

\*\*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:	<b>Human Resources Committee – Special Meeting</b>
Date/Time:	<b>Tuesday, September 24, 2024 at 5:00 PM</b>
Location:	City Hall (407 Grant Street) – Council Chambers – 1 <sup>st</sup> Floor
Members:	Becky McElhaney (C), Terry Kilian (VC), Gary Gisselman, Michael Martens, Vicki Tierney

### AGENDA ITEMS FOR CONSIDERATION

- 1) Discussion and Possible Action to Approve the Security Door Policy.
- 2) Discussion and Possible Action to Approve Revision to Leave Donation Policy.
- 3) **Closed Session** pursuant to 19/85 (1)(f) Considering financial, medical, social or personal histories of specific persons which, if discussed in public, would likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data for the purpose of considering leave of absence requests exceeding 30 days for one employee.
- 4) Reconvene into **Open Session**.
- 5) Discussion and Possible Action on Closed Session Item #3 Approving Leave of Absence Request.
- 6) Adjournment.

Becky McElhaney, Chairperson

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@wausauwi.gov](mailto:james.henderson@wausauwi.gov) 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 09/19/2024 at 10:00 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](mailto: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.

# Human Resource Committee Packet

September 2024

<b>Agenda Item</b>
Discussion and possible action to approve new security policy
<b>Background</b>
Council approved the installation of a security door to restrict access to upper levels of city hall. The City of Wausau is committed to providing a safe workplace for its employees and a safe environment for the citizens of the community. This policy applies to all employees, public officials, and the public. Door security falls under the OSHA rules of safe workplace practices.
<b>Fiscal Impact</b>
none
<b>Staff Recommendation</b>
Discuss and possible action on approving Security Door Policy
Staff contact: James Henderson (715-261-6634)



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## POLICY

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DATE: September 30, 2024  
TITLE: Security Door Policy  
ISSUER: Human Resources  
COVERAGE: All employees  
AUTHORITY: Human Resources Department  
DURATION: Indefinite  
ADOPTED: Date  
AMENDED: Date  
REVIEWED: Annually or as determined by HR Director and the Mayor

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### PURPOSE

The City of Wausau is committed to providing a safe workplace for its employees and a safe environment for the citizens of the community. This policy applies to all employees, public officials, and the public. Door security falls under the OSHA rules of safe workplace practices.

### POLICY

Employees, visitors, and contractors have the expectation to conduct business in a professional and safe environment. At no time will security doors will not be tampered with or propped open. All city employees are responsible for committing to and becoming involved in the promotion of a safe work environment. This policy must be followed by all employees. This policy will be maintained and reviewed by the Fleet Safety Board every two years to ensure proper safety measures are in place.

### DEFINITIONS

ALICE – A Live Interactive Customer Experience, ALICE is a virtual receptionist/visitor management system designed to great visitors. Visitors can access employee directory, call employees and check-in for meetings and appointments.

Aldersperson – An elected member of a local government who represents a specific ward or district within a municipality.

Contractor – a person or a company that undertakes a contract to provide materials or labor to perform a service or do a job.

Employee – a person employed by the City of Wausau for wages or salary.

Visitor – a person visiting a person, or a place managed by the City of Wausau.

## PROCEDURE

### Employee/Alderperson/Contractor Access

1. Access to secure areas of City Hall will be granted only to personnel whose job responsibilities require access.
2. Department Heads will choose access levels.
  - a. Level 24/7
  - b. Level 5:00AM - 10:00PM, Monday - Friday
  - c. Level 7:00AM - 5:00PM, Monday - Friday
  - d. Level 4:00PM - 10:00PM, Monday - Friday
  - e. Level 8:00AM - 4:30PM, Monday - Friday

### Access Key Cards

1. Access cards must not be shared or loaned to others.
2. Lost or stolen access cards must be reported immediately to the Facilities Manager and the Human Resources Department.

### Facility Access

#### Employees

1. Employees will use their badge for access.
2. Employees who forget their badge will be issued a temporary badge for the day by their department. Employees will return the temporary badge to their manager before the employee leaves for the day.
3. Protected Services City Employees (Police, Fire and Paramedics) who do not have a badge during an emergency will be "buzzed" in by the front window.

#### Visitors

1. All visitors are required to use the front doors of City Hall. Visitors are not allowed to use employee entrance doors.
2. Visitors will use ALICE to contact the employee in which they have business to conduct.
3. ALICE will print a temporary badge for the visitor to wear.
4. Employees will meet the visitor and escort the visitor to the meeting location.
5. When the meeting has concluded, the employee will escort the visitor to the lobby and the visitor will check out via ALICE. Each department is responsible for monitoring their visitor check out.

#### Contractors

1. Contractors will be issued a contractor badge. Contractor badges identifies the holder with name and picture. Contractor badges will have building access determined by the issuing Department Head. Department Head will review monthly the need for the Contractor to have the access badge.
2. Contractors will be vetted in accordance with safety and security. Department Heads will be responsible for documentation.

## Access Denied

There may be circumstances where access is denied. This could be for a variety of reasons.

- The employee not being available.
- Was the visitor being uncooperative/argumentative.
- Does staff not feel safe giving building access to this visitor.

## Employees Responsibilities

1. Employees are not allowed to let visitors enter employee entrance doors.
2. Employees shall not prop open security doors.
3. Employees shall wear in a visible manner their city issued badge at all times.
4. Employees should notify their manager if a visitor is viewed without a visitor badge.
5. Employees will report when their badge is lost or stolen.
6. Employees will report when their badge is damaged and in order to obtain a replacement.
7. If a badge is lost or damaged, employees may be required to pay for the badge replacement as outlined in this section.
  - a. Employees who lose their original badge will be issued a replacement badge free of charge.
  - b. Employees who lose their replacement badge will be charged a fee of \$5.00 via payroll deduction for additional badges.
  - c. Damaged badges will be replaced at no charge. (Employee must surrender damaged badge.)
8. Employees will not share or give their issued badge to other employees or the public.

## Management Responsibilities

1. Managers should be verifying that employees are wearing their City issued badge.
2. Managers should be observing that employees are not sharing their issued badge.
3. Managers should be verifying that employees are following the policies and procedures regarding door access.
4. Managers should be observing that visitors are wearing visitor badges.
5. Managers will determine access levels of employees based on the needs of the organization.
6. Managers will be responsible for contracted members badges.
7. Managers are responsible for collecting badges from separated employees and returning those badges to the Human Resources Department.
8. Human Resources will be responsible for changing, suspending, or eliminating access assigned to a badge.

## Non-compliance

1. Non-compliant employees will be subject to discipline up to and including termination.
2. Non-compliant contractors will have their access revoked.

Approved and adopted by Common Council on this \_\_\_\_\_ day of \_\_\_\_\_, YEAR.

Signature line

Approved and amended by XXX on DATE of amendment. Sign next to it or have a signature line

Approved as to form by the City Attorney on XXX



**CITY OF WAUSAU  
CITY HALL SECURITY ACCESS REQUEST FORM**

**City Hall Employees will be automatically provided with Standard Security Access (Monday – Friday, 6:00 a.m. to 6:00 p.m.). This form should be completed for employees who are requesting 24/7 Access and are authorized to work outside of normal business hours. FLSA Non-Exempt employees (hourly employees) must time in/out for all hours worked.**

**EMPLOYEE INFORMATION**

Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

FLSA Type:  Non-Exempt  Exempt Employee Type:  Full-Time  Part-Time

Position Schedule: \_\_\_\_\_

Please explain why this employee needs 24/7 access.

**APPROVAL SIGNATURES**

**By signing this form, the Department Director accepts responsibility for granting 24/7 Access to the employee. Authorizing 24/7 Access does not approve an alternative work schedule for an employee.**

Department Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Mayor Approval: \_\_\_\_\_ Date: \_\_\_\_\_



**CITY OF WAUSAU  
CITY HALL SECURITY ACCESS REQUEST  
FOR  
CONTRACTORS**

**CONTRACTOR INFORMATION**

Company Name: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Reason for Access: \_\_\_\_\_

General Location for Work: \_\_\_\_\_

Dates Needed for Access: \_\_\_\_\_

Time of Access: \_\_\_\_\_

Is a Background Check Needed?     Yes     No

Request Submitted By: \_\_\_\_\_

**APPROVAL SIGNATURES**

**By signing this form, the Department Director accepts responsibility for granting access to the contractor.**

Department Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Mayor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT



# Human Resource Committee Packet

September 2024

<b>Agenda Item</b>
Discussion and possible action to approve amending the leave donation program to include employees with less than one year of service.
<b>Background</b>
In our current donated leave policy, employees must be employed for at least a year, and be FMLA eligible. FMLA requires employees to be employed for one year and complete 1250 hours of work. Presently, new employees have no way to access donated leave . The city has experienced a few instances where donated leave is available to an employee, but they are not eligible to accept it. I would like to discontinue the requirement of one year of employment to be eligible for donated leave.
<b>Fiscal Impact</b>
none
<b>Staff Recommendation</b>
Discuss and possible action on approving amending the donated leave policy to drop the one year of employment requirement.
Staff contact: James Henderson (715-261-6634)



## POLICY

TITLE:	<b>Leave Donation Policy</b>
ISSUER:	Human Resources
COVERAGE:	All Employees
AUTHORITY:	Human Resources
DATE:	
DURATION:	Indefinite, review in 2019
SYNOPSIS:	This Notice describes how employees will be able to donate paid leave time to employees that have a FMLA qualifying event that requires additional time off in excess of their available paid time off covered under FMLA-Family Medical Leave.

### Leave Donation

The City of Wausau recognizes that employees may have a serious medical illness or injury to themselves or an immediate family member that causes a severe impact to them resulting in a need for additional time off in excess of their available paid time off. To address this need, all eligible employees will be allowed to donate vacation hours from their unused vacation balance to a sick leave bank in accordance with the policy outlined below. Participation in this policy is strictly voluntary.

### Eligibility

Employees who donate or receive paid leave via this policy must have been employed with the City of Wausau, in good standing, ~~for a minimum of 1 year.~~

### Guidelines

Employees who would like to make a request to receive donated paid leave must have a situation that meets the criteria set out by Federal/Wisconsin Family and Medical Leave Act. Appropriate medical documentation must be provided to the Human resources Department before your request may be approved.

### Qualifying Event

The employee may request donated paid leave for a serious health condition qualifying under Federal/Wisconsin Family Medical Leave (FMLA) for the employee or an immediate family member. Immediate family member is defined as spouse, child, parent or other relationship in which the employee is the legal guardian or sole caretaker etc. The serious health condition must meet the criteria established by Federal/Wisconsin FMLA.

Employees who donate time must have sufficient time in their balance and will not be permitted to exhaust their balance due to the fact that they may experience their own personal need for time off. Employees cannot borrow against future paid leave time to donate.

If the recipient employee has available paid leave time in their balance, this time will be used prior to any donated paid leave time. Donated paid leave time may only be used for time off related to the approved request.

Employees qualifying for Income Continuation Insurance and or Long Term Disability Insurance must actively pursue benefits. Leave will not be used to supplement these benefits.

Employees who receive donated vacation time may receive no more than 480 hours (12 weeks) within a calendar year. Employees who are currently on an approved leave of absence cannot donate vacation time.

Employee who receives donated time will be responsible for applicable taxes, and responsible to report amounts to the proper entities. Employees who donate vacation time will be responsible for reporting any applicable gifted amounts to the proper entities.

Employees will hold harmless the City of Wausau for any non-participation, tax liability and or loss of paid leave time or determination that situation does not qualify under the stipulations mentioned above.

#### **Procedure**

- Employees who wish to donate paid vacation to a sick leave bank must complete a Donation of Paid Leave Form.
- Employees requesting paid sick leave must complete a Donation of Paid Leave/Time Request Form.
- Applications for donated paid leave must be submitted within 25 calendar days of the need for donated leave.
- All forms should be returned to Human Resources.
- Vacation hours donated will be converted to reflect differences in pay rates. For example: donating employee donates 8 hour with pay rate of \$15.00/hour; receiving employee pay rate is \$12.00/hour receiving employee will receive 10 hours of sick leave added to their bank. Donating employee donates 8 hour with pay rate of \$12.00/hour; receiving employee pay rate is \$20.00/hour, receiving employee will receive 6 hours of sick leave added to their bank.

#### **Approval**

Requests for donations of paid leave time must be approved by Human Resources, the employee's immediate Supervisor and the Department Head.

#### **Leave Banks**

At year end, all donated balances will be removed. Donated leave cannot be returned to the donor.