1/17	
Garrett Johnson	Police	Police Officer	1/17	
Joseph Vacek	Police	Police Officer	1/17	
Season Welle	Finance	Assistant Finance Director	1/22	
Jeffery Wagner	Assessment	Deputy City Assessor	1/22	
Frank Ortegon-Ramirez	Metro Ride	Bus Operator I	2/12	
Cade Maple	Fire	Firefighter/Paramedic	2/19	
Brennan Schneider	Fire	Firefighter/Paramedic	2/20	
Arran Hersey	Metro Ride	Transit Director	3/04	
Kamryn Batt	Public Works	Street Maintainer	3/04	
Donald Solomon	Public Works	Street Maintainer	3/11	
Kenneth Foreman	Metro Ride	Utility Worker – Transit	3/11	
Cheslea Pontzloff	Public Works	Administrative Assistant II	3/18	
Thomas Plaisance	Metro Ride	Bus Operator I	3/18	
Samuel Mingo	Water	Water Plant Operator	3/18	
Tanner Szakacs	Metro Ride	Utility Worker – Transit	3/18	
Zachary Schroeder	Public Works	Street Maintainer	3/18	

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
11	4	6	1



HR PERFORMANCE REPORT

Separations by Department for 2024 YTD

Clerk/Finance – 1	Public Works – 3		
Metro Ride – 2	Water - 1		
Police - 2	Fire - 2		

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Jacob Albee	Police Officer	Patrol Lieutenant	Michael Felder	1/07
Peter Fish	Police Officer	Patrol Lieutenant	Jennifer Holz	1/07
Nicholas Bradfish	Street Maintainer	Equipment Operator	Dan Cook	1/07
Joseph Toboyek	Street Maintainer	Equipment Operator	John Conger	1/07
Jason Schill	WW Plant Operations Technician	Wastewater Lab Technician	Tyler Wagner	1/07
Jennifer Holz	Patrol Lieutenant	Detective Lieutenant	William Kolb	1/21
Kevin Fletz	Bus Operator I	Bus Operator II	Thomas Rice	1/21
Chuck Saukam	Utility Worker – Transit	Bus Operator II	Kelly Melanson	2/05
Kristy Stoerzer	Administrative Assistant I – DPW	Administrative Assistant II – DPW	Sheila Mabry	2/18

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Assistant City Attorney	1	7/19	Closes 4/15
Administrative Assistant II – Com Dev	1	New Position	Offer Accepted
Wastewater Plant Operations Technician	1	1/07	In Process
Senior Water Plant Operations Technician	1	7/24/23	In Process
Water Plant Operations Technician	1	5/10/24	In Process
Water Distribution Maintainer	1	2/07/24	In Process
Various Seasonal Recruitments	25	5/2024	Open Until Filled



HR PERFORMANCE REPORT

Vacant Positions (Not Being Recruited at this time)

Job Title	Number of Vacancies	Date Vacant	Status

Vacation Accrual Exceptions

Employee Name	Current Accrual Maximum Cap	Cap Waived Until (Date)	Reason for Waiver

Handbook Modifications

Section Modified	Modification	Date

Human Resource Committee Packet

April 2024

Agenda Item
Discussion and Possible Action to discuss requiring employees that do their Class A or Class B CDL training with the city to repay CDL costs if they leave the City's employment within 3 years.
Background
The city has provided a means for employees to attain their Class A or Class B CDL training. CDL training can be quite expensive, and employees can take that license with them when they leave the City's employment. In other departments, the city requires employees to reimburse the city if they leave within 3 years of employment. The Street's Superintendent recommended this to possibly slow down employees using the city to attain their license, then move on. The cost for tuition and fees to receive a CDL is currently \$2,232.85.
Fiscal Impact
Reimbursing the city for CDL training if employee leaves within 3 years.
Staff Recommendation
Discuss and possible action on responsibilities of the HR Committee.
Staff contact: James Henderson (715-261-6634)



EMPLOYEE AGREEMENT FOR COURSE FEES PAID BY THE CITY OF WAUSAU TO OBTAIN CLASS A OR CLASS B COMMERCIAL DRIVERS LICENSE (CDL)

This Agreement is entered into voluntarily by and between The City of Wausau (“Employer”) and the below listed individual (“Employee”).

EMPLOYMENT INFORMATION:

Name: _____ **Position:** _____

Department: _____ **Email Address:** _____

- A. The City of Wausau will directly cover the full cost of the Commercial Driver's License (CDL) training program, including tuition, materials, and testing, as provided by an accredited training institution.
- B. The City of Wausau will make arrangements for the Employee's enrollment in the CDL training program and ensure that all necessary payments are made directly to the training institution.
- C. As a condition of receiving this benefit, Employee agrees to comply with the following terms and conditions:
 - a. I agree to participate in the CDL training program, adhere to the program's requirements, and diligently complete all necessary coursework, training, and examinations.
 - b. I will take and successfully pass the Theory Training Assessment with a minimum 80% and participate in Behind-the-wheel Training to demonstrate proficiency sufficient to pass the State administered CDL skills test.
 - c. I will successfully pass the State administered CDL skills test and obtain a Class A CDL or Class B CDL with no restrictions.
- D. The City of Wausau will compensate regular wages for the class and test time. Any study time spent outside of class will not be compensable.
- E. Further, Employee agrees to remain actively employed with the City of Wausau for a period of thirty-six (36) months following the date of receipt of the certification.
- F. Should Employee fail to obtain the Class A CDL or Class B CDL, voluntarily terminate employment with The City of Wausau prior to the thirty-six (36) month date referenced in item E above or be discharged for cause prior to the thirty-six (36) month date referenced in item E above, Employee agrees and promises to repay the cost of the course noted in item A above.

Costs will be prorated at 100% from 0 to 1 year, 75% from 1 to 2 years, and 50% from 2 to 3 years.

- a. The Employee agrees that the reimbursement amount shall be deducted from their final paycheck, if applicable, or paid in full by the Employee to the Employer via a mutually agreed-upon method of payment. Deduction from final check will adhere to all state and federal minimum wage requirements.
 - b. Repayment should be made as a lump sum or in up to eighteen (18) monthly payments starting the month following my last day of work. Repayment will be made directly to the City of Wausau.
- G. This agreement shall be canceled in its entirety upon completion of thirty-six (36) months of continued employment or in the event of death, a permanent layoff, or a permanent disability of the employee prior to the thirty-six (36) month date.

Employee Signature Date

Superintendent Date

City of Wausau Human Resources Director Date

Human Resource Committee Packet

April 2024

Agenda Item
Discussion and Possible Action to discuss adding Section 4.08 to the Employee Handbook requiring employees that take advantage of the city paid CDL training to reimburse the city if they do not stay 3 years
Background
The city has provided a means for employees to attain their Class B CDL training. CDL training can be quite expensive, and employees can take that license with them when they leave the City's employment. In other departments, the city requires employees to reimburse the city if they leave within 3 years of employment. The Street's Superintendent recommended this to possibly slow down employees using the city to attain their license, then move on. Policy 5.21 is being proposed to add a city policy to the handbook.
Fiscal Impact
Reimbursing the city for CDL training if employee leaves within 3 years.
Staff Recommendation
Discuss and possible action on responsibilities of the HR Committee.
Staff contact: James Henderson (715-261-6634)

4.08- CDL Repayment Commitment Agreement

- A. The City of Wausau will directly cover the full cost of the Commercial Driver's License (CDL) training program, including tuition, materials, and testing, as provided by an accredited training institution.
- B. The City of Wausau will make arrangements for the Employee's enrollment in the CDL training program and ensure that all necessary payments are made directly to the training institution.
- C. As a condition of receiving this benefit, Employee agrees to comply with the following terms and conditions:
 - a. I agree to participate in the CDL training program, adhere to the program's requirements, and diligently complete all necessary coursework, training, and examinations.
 - b. I will take and successfully pass the Theory Training Assessment with a minimum 80% and participate in Behind-the-wheel Training to demonstrate proficiency sufficient to pass the State administered CDL skills test.
 - c. I will successfully pass the State administered CDL skills test and obtain a Class A CDL or Class B CDL with no restrictions.
- D. The City of Wausau will compensate regular wages for the class and test time. Any study time spent outside of class will not be compensable.
- E. Further, Employee agrees to remain actively employed with the City of Wausau for a period of thirty-six (36) months following the date of receipt of the certification.
- F. Should Employee fail to obtain the Class A CDL or Class B CDL, voluntarily terminate employment with The City of Wausau prior to the thirty-six (36) month date referenced in item E above or be discharged for cause prior to the thirty-six (36) month date referenced in item E above, Employee agrees and promises to repay the cost of the course noted in item A above. Costs will be prorated at 100% from 0 to 1 year, 75% from 1 to 2 years, and 50% from 2 to 3 years.
 - a. The Employee agrees that the reimbursement amount shall be deducted from their final paycheck, if applicable, or paid in full by the Employee to the Employer via a mutually agreed-upon method of payment.
 - b. Repayment should be made as a lump sum or in up to eighteen (18) monthly payments starting the month following my last day of work. Repayment will be made directly to the City of Wausau.

This agreement shall be canceled in its entirety upon completion of thirty-six (36) months of continued employment or in the event of death, a permanent layoff, or a permanent disability of the employee prior to the thirty-six (36) month date.

Human Resource Committee Packet

April 2024

Agenda Item
Discussion and Possible Action to discuss increasing Wausau PD authorized staffing
Background
<p>Within the last three months the homeless population in Wausau has grown significantly and at a rate not anticipated. With that growth in population the Wausau Police Department has been addressing an increasing number of ordinance violations, crimes, and an overall reduction in the quality of life. Within the Wausau Police Department, we have been utilizing our patrol officers to respond and address situations involving our unhoused population. Sometimes that involves encouraging the use of resources, and sometimes it involves enforcement of our ordinances and statutes. The amount of time being spent primarily in our downtown and parks has caused a reduction in the regular patrol activities throughout the rest of the city. I have significant concerns regarding the current and future impact this situation will have on this community. I firmly believe addressing the homeless situation is not a lost cause. We still have a small window of time to develop a strategy, implement new initiatives, and improve our situation. The Wausau Police Department is requesting support and approval to move forward with adding two additional officers to our authorized staffing. These two officers will be part of a team approach to working with the unhoused. They will attempt to build trust and encourage utilization of resources. The officers will also ensure we have appropriate enforcement of our laws, ordinances, and social norms. This team will work daily to ensure our parks, library, parking ramps, new developments, and downtown are protected and a safe place to be. We will utilize our Crisis Assessment Response Team (CART) as a staffing model. The CART model has relieved workload from our patrol bureau, delivered better and less restrictive care for those in crisis, and saved significant dollars. We anticipate the proposed team of officers will have similar results. I realize the timing of this request is not consistent with our normal budget process. During 2023 we had no intention of seeking an increase in staffing to address this issue. The recent increase in criminal and negative behavior in this population and the reduction in the quality of life has created an exigency to this need. The consequences of waiting to implement additional police resources could be catastrophic</p>
Fiscal Impact
TBD looking for outside help in financing
Staff Recommendation
Discuss and possible action to increase Wausau PD authorized staffing
Staff contact: James Henderson (715-261-6634)



Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

From: Chief Matthew Barnes
To: Human Resources Committee
Date: 03/06/2024
RE: Increase Wausau PD authorized staffing

Within the last three months the homeless population in Wausau has grown significantly and at a rate not anticipated. With that growth in population the Wausau Police Department has been addressing an increasing number of ordinance violations, crimes, and an overall reduction in the quality of life.

Within the Wausau Police Department, we have been utilizing our patrol officers to respond and address situations involving our unhoused population. Sometimes that involves encouraging the use of resources, and sometimes it involves enforcement of our ordinances and statutes. The amount of time being spent primarily in our downtown and parks has caused a reduction in the regular patrol activities throughout the rest of the city.

I have significant concerns regarding the current and future impact this situation will have on this community. I firmly believe addressing the homeless situation is not a lost cause. We still have a small window of time to develop a strategy, implement new initiatives, and improve our situation.

The Wausau Police Department is requesting support and approval to move forward with adding two additional officers to our authorized staffing. These two officers will be part of a team approach to working with the unhoused. They will attempt to build trust and encourage utilization of resources. The officers will also ensure we have appropriate enforcement of our laws, ordinances, and social norms. This team will work daily to ensure our parks, library, parking ramps, new developments, and downtown are protected and a safe place to be.

We will utilize our Crisis Assessment Response Team (CART) as a staffing model. The CART model has relieved workload from our patrol bureau, delivered better and less restrictive care for those in crisis, and saved significant dollars. We anticipate the proposed team of officers will have similar results.

I realize the timing of this request is not consistent with our normal budget process. During 2023 we had no intention of seeking an increase in staffing to address this issue. The recent increase in criminal and negative behavior in this population and the reduction in the quality of life has created an exigency to this need. The consequences of waiting to implement additional police resources could be catastrophic.

Matthew Barnes
Chief

Todd Baeten
Deputy Chief

Benjamin Graham
Detective Captain

Melinda Pauls
Patrol Captain

Nathan Cihlar
Administrative Captain



Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

The job description for these positions will be very similar to our patrol officer job description with a few adjustments. My intention is to make those adjustments with the guidance and counsel from Mr. Henderson.

I am confident this new program is necessary. I look forward to answering all your questions and providing insight into the current state.

Thank you,



Matthew Barnes
Chief of Police, Wausau Police Department
715-261-7807
515 Grand Avenue, Wausau, WI 54403



Matthew Barnes
Chief

Todd Baeten
Deputy Chief

Benjamin Graham
Detective Captain

Melinda Pauls
Patrol Captain

Nathan Cihlar
Administrative Captain



JOB DESCRIPTION

Police Officer

Job Title:	Police Officer - Downtown	Reports To:	Admin Lieutenant
Department:	Police	FLSA Status:	Non Exempt
Division:	Administration	EEO Code:	4-Protective Service Worker
Salary Grade:	Per Contract	Job Code:	CW 1001
Employee Group:	Police Contract	Training Category:	E-Specialized
Created:		Last Revision:	April 2024

This description is not an announcement of a position opening. To view current openings please visit www.ci.wausau.wi.us. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

The purpose of this position is general duty police work involving protection of life and property, enforcement of laws, crime investigation, and service to the public with a focus on the downtown area. The employee has a significant impact on the quality of life through community partnership, strategic police patrols, and thorough investigations. Specifically, the employee must partner with the Wausau business community and work to build trust with the unhoused population while ensuring accountability regarding our statutes and ordinances.

This position is a temporary assignment. Should the position not receive continued funding, the officer would assimilate into the patrol bureau.

Essential Duties and Responsibilities

1. Patrols police sector in squad car, police bicycle, police motorcycle, or on foot to prevent or discover the commission of crime and traffic violations.
2. Enforces City of Wausau ordinances and the laws of the State of Wisconsin.
3. Operates a police vehicle in normal and emergency mode, day and night conditions, and during times of inclement weather and congested traffic.
4. Responds to citizen calls for service and provide assistance as necessary.
5. Investigates crime and other incidents, identify, collect and preserve evidence, identify and interview witnesses, issues citations and arrest criminals.
6. Exercises independent judgment in determining reasonable suspicion to detain, probable cause to search and arrest, and use of force.
7. Maintains working knowledge of criminal law as well as current police procedures.
8. Investigates juvenile complaints and communicate with juveniles and parents/guardians.
9. Prepares written documentation of police activities.
10. Communicates police action in criminal and civil court proceedings.
11. Problem solves with community members, business owners, and other city employees.
12. Maintains City of Wausau core values.
13. Efficiently operates computer systems for a variety of tasks
14. Performs basic CPR and first aid as needed.
15. Maintains predictable attendance.

Additional Duties and Responsibilities

- Perform special assignments as assigned by supervisor.

- Attend and participate in neighborhood group meetings.
- Speak in front of citizen groups.
- Documents. Collects, and analyzes data regarding downtown, city park, and the unhoused population.

Education and Experience Requirements

Candidates must be a United States Citizen and at least twenty-one (21) years old. A high school diploma or equivalent supplemented with at least 60 credits from an accredited university, college, or tech school is required. Applicants must have the ability to possess a valid Wisconsin driver's license, have no criminal conviction which would limit the ability to possess a firearm.

Certification from the Wisconsin Law Enforcement Standards Board is required within one year of employment.

Knowledge, Skills and Abilities

- Ability to read, interpret and explain City of Wausau ordinances and Wisconsin State Statutes.
- Ability to communicate effectively orally and in writing with citizens, co-workers, supervisors, and others from diverse backgrounds..
- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer keyboard/terminal, police radio, telephone, firearms and restraint devices.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as self-defense, firearms use, operation of a motor vehicle, data entry and assembling.
- Ability to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
- Ability to run, jump, push, pull, drive safely at high speeds and in adverse conditions.
- Ability to physically apprehend and subdue suspects.
- Ability to lift and/or move up to 100 pounds.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.
- Ability to remain calm, composed, undistracted and in full control of cognitive abilities while functioning appropriately in hostile, dangerous or fearful situations that require force, up to and including deadly force.
- Ability to use discretion effectively to determine a proper course of action consistent with a community-oriented, problem-solving approach to policing.
- Ability to establish and maintain effective working relationships with those contacted in the course of employment.
- Ability to adequately use and properly care for firearms and other police equipment.

Physical and Working Environment

Regular exposure to disagreeable and environmental conditions. Exposed to one or more particularly disagreeable elements such as continuous high noise level, considerable dust, heat, and humidity. Personal protective equipment regularly used. Regular travel.

Ability to work under mildly unsafe and uncomfortable conditions where exposure to environmental factors such as potential violence, machinery and disease can cause discomfort and where there is a risk of injury.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

The City of Wausau is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

DRAFT

Human Resource Committee Packet

April 2024

Agenda Item
Discussion and Possible Action to discuss the role of the HR Committee
Background
There has been a request to have the City Attorney go over the responsibilities of the HR Committee. I have attached the statutes that define the responsibilities of the HR Committee.
Fiscal Impact
None
Staff Recommendation
Discuss and possible action on responsibilities of the HR Committee.
Staff contact: James Henderson (715-261-6634)



Office of the City Attorney

TEL: (715) 261-6590
FAX: (715) 261-6808


Anne L. Jacobson
City Attorney

Tara G. Alfonso
Assistant City Attorney

Tegan Troutner
Assistant City Attorney

STAFF MEMO

TO: Human Resources Committee

FROM: Anne Jacobson, City Attorney 

DATE: February 25, 2024

RE: Committee discussion and possible action on Human Resources Committee duties and responsibilities

Purpose: To provide background and a review of the duties and responsibilities of this Standing Committee of the Common Council (CH. 2.16, Rule 13), for purposes of making recommendations for amendments, or revisions, if warranted.

Background:

1. **Code References:** I have searched the Municipal Code for instances of the appearance of this committee name, and attached a general description of the duties of this committee, along with code references.
2. The description of the **Human Resources Committee** which is posted on the **City's website** [of unknown origin], follows:
 - Recommend an annual wage and salary plan and consider and review all other adjustments of salaries of city officers and employees and recommend the same to the Common Council (2.02.080(f))
 - General supervision of all personnel policies of the City, including sick leave, vacations, paid holidays and leaves of absence (2.02.080(f))
 - Review requests for position reclassifications and make recommendations for addition/deletion of positions for departments of the City
 - Cooperate with department heads in enforcement of city personnel policies
 - Conduct all labor negotiations and recommend results to the Common Council (2.02.080(c))
 - Examine and investigate employee grievances and enforce necessary discipline in cooperation with department heads (Chapter 10 of Employee Handbook)
 - Supervise and have charge of all employee insurance matters such as medical, dental, life and workers' compensation (2.02.080(f)) (Chapter 7 of Employee Handbook)
 - Consider and make recommendations to the Common Council regarding departmental organization, establishment, reorganization and staffing levels

The description appearing on the website is more comprehensive than what is codified in ordinance, and may appear in the Employee Handbook.

3. An **April 12, 1966 Resolution** of the Reapportionment Committee, adopted by the Council, defines the duties of the various committees of the Common Council existing then, and states:

PERSONNEL COMMITTEE to investigate at least annually wages, allowances and salaries of all the officers and employees of the city and to offer recommendations to the Council concerning the increasing or decreasing thereof; to seek as required the assistance of such agencies as the State Bureau of Personnel in determining whether or not existing wages and salaries are fair and adequate; to negotiate wages, salaries and working conditions with the appointed committees of Local 1287 AFSCME and Local 415 Firefighters; to formulate and implement a labor agreement with committees of the collective bargaining agent for city employees and to conduct hearings and make recommendations concerning the same; to make recommendations concerning the conditions and terms of employment for city officials not included in the labor agreement, including such items as sick leave, group insurance contributions, vacations and holidays, probationary employment and related matters; to hear any appeal of employment from decisions of administrative officers and to make recommendations thereof and to conduct hearings when disciplinary measures appear to be in order.

4. **The Employee Handbook**

Last revised April 25, 2022, the City of Wausau Employee Handbook provides access to guidelines regarding operating policies and practices of the City, to employees. It sets forth "employment policy, guidelines, rules of conduct and guidance regarding general expectations of professional behavior and conduct employees are expected to follow."

"Final interpretation and implementation of any of the policies or rules in the handbook are vested solely with the City through the Mayor. The City's policies and the provisions of the handbook are subject to change at any time by the City and will be reviewed and revised periodically."

"The contents of the handbook are not to be used as a substitute for any controlling ordinance, resolution, regulation, state or federal statute, code or regulation, common law or other legally binding authority and which are updated from time to time and are controlling."

"The **Human Resources Committee** grants City Administration through the approval of the Director of Human Resources, the latitude and discretion to place into effect modifications as warranted with input from the respective Department Director(s) whose department is impacted by any such modifications and in the best interest of the City of Wausau and to satisfy administrative and/or legal mandates, including modifications that have a fiscal impact of not more than \$5,000."

"Despite this authority, the Director of Human Resources will report all modifications enacted under his/her authority to the **Human Resources Committee** and will present the entire handbook to Department Directors for input before presenting the entire handbook to the **Human Resources Committee** and the Common Council for their review on an annual basis. This review shall occur prior to the budgeting planning process, for financial and statistical review and projection estimations."

Recommendation

In reviewing the sources of duties and responsibilities for 5 of the 7 standing committees of the Common Council (Parks and Rec and Executive Committee excluded), and to maintain consistency, I have recommended that the Council consider the principal duties of the various committees and upon recommendations for changes by the Mayor or standing committees, adopt an updated "report" of the general duties of each committee, or enact the duties as part of an ordinance.

Periodically, or at each term, there should be a review of the number, title, makeup and duties of the standing committees of the Council, as each new term adopts its "rules," which are enacted in ordinance and list the names of the standing committees. The duties can then either be enacted in ordinance or included in the Resolution adopting the rules each term.

I have included a copy of Madison's ordinance respecting the duties of the Committee on Employee Relations.

Human Resources Committee – references in Wausau Municipal Code

2.02.010 – Purpose. During 1974, the *Human Resources Committee* determined to undertake a general realignment and reorganization of the officers, officials and employees of the City. In 1975, the *Human Resources Committee* recommended to the Council that several existent ordinances be renumbered, amended or repealed, and that several new ordinances be created.

...

Past experience indicates the personnel policies established by these ordinances and the table of organization will need constant review. Frequent changes in federal and state laws will require some amendments. Other amendments will arise as the scope of various offices and positions expands or contracts to meet changing needs of the citizens, the Council and the municipal corporation. Amendments may only be made by action of the Common Council. Therefore, all City officers, officials and employees should anticipate and facilitate these continuing adjustments to the changing scope of the work.

2.02.080 - The *Human Resources Committee* shall:

(a) Jurisdiction. Have charge of all matters arising under Wis. Stats. ch. 111.

(b) Election, certification, decertification, fact finding and mediation. The *Human Resources Committee* shall direct the conduct on behalf of the City of all proceedings involving the Wisconsin Employment Relations Commission relative to fact finding proceedings and mediations and relative to the election, certification and decertification of collective bargaining units, including proceedings for the determination of the number of employees, type of bargaining unit and eligibility of employees in the classified service to participate in such elections.

(c) Collective bargaining and negotiations. Collective bargaining and negotiations with certified bargaining units shall be carried on as the *Human Resources Committee* shall from time to time direct.

(d) Agreement. The agreements reached at the conclusion of such collective bargaining shall be reduced to writing and submitted in the form of a proposed ordinance or resolution to the Common Council for its approval, amendment or rejection.

(e) Enforcement. Upon direction of the *Human Resources Committee*, the City Attorney and/or labor negotiator shall be authorized to institute legal proceedings to prevent employees from continuing to engage in practices prohibited by or in violation of Wis. Stats. ch. 111 and to enforce any ordinance or resolution by the Common Council relating to agreements reached at the conclusion of collective bargaining procedures, as provided for in subsections (c) and (d).

(f) Employees not included in recognized bargaining units. The *Human Resources Committee* and *Human Resources Director* shall annually review the wages, hours and conditions of employment of all employees not represented by recognized City employee organizations and submit their recommendations to the Common Council each year for the following year.

2.06.040 - An officer appointed under this chapter may be removed by the Council, for cause, on its own or another's written complaint. The complainant shall cause to be served a verified complaint upon the subject officer, the Mayor, or the president of the Common Council. The Mayor or Council President shall then request that the **Human Resources Committee** meet in a closed session to consider the allegation of the complaint. The complaint shall specify the grounds for removal as: (a) neglect of duty; (b) misconduct in office; or (c) inefficiency; and shall state facts to support the allegations.

[Charter Personnel Appointments, appointed by the Mayor, subject to confirmation by a majority of the Council: Assessor, Attorney, Finance Director, Public Works Director]

2.06.050 - All officers appointed under the terms of this chapter shall be interviewed at least once annually by the Mayor, together with the **Human Resources Committee**, to provide each a formal opportunity to discuss mutual concerns, goals and objectives.

[Assessor, Attorney, Finance Director, Public Works Director]

2.10.050 - All officers appointed under the terms of this chapter shall be interviewed at least once annually by the Mayor, the appointing authority, and the **Human Resources Committee** to provide each a formal opportunity to discuss mutual concerns, goals and objectives.

[Nonenumerated Appointments – officials, officers or employees who report to boards, commissions, joint City-County committees, utilities and quasi-governmental organizations and carry out the policies set by such bodies shall be appointed by such bodies. . .]

2.12.040 - All persons appointed under the terms of this chapter shall be interviewed at least once annually by the appointing authority and/or the **Human Resources Committee**, to provide each a formal opportunity to discuss mutual concerns, goals and objectives.

2.22.070 - Subsequent to the complaint and investigation procedures as specified in section 2.22.040, and upon recommendation of the **Human Resources Committee**, persons found in violation of this chapter may be subject to disciplinary action including, but not limited to, oral or written reprimand, suspension without pay, or dismissal.

13.04.030 – Management and Control (of the Utility)

(b) Director of Public Works and Utilities. The Director of Public Works and Utilities shall serve at the discretion of the Utility Commission and will report directly to the president (Mayor). A detail of the job description of the Director of Public Works and Utilities' shall be maintained by the **Human Resources** Department. The Director of Public Works and Utilities will abide by and participate in all policies, benefits, compensation packages, etc., as established by the **Human Resources** Department and **Committee** which are ratified by the Common Council.

33.10 COMMITTEE ON EMPLOYEE RELATIONS.

- (1) The Committee on Employee Relations shall act in an advisory capacity to the Mayor and the Common Council in making studies and recommendations relative to rates of pay, hours of work and conditions of employment for employees employed by the City of Madison who are not in a compensation group containing general municipal employees where a certified labor organization has been elected to collectively bargain. The Committee is advisory only and is not created to, nor shall it engage, at any time, in collective bargaining.
- (2) Membership.
 - (a) The Committee shall be composed of nine (9) members. Three (3) members shall be members holding management positions with the City of Madison. Three (3) members shall be resident members nominated by the employees. Two members (2) shall be alderpersons currently serving on the Finance Committee. One member (1) shall be the Human Resources Director who will only vote to break a tie vote among the other members. All members, with the exception of the Human Resources Director, shall be appointed by the Mayor subject to the approval of the Common Council on the third Tuesday of April for a term commencing on that date. The terms of the alderpersons expire with the expiration of their term as an alderperson. The remaining six (6) members shall serve staggered terms of three (3) years, with the terms of two (2) members expiring annually. (Am. by ORD-17-00030, 3-8-17; ORD-16-00081, Pub. 9-15-16, Eff. 4-18-17)
 - (b) The Human Resources Director shall act as executive secretary to the Committee and shall prepare the agenda and minutes of the meetings and perform such other duties as the Committee shall direct.
 - (c) Appointments to the Committee shall be made with consideration given to the expertise or interest necessary for proper performance of the duties assigned to the Committee members with strong consideration given to experience relating to recognized labor and employment related groups and agencies. All vacancies shall be filled by appointment of the Mayor subject to approval of the Common Council for a term filling out the remainder of the vacated member's term.
- (3) The offices of Chair and Vice-Chair shall be filled by majority vote at the first meeting in May annually. Consistent with Sec. 33.01(7)(b), MGO, alders are not eligible to serve as Chair or Vice-Chair. In the event the resident chair and vice-chair are absent from a meeting, an alder, upon consensus of the members present, may assume the chair. However, in no event shall an alder serve as chair of the Committee for more than two (2) consecutive meetings. The Committee shall adopt rules for the governance of its proceedings not inconsistent with Federal, State or local law. Such rules may include a provision for delegation of the powers and responsibilities of the Committee to subcommittees composed exclusively of Committee members. (Am. by ORD-17-00030, 3-8-17)
- (4) Duties. It shall be the function of the Committee to make recommendations on ordinances, or resolutions, the Employee Benefits Handbook for General Municipal Employees, the Madison Professional & Supervisory Employees Association (MPSEA) Handbook, and the Madison City Attorneys Association Employee Benefit Handbook (collectively "Handbooks") pertaining to rates of pay (excluding base wages as that term is defined in Wis. Stat. § 111.70(4)(mb) as may be amended from time to time and the initial placement of the employee in the salary range), hours of work and conditions of employment affecting the City and its employees, including matters pertaining to: (Am. by ORD-18-00019 , 2-16-18; Am. by ORD-19-00096 , 12-12-19)
 - (a) Improving the delivery of City services;

CITY OF MADISON

- (b) Problems that arise in the workplace which are not covered by the general municipal employee grievance and arbitration procedure (Sec. 3.53(9), MGO) or City of Madison Personnel Rules;
 - (c) Rates of pay other than base wages or the initial salary placement;
 - (d) Proposed changes to employee benefits;
 - (e) Proposed changes, whether by ordinance or resolution, Handbooks or any other means, related to pay (other than base wages or the initial salary placement), hours of work and conditions of employment, including the amount of any general salary increase;
 - (f) Changes to the Handbooks . Any changes to the Handbooks shall be made only after approval by this Committee and the Common Council.
 - (g) Matters referred to it by the Common Council.
- (5) Mission . The mission of the Committee is to reach an amicable understanding by developing, implementing and fostering interest based problem solving methods and techniques with respect to the Employer-Employee relationship. To that end, the Committee shall, in conjunction with the Mayor and all City departments create, promote and agree to work together in joint employee-management teams to foster open and regular communication between employees, management, City officials, and residents recognizing that open communication is an essential element in maintaining an atmosphere of trust in the City and continuing to provide the high quality service for which the City is known. (Am. by ORD-17-00030, 3-8-17)
- (6) The Committee shall take up no matter, nor propose any ordinance, personnel rule or work rule that interferes, in any way, with the rights of represented general municipal employees to bargain over base wages nor shall the Committee take up any matter, nor propose any ordinance, personnel rule or work rule that interferes with the management rights of the City to operate and manage its affairs in keeping with its responsibility and the powers or authority which the City retains by law or custom unless specifically designated as a duty of the Committee in sub. (4) above.
- (7) The members of the Committee shall serve without compensation.
- (8) The Committee is a standing Sub-unit of the City of Madison and may only be dissolved by ordinance.
- (Sec. 33.10 Cr. by ORD-14-00122, 7-11-14; Am. by ORD-14-00172, 12-10-14)