

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:	Joint Meeting of Human Resources Committee and Finance Committee
Date/Time:	Monday, October 14, 2024 at 4:45 PM
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor
HR Members:	Becky McElhaney (C), Terry Kilian (VC), Gary Gisselman, Michael Martens, Vicki Tierney
Finance Members:	Michael Martens (C), Gary Gisselman (VC), Chad Henke, Becky McElhaney, Vick Tierney

HUMAN RESOURCES COMMITTEE AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of August 12, 2024 and September 24, 2024 Minutes.
- 2) Human Resources Report for September 2024.
- 3) Discussion and Possible Action to Approve the Addition of Section 1.07 – Whistleblower Policy to the Employee Handbook.
- 4) Discussion and Possible Action to Approve Amending Employee Handbook Section 7.08 – Health Savings Account (HSA).
- 5) Discussion and Possible Action to Approve Amending the City of Wausau FMLA Policy and Employee Handbook Section 8.07 – Family Medical Leave Policy.

JOINT AGENDA ITEMS FOR CONSIDERATION

- 1) **CLOSED SESSION** pursuant to Section 19.85(1)(b) of the Wisconsin State statutes for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussing the tentative bargaining agreement with the Amalgamated Transit Union.
- 2) RECONVENE into Open Session, for Discussion and Possible Action on the Approval of the Collective Bargaining Agreement with the Amalgamated Transit Union.
- 3) Adjourn.

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 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 10/08/2024 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: August 12, 2024, at 4:45 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney (C), Terry Kilian (VC), Gary Gisselman, Michael Martens,
Vicki Tierney
MEMBERS ABSENT:
Also Present:

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

Approval of the July 8, 2024 Minutes.

Motion by Kilian to approve the July 8th minutes. Second by Martens. All ayes. Motion passed 4-0.

Human Resources Report for July 2024.

No questions were posed regarding the report.

Discussion and Possible Action Regarding the Discretionary Performance Incentive (DPI) Program.

Henderson explained that he brought this to the committee to determine if they would like to budget for it or not, as it is currently not in the budget. Henderson said that prior to his arrival at the City, departments used savings from their budgets to give DPI's, including vacancy savings, but the Finance Director has since said that vacancy savings cannot be used for this purpose. Henderson said faults in the program include performance evaluations not being done honestly, resulting in 95% receiving a rating of Exceeds to be eligible for a DPI, employees receiving up to 4.5% for a DPI on top of an annual increase, COLA, and any certification pay, and the majority of the requests come from one department. Henderson said that if council would like to put DPI's back in the budget that is fine, but he wanted to point out the issues with the program.

Tierney asked if salary employees are eligible for DPI's as well as hourly. Henderson said he isn't sure since he's told everyone that there isn't a budget for it since he's been here, but that he thinks they are eligible also. Tierney said from what she read it sounds like only hourly employees are eligible. Henderson said that there have been instances where someone has an issue with their pay and was given a DPI instead of going through the process. Tierney asked if there has been a conversation with the department that has a lot of requests. Henderson said that conversations have happened, but it is evident that the department does not like the City's compensation system and this is what they use to settle the score. Tierney asked how this get fixed; Henderson said that why he brought it forward.

Kilian said that it sounds like the way the program is set up that it is not viable for the City and that there are no guidelines for scoring performance evaluations or asking for a DPI. Kilian asked if requiring a supervisor to document specific criteria on the performance evaluations would make it viable. Henderson said that it may, but his main concern is equity with employees. Kilian said that if the HR Director feels that the program should not be budgeted and should be removed, she would respect that decision. Henderson said that he is looking for direction from the committee. Kilian said that maybe something else should be set up from Human Resources other than how it is set up now.

Tierney agreed that maybe the program need to be revamped so that a DPI can't be requested without more documentation, precise reasons, or process and isn't rubber stamped.

Gisselman said that he believes they want the program to be able to acknowledge great performance from the employees and a budget should be built for it. Gisselman said the program should not be thrown away and the City needs a way to reward employees who deserve it.

McElhaney said it may be a good idea to have an arbiter who reviews with the same standards for everyone so that all employees are treated the same. Tierney agreed and said that if one department is submitting a large number of requests, it should be reviewed and questioned, as DPI's should be for employees who are going above and beyond. Tierney said that she is not against a budget for DPI's because she feels that there are employees who deserve it, but the program should be looked at and changed so that it cannot be abused.

Martens said he sees the importance of the DPI program for employees that exceed expectations but believes that it should be reshaped. Martens suggested only allowing one step for a DPI as an option, or making the performance evaluations more rigorous so that employees are not easily classified as exceeding expectations.

McElhaney said that they should also look beyond base-building increases for rewarding employees and said that the HR Director could provide more options for this.

Kilian asked Henderson if Directors could be asked to provide more documentation with their requests and for Henderson to determine if the DPI is approved. Henderson said that since he is not in the departments, he would need to take the Director's word for it. Kilian asked if each department could have a budget for DPI's instead of it coming out of the general budget. Henderson said there would be an issue determining how much each department should get since sizes vary. Gisselman suggested creating department budgets for DPI's based on a percentage of their compensation budget or some other method. Henderson said a department could then divide out the DPI budget money equally at the end of the year, which would be counterproductive.

Henderson again expressed his concerns with the current program with base-building. Martens suggested proving each department with a DPI budget to be used for bonuses. Henderson said

that some people feel they are entitled to DPI's and some departments use it as a way to get around the City's compensation system, and doesn't feel that this is being a good steward of tax-payer money. Gisselman said that the DPI program should be a way to reward employees who have done something to deserve it during a specific instance or project, and feels that the policy should be looked at for ways to improve it. Henderson read an excerpt of a DPI request and said that every department director has a different definition of what going above and beyond means, and that it's the execution of the policy that is difficult.

McElhaney said that there needs to be a clear definition of what is considered meeting performance standards and what it means to exceed performance standards. Henderson said that when he started with the City he asked CVMIC to provide training to supervisors for how to complete performance evaluations to help with this issue but not a lot of supervisors attended.

Further discussion took place. Martens asked that suggestions to consider be brought back to the committee for revisions to the DPI program.

McElhaney asked if the committee would like the HR Director to bring back suggestions to the committee for ways to revise the DPI program. All agreed.

No vote was taken on this item.

Discussion and Possible Action to Approve the Senior Collection System Technician Job Description.

Henderson said that the addition of the position has already been approved and that this is just to approve the new job description since it did not exist before.

Motion by Gisselman to approve the Senior Collection System Technician job description. Second by Kilian. All ayes. Motion approved 5-0.

Discussion and Possible Action to Ratify the July 8, 2024 HR Committee Meeting Item 3 (Discussion and Possible Action to Restructure the City of Wausau Animal Control Program) in Open Meeting Format Due to Inadvertent Locked Door at City Hall.

Mayor Diny explained that this item was put on the agenda due to the front doors automatically locking during the last meeting and learning that people were locked out who tried to attend. Diny has asked for the door lock system to be reviewed and for possible updates to be integrated that could allow for some sort of notification to be provided that a person is outside.

McElhaney asked Tierney if she would like to speak to the issue since she was the committee member that was locked out during the last meeting. Tierney said that she was a little late due to unforeseen circumstances and did not have any way to notify the committee that she was outside. She emailed the committee chair, council chair, and the mayor about the violation to the open meetings law. Diny agreed to put this item back on the agenda so that Tierney could participate in the vote.

McElhaney asked Tierney if she had any comments that she would like to share about the agenda item and reminded everyone that the item still needs to go to Council for the final vote. Tierney said that she will vote for the CSO plan at this time.

McElhaney asked if anyone else had additional comments. Kilian thanked McElhaney and Diny for bringing the item back to the committee to ratify the vote.

Motion by Martens to approve the proposed restructure of the animal control program. Second by McElhaney. Motion passed 3-2.

Adjournment.

Motion to adjourn by Kilian. Second by Tierney. The meeting adjourned.

Rebecca McElhaney
Human Resources Committee, Chair

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

DRAFT

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

DATE/TIME: September 24, 2024, at 5:00 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney (C), Terry Kilian (VC), Gary Gisselman, Michael Martens,
Vicki Tierney
MEMBERS ABSENT:
Also Present:

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

Discussion and Possible Action to Approve the Security Door Policy.

Henderson said that council approved limiting access to city hall about a year ago and the policy created is to address how accessibility to city hall will be handled.

Kilian asked about alder access to city hall as it is not mentioned in the policy. Henderson said it was decided to give alders 4-10 p.m. access during the week. Kilian asked if alders need to make an appointment to meet with staff during business hours; Henderson said yes.

Gisselman asked what happens if a meeting is held in the Board Room – how does the public gain access to the meeting? Henderson said that is what the ALICE kiosk is for. Gisselman asked how this will affect access to meeting for the public. Chief Barnes said that every effort will be made not to utilize the Board Room (*or any other rooms on the 2nd and 3rd floors*) because of such concerns as not meeting the open meeting requirements, and that meetings should be scheduled in rooms that are easily accessible to the public. Tierney asked how the public will be able to attend meetings such as the council meeting later in the evening since no one will be available to walk people into the meeting. Barnes explained that the Council Chambers is not a secure meeting location, and no one will need a key card badge to gain access to the meeting. Henderson said that only access to the 2nd and 3rd floors will be limited. Gisselman was concerned about access to meetings taking place before 4:00 p.m. Henderson said that he was not involved in writing the policy and believes that Gisselman has valid concerns that should be taken to the mayor.

Martens said he felt that the policy could be approved and that access levels were flexible. Barnes said that when the department directors reviewed the policy, they understood that it was the first draft and will need to be flexible to changes. Martens again said he felt that the committee could vote on this since the policy does not outline what access level employees and elected officials will be assigned. Barnes said that it is not the intention to bring the policy to council every time access levels are adjusted. Martens mentioned that the draft in the packet had some grammatical errors but that the draft in the Council packet did not, so he is assuming that the errors have been corrected; Henderson said that is a good assumption. Gisselman said

that everything should be ironed out before the policy comes to Council and should not be changed on the fly, and that he has concerns. McElhaney asked for more information from Gisselman about his concerns. Gisselman said he would like alderpersons specifically identified along with their access times, does not feel that 4-10 p.m. is appropriate, and that the policy should have been more thought out. Henderson said that he looks at this like a new job description; when a new job description is created, it is reviewed and approved by the committee and any minor adjustments to the job description after approval he can make without the committee's approval. Gisselman said this isn't the same. McElhaney asked if this is an HR policy; Henderson said yes, and that after this meeting it is scheduled to go to Council tonight.

Kilian requested to make a motion to modify the policy to specify when the alderperson have access and to extend the hours of access for alderpersons. Henderson said that the policy is supposed to go into effect October 1st and asked if City Clerk Kaitlyn Bernarde could help with the question at hand. Bernarde said that the alders will have access to the employee entrances, front doors and lobby door during the hours that meetings typically occur at City Hall. Tierney asked about meetings that would take place during the day; Bernarde said that they are working to move as many meetings as possible to the first floor to remove any hurdles for people to attend. Kilian asked that access for alderperson be specified in the policy before it is finalized. Tierney said she felt that if an alder needed to attend a meeting during the day, they shouldn't have to make an appointment or use ALICE, and that an alder should have access to come in during business hours because it is part of their job, and that the hours should be increased to include daytime hours for when City Hall is open. Martens agreed and said that alder access should be spelled out in the policy and should include business hours as well.

McElhaney asked if the committee wanted to pass the policy as is to allow it to go into effect October 1st and bring back the section for alders and their access? Kilian asked McElhaney how it would be ensured that the policy is brought back with their requested changes? McElhaney asked Bernarde for direction; Bernarde said they could direct staff to bring it back to the regular October meeting, and through discussion determined that they could create a separate policy for alders. Mayor Diny said they could do a separate policy for the alders at a later date.

Gisselman said he was upset about this important item being brought to committee and council on the same date. Finance Director Maryanne Groat suggested allowing the doors to be locked on October 1st as a pilot program and bringing the updated policy and alder policy to the October HR Committee. Tierney said she was also not happy about the policy being rushed through at the last minute.

McElhaney asked Mayor Diny to speak to why the policy was not brought forward sooner. Diny said he did not know why a policy wasn't worked on sooner when Council passed the installation of the security door at City Hall a year ago, and when he was aware of this, he worked with the HR department and the City Clerk to draft a policy. Diny said he does not have an issue with waiting to secure the building and it is ready to go whenever is decided. Kilian asked if this could be postponed since the mayor indicated that he is okay with waiting. Diny

said there is no issue by him or staff with bringing this back in 2 weeks. Tierney asked what would happen if a department head is not available to escort a visitor to a meeting or department. Groat said that the customer service staff will be available to help and contact someone to escort the person. Kilian asked if someone will always be available in departments to answer the phone for visitors? Diny said that there may be times when no one is available, and that is why staff is encouraging everyone to make an appointment so that someone is available to meet with them. Diny went on to say although he did not vote for the security measure, Council did and there will be adjustments that will need to be made; he said that the Inspections Department has been contemplating how they will handle service to the public since Council voted on the security door, and they have been communicating with everyone that an appointment will be needed in order to meet with staff.

McElhaney asked if the committee would like Henderson to work with the mayor and bring this back to the next meeting; the committee agreed that this is what they would like.

No action was taken on this item.

Discussion and Possible Action to Approve Revision to Leave Donation Policy.

Henderson explained that the revision is to allow employees with less than one year of service in good standing to be eligible to request donated leave if needed.

Motion by Martens to approve the revision to the Leave Donation Policy. Second by Killian. All ayes. Motion passed 5-0.

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.

Motion by Martens to go into 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. Second by Kilian. McElhaney took rollcall of members present. The committee entered closed session.

Reconvene into Open Session.

McElhaney indicated that the committee was back in open session.

Discussion and Possible Action on Closed Session Item #3 Approving Leave of Absence Request.

Motion by Martens to approve the leave of absence request exceeding 30 days for the employee. Second by Kilian. All ayes. Motion passed 5-0.

Adjournment.

Motion to adjourn by Gisselman. Second by Tierney. The meeting adjourned.

Rebecca McElhanev
Human Resources Committee, Chair

Video available: https://www.youtube.com/watch?v=PbGUaNVK_L0 and
<https://www.youtube.com/watch?v=5JZR3ullvxl>



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
83	66	4	13

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
7	2	1	3

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
19	4	15

Recordable (YTD)

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Police	Knee injury	Medical	Closed	01/03/24
DPW	Arm	Medical	Closed	02/08/24
Police	Knee injury	Medical	Closed	03/12/24



HR PERFORMANCE REPORT

Fire	Back	Indemnity	Open	03/16/24
Fire	Feet	Indemnity	Open	03/19/24
Police	Knee injury	Medical	Open	03/26/24
DPW	Ankle	Medical	Closed	05/18/24
DPW	Finger	Medical	Closed	05/25/24
Police	Privacy Case	Medical	Closed	06/06/24
DPW	Eye	Medical	Closed	06/19/24
Police	Foot	Medical	Closed	07/05/24
Fire	Shoulder	Medical	Closed	08/01/24
Fire	Finger	Medical	Closed	08/06/24
Metro	Leg	Medical	Closed	08/15/24
Police	Knees	Medical	Open	08/18/24
Police	Privacy Case	Medical	Open	08/23/24
Fire	Foot	Indemnity	Open	09/06/24
Police	Knee	Medical	Closed	09/10/24
Fire	Finger	Indemnity	Open	09/18/24

Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
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



HR PERFORMANCE REPORT

Open Grievances

Employee Name	Union	Issue	Date Filed	Status

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	7/10
Zachary Schroeder	Public Works	Street Maintainer	3/18	
Noel Kelzenberg	Police/Fire	Administrative Assistant II	4/01	
Boone Lorenz	Fire	Firefighter/Paramedic	4/29	
Austin Uttech	Wastewater	Wastewater Plant Operations Technician	4/29	



HR PERFORMANCE REPORT

Employee Name	Department	Job Title	Hire Date	Separation Date
Brooke Mueller	Community Development	Administrative Assistant II	5/13	
Chase Paul	Water	Water Plant Operations Technician	7/08	
Scott Krueger	Assessment	Property Appraiser	8/05	
Jean Block	Customer Service	Administrative Assistant III	8/05	
Payton Wright	Police	Police Officer	8/05	
Jacob Ausel	Water	Water Distribution Maintainer	8/05	
Samuel Radtke	Water	Water Distribution Maintainer	8/19	
Cody Swearingen	Police	Police Officer	9/16	
Melani Lemanski	Assessment	Assessment Office Technician	9/30	
Megan Waller	Mayor's Office	Executive Assistant	9/30	
Matthew Kozloski	Fire	Community Care Paramedic	9/30	
Andrew Saxer	Fire	Firefighter/Paramedic	9/30	

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
33	17	12	4

Separations by Department for 2024 YTD

Clerk/Finance – 2	Public Works – 4	Maintenance - 1	Attorney's - 1
Metro Ride – 6	Water - 4	Assessment - 2	Mayor's - 1
Police - 3	Fire - 8	Community Dev - 1	

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



HR PERFORMANCE REPORT

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
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
Floyd Smith	Water Plant Operations Tech	Senior Water Plant Operations Tech	Kevin Behnke	4/14
Zachary Kempf	Equipment Operator	Senior Equipment Operator	Jon Raduechel	5/12
Ronald Schuenke	Transit Operations Supervisor	Transit Maintenance Supervisor	Andrew Klaschus	5/26
Raymond Younger	Water Distribution Maintainer	Senior Water Distribution Maintainer	Rick Dorn	8/04
William Zick	Firefighter/Paramedic	Engineer	Robert Buss	9/01

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Building Maintenance Technician – DPW	1	3/07	Closes 10/15
Bus Mechanic I – Transit	1	7/17	Closes 10/08
Development Director	1	7/05	Closed 9/29
Equipment Operator	1	5/12 (promotion)	In Process
Firefighter/Paramedic	10	1 new '22, 3/25, 3/28, 6/02, 6/25, 7/05, 7/16, 8/01, 9/01, 10/25	2 Candidates in Process to Hire; Closes 10/03 for add'l candidates.
Utility Worker – Transit	1	7/10	In Process

Vacant Positions (Not Being Recruited at this time)

Job Title	Number of Vacancies	Date Vacant	Status
Assistant City Attorney	1	7/19	Awaiting approval from City Attorney to repost.
Water Distribution Maintainer	1	8/09	Superintendent would like to wait to post.



HR PERFORMANCE REPORT

Vacation Accrual Exceptions

Employee Name	Current Accrual Maximum Cap	Cap Waived Until (Date)	Reason for Waiver
MaryAnne Groat		12/31/24	ERP project needs
Peggy Steinke		12/31/24	ERP project needs
Jennifer Norton		12/31/24	ERP project needs
Jennifer Kannenberg		12/31/24	ERP project needs
Anne Keenan		12/31/24	ERP Project needs
Rick Rubow		12/31/24	Staffing Issues

Handbook Modifications

Section Modified	Modification	Date

Human Resource Committee Packet

October 2024

Agenda Item
Discussion and possible action to approve addition of policy 1.07_ Whistleblowing Policy
Background
The city desires to extend whistleblowing protection to its employees to assure their freedom to report situations believed to be illegal, dishonest, unethical, or otherwise improper. The policy is intended to assure the reporting of events without the fear of retaliation.
Fiscal Impact
none
Staff Recommendation
Discuss and possible action on approving policy 1.07_ Whistleblowing Policy
Staff contact: James Henderson (715-261-6634)

1.07- Whistleblower Protection Policy

Whistleblower policies are critical tools for protecting individuals who report activities believed to be illegal, dishonest, unethical, or otherwise improper.

1. The organization will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
2. Whistleblower protections are provided in two important areas: confidentiality and retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense.
3. Individuals protected include:
 - the employee, or a person acting on behalf of the employee, who reports to a public body or is about to report to a public body a matter of public concern; or
 - the employee who participates in a court action, an investigation, a hearing, or an inquiry held by the city on a matter of public concern.
4. The organization may not discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment.
5. The organization may not disqualify an employee or other person who brings a matter of public concern or participates in a proceeding connected with a matter of public concern, before a public body or court, because of the report or participation, from eligibility to bid on contracts with the organization; receive land under a district ordinance; or receive another right, privilege, or benefit.
6. Limitation to protections
 - A person is not entitled to the protections under this policy unless he or she reasonably believes that the information reported is, or is about to become, a matter of public concern; and reports the information in good faith.
 - A person is entitled to the protections under this policy only if the matter of public concern is not the result of conduct by the individual seeking protection, unless it is the result of conduct by the person that was required by his or her employer.

- Before an employee initiates a report to a public body on a matter of public concern under this policy, the employee shall submit a written report concerning the matter to the organization's chief executive officer. However, the employee is not required to submit a written report if he or she believes with reasonable certainty that the activity, policy, or practice is already known to the chief executive officer; or that an emergency is involved.

Procedures

1. If an employee has knowledge of or a concern of illegal or dishonest/fraudulent activity, the employee is to contact his/her immediate supervisor or the Human Resources Director. All reports or concerns of illegal and dishonest activities will be promptly submitted by the receiving supervisor to the Human Resources Director, who is responsible for investigating and coordinating any necessary corrective action. Any concerns involving the Human Resource Director should be reported to the chief executive officer.
2. The whistleblower is not responsible for investigating the alleged illegal or dishonest activity, or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.
3. Examples of illegal or dishonest activities include violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to disciplinary action.

Supplemental information - Definitions

1. "Whistleblower" is defined by this policy as an employee who reports, to one or more of the parties specified in this policy, an activity that he/she considers to be illegal, dishonest, unethical, or otherwise improper.
2. "Employee," or "public employee," means all city employees, written or oral, express, or implied, for the city.
3. "Matter of public concern" means
 - a. a violation of a state, federal, or municipal law, regulation, or ordinance.
 - b. a danger to public health or safety; and/or
 - c. gross mismanagement, substantial waste of funds, or a clear abuse of authority.

Human Resource Committee Packet

October 2024

Agenda Item
Discussion and possible action to approve amending policy 7.08 in employee handbook to update language regarding our Health Savings Plan
Background
In our current employee handbook, policy 7.08 references a date regarding the city's HSA. We are proposing changing the language to cover the entirety of the plan dates instead of a specific time period.
Fiscal Impact
none
Staff Recommendation
Discuss and possible action on approving amending the employee handbook, policy 7.08 to update language regarding the city's HSA.
Staff contact: James Henderson (715-261-6634)

7.08 – Health Savings Account (HSA)

The City's health plan is currently a qualified high deductible health plan (HDHP). Eligible employees who participate in the city's health plan are allowed to open a Health Savings Account at any bank of the employee's choosing. An HSA allows employees to contribute pre-tax dollars to pay for qualified medical, prescription, dental and vision expenses. HSA balances roll over from year to year and can be saved for future medical expenses or retirement. Employees who enroll in an HSA are only allowed to enroll in the Limited Purpose health care FSA, which limits use of the FSA money for qualified dental and vision expenses.

~~For 2020, the City may make an employer contribution to the HSA accounts of employees enrolled in the health plan. Determination of contribution amounts will be made every year before open enrollment. in the following amounts: Employee only plan: \$600; Family plan: \$1,200. The City's contribution is only made if the employee contributes at least \$600 to her/his HSA annually if on the employee only plan or a minimum of \$1,200 if on the family plan. If the City's contribution is made bi-monthly.~~

Employees are not eligible for this benefit if:

- Enrolled in Medicare Part A, Tri-Care or VA Benefits.
- Employee or spouse is enrolled in a regular medical FSA.
- Has dual coverage (HSA participant covered by another plan that is not HSA eligible).

Human Resource Committee Packet

October 14, 2024

Agenda Item
Discussion and Possible Action amending the City of Wausau FMLA Policy and Employee Handbook Section 8.07 – Family Medical Leave Policy.
Background
<p>The City of Wausau tracks Federal and State FMLA on a calendar year. Usage of FMLA is almost 100 requests per year. With such a high volume of FMLA the need for overtime has increased due to the reset of FMLA on January 1st every year. Some departments currently allow intermittent leave after 16 weeks (state) for bonding time under federal (federal allows intermittent only if agreed by the employer). This practice currently causes overtime with the use of bonding time intermittently during peak holidays (bonding can be used prior to the age of 1 year). Also, employees who qualify may use up to 12 weeks at the end of the year and then have an additional 12 weeks available the following year. This could cause an employee to have the protection for up to 26 weeks consecutively.</p> <p>The City has determined that under Federal law, the City may track Federal FMLA under a 12-month period measured forward (i.e., a rolling calendar year). If implemented on January 1, 2025, all employees will have a full 12-week allotment with no previous time counted against them. Going forward any time used under Federal FMLA will start the 12-month calendar for the employee. An example is X has their first FMLA day on August 25th, the 12-month period will end August 24th the next year. In that timeframe, the employee will be allowed up to 12 weeks of certified Federal FMLA leave. In this change, the City will also limit intermittent bonding time to the State FMLA rule of up to 16 weeks from birth, after 16 weeks will need to be continuous under Federal FMLA unless by extraordinary circumstances such as court dates that cannot be changed or a disaster.</p> <p>Starting the new tracking of FMLA January 1, 2025, will help departments to schedule for leave and help reduce overtime. Limiting the intermittent leave for bonding time under Federal FMLA will assist in the reduction of last-minute requests for leave during peak holidays along with mandatory staffing and overtime issues.</p> <p>The new tracking of Federal leave will eliminate employees having up to 26 consecutive weeks of leave in under 12 months.</p>
Fiscal Impact
Varies from year to year in the reduction of overtime hours.
Staff Recommendation
Approve the amendments to the City of Wausau FMLA policy and Employee Handbook section 8.07.
Staff contact: Anne Keenan, 715-261-6632



POLICY

DATE: June 1, 2012, REVISED:
TITLE: Family and Medical Leave Act Policy
ISSUER: Human Resources
COVERAGE: All employees
AUTHORITY: Human Resources
DURATION: Indefinitely
SYNOPSIS: Uniform policy for compliance with the Family and Medical Leave Act

Policy Intent

The Family and Medical Leave Act (FMLA) provide eligible employees the opportunity to take unpaid, job-protected leave for specified family, medical, and military-related reasons. This policy outlines the provisions of the Federal and Wisconsin Family and Medical Leave Acts and the rights and obligations of employees and employers under both laws.

The Family and Medical Leave Acts provide eligible employees with up to 12 work weeks (or up to 26 weeks in the event of military caregiver leave) of unpaid protected leave each 12-month period measured forward~~calendar year~~ for specified family and medical reasons. The eligibility and entitlements are defined differently under federal and state law.

Eligibility

Employees are eligible for FMLA benefits if the following requirements are met:

Federal – Have been employed by the City of Wausau for at least 12 months and have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave. The 12 months of service do not need to be consecutive. Separate periods of employment will be counted, provided that the break in employment does not exceed seven years.

State – Have been employed by the City of Wausau for at least 52 consecutive weeks and have worked for at least 1,000 hours during the 52 weeks prior to the start of the leave.

Qualifying Event and Amount of Leave

Federal law requires the City to provide:

1. The birth of the employee's child and to care for the newborn child.
2. Placement of a child with the employee for adoption or foster care and to care for the newly placed child.

3. To care for the employee's spouse, child or parent who has a serious health condition.
4. A serious health condition that makes the employee unable to perform the employee's job.
5. Qualifying exigency arising out of the fact that the employee's spouse, son or daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.
6. To care for a covered service member with a serious injury or illness if the employee is the spouse, son or daughter, parent or next of kin of the service member.

Wisconsin law requires the City to provide:

- Up to 2 work weeks of leave in a calendar year for the employee's own serious health condition.
- Up to 2 weeks of leave in a calendar year for the serious health condition of an employee's spouse, registered domestic partner, dependent child, parent, parent-in-law or domestic partner's parent.
- Up to 6 weeks of leave in a calendar year for the birth or adoption of the employee's child.

Leave qualifying for both Wisconsin and federal FMLA leave will count against the employee's entitlement under both laws and will run concurrently. When the reason(s) for qualified leave differ, the leave may not run concurrently under federal and state law, and an employee may be entitled to more than 12 weeks of leave in a calendar year and/or 12-month period measured forward. This type of leave occurrence will be evaluated and reviewed with the employee at the time of the leave. Qualified leave taken under Worker's Compensation will also run concurrently with federal FMLA leave.

Under the federal FMLA, spouses employed by the City are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent (but not a parent-in-law) who has a serious health condition.

Serious Health Condition

Federal Definition- A serious health condition that results in a period of incapacity of more than three (3) consecutive, full calendar days, as a result of an illness, injury, impairment or physical or mental condition that involves Inpatient care or continuing treatment by a health care provider.

State Definition – A disabling physical or mental illness, injury, impairment or condition that involves inpatient care in hospital, nursing home or hospice or that requires continuing treatment by a health care provider.

Military Leave Entitlements

Eligible employees may take up to a total of 26 work weeks of unpaid FMLA leave during a single 12 month period beginning on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date, regardless of the method used by the employer to determine the employee's 12 work week of leave of leave entitlement for other FMLA-qualifying reasons to care for a spouse, child, parent, or next of kin who is a member of the Armed Forces who

suffered an injury or illness while on active duty that renders the person unable to perform the duties of the member's office, grade, rank, or rating, or to care for a veteran if he or she seeks medical treatment for a serious service related injury or illness, incurred or aggravated while in the line of duty within 5 years of serving in the military. During the single 12 month period, an eligible employee shall be entitled to a combined total of 26 work weeks of leave under federal law.

Non-Continuous or Intermittent Leave

Employees are permitted to take leave on an intermittent or reduced work schedule when medically necessary. Federal FMLA leave for the birth or placement of a child for adoption or foster care *may not* be taken in non-continuous increments unless approved by the department head and/or MayorCity. Under the Wisconsin FMLA, the last increment of leave for the birth or placement of a child for adoption must begin within 16 weeks of that birth or placement.

Medical or family caretaking leave should be planned so as not to unduly disrupt the City's operations. Employees requesting non-continuous federal FMLA leave that is foreseeable based on planned medical treatment for purposes of providing care to a child, spouse or parent with a serious health condition or for the employee's own serious health condition may be required to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than the regular employment position of the employee. An employee temporarily transferred will receive the same pay and benefits, but may be assigned different duties.

The City allows for intermittent leave to be taken in no less than one-quarter hour increments. The employee may not take, or be required to take, more leave than medically necessary to address the circumstances that caused the need for the leave.

Applying for FMLA Leave

Employees must submit a Request for Leave form to the Human Resources Department at least 30 days, or as soon as practicable, in advance of taking leave. If circumstances do not permit an employee to give notice in advance of taking leave, the employee must submit the Request for Leave form as soon as possible. Failure to give timely notice may result in the delay or denial of FMLA leave and may subject you to discipline under City policies.

If the leave is for a family member's or the employee's own serious health condition, upon notification by the City, the employee must submit a medical certification from the employee's or the family member's health care provider within 15 days. If an employee does not provide the required certification by the designated deadline, or if the City determines that an employee's absence is not covered as FMLA leave, the leave may not be designated as Wisconsin and/or federal FMLA leave, and the employee may be subject to discipline under City attendance policies unless he or she uses accrued paid leave (like vacation) and/or is granted a non-FMLA leave of absence.

Second or third certifications at the City's expense and periodic re-certifications at the employee's expense may be required under certain circumstances. The City requires periodic reports during federal FMLA leave regarding the employee's status and intent to return to work.

All forms are available through the Human Resources Department or on the City's Intranet page.

The City will inform employees requesting leave whether they are eligible under FMLA. The notice will specify any additional information required as well as the employee's rights and responsibilities. If the FMLA request is not eligible for the leave, a reason for the ineligibility will be provided.

Calculation of Eligible Leave under the Family Medical Leave Act

When calculating the number of hours an employee is eligible under both Federal and State Medical Leave Acts, the City shall define a week as a period of seven consecutive calendar days.

Continuous Medical Leave: For approved continuous blocks of leave, the City shall start the week on the first day of the leave. Eligible hours will be granted based on the regularly scheduled hours during each week of the leave.

Non-Continuous/Intermittent Medical Leave: For approved non-continuous/intermittent leave, the City shall calculate the number of eligible hours based on the maximum number of regularly scheduled hours that could be worked in a week.

Substitution of Paid Leave for the unpaid FMLA period

In general, both Wisconsin and federal FMLA leaves are unpaid with the following exceptions:

For qualified federal medical leave the City requires employees to substitute available paid leave (vacation days, personal leave, and compensatory time) for unpaid leave; if the approved federal leave is for an employee's own serious health condition the City further requires that employees substitute available sick leave before other available paid leaves are substituted. Qualifying Federal leave may only be unpaid after all available paid leave has been exhausted.

For qualified state medical leave the City does not require that any available paid leave be substituted for unpaid leave but employees can choose to substitute paid leave (including sick leave). Qualifying Wisconsin leave may be unpaid if the employee elects not to substitute paid leave.

Health Insurance Benefits

Group health insurance coverage will be maintained for employees while they are on FMLA leave, on the same terms as if the employee continued to work. The employee will be required to pay his/her regular portion of health insurance premium payments on a schedule established by the City.

The City may recover its share of health insurance premiums paid during a period of unpaid FMLA leave from an employee if the employee fails to return to work (for a minimum of 30 calendar days) after the expiration of the leave. The City may not collect the premiums if the reason the employee does not return is due to continuation, recurrence or onset of a serious health condition that would entitle the employee to leave under FMLA, or other circumstances beyond the employee's control.

The City may discontinue health insurance benefits if the employee fails to make a premium payment within 30 days of the due date after providing written notice to the employee of the cancellation of coverage for non-payment.

Other Benefits

Other City benefits such as life insurance and Flexible Spending Account may be continued during periods of unpaid FMLA leave, however premiums due must be paid in advance of the leave.

Worker's Compensation and Light Duty

Federal FMLA will run concurrent with worker's compensation provided that the injury meets the criteria for a "serious health condition", as defined by law.

If an employee accepts a light duty assignment while on worker's compensation, that time may not count against the employee's family or medical leave entitlement. If the light duty position is declined and the employee elects to stay on FMLA leave, the employee may give up their worker's compensation benefits.

Return to Work

Any employee returning from FMLA for their own serious health condition must provide a medical certification from their treating physician that they are eligible to return to work and able to perform the essential functions of the employee's job. The certification must include any work restrictions the employee may have at the time of return to work. Upon return from FMLA leave, an employee shall be restored to his or her original position or, if the position is not vacant, to an equivalent position with equivalent pay, benefits and other terms and conditions of employment.

Employees will not be restored to their original or equivalent position if they are unable to perform the functions of their job because of a mental or physical condition.

DEFINITIONS:

Child: Biological, adopted, or foster child, stepchild, legal ward or, under the federal FMLA, the child of a person having day-to-day care of the child, or a child of a person standing "in loco parentis," who is under 18 years of age or 18 years of age or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA is to commence.

Covered Service member (Federal FMLA): Active members of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, AND veterans who were members of the Armed Forces (including National Guard or Reserves) at any point in time within 5 years preceding the date on which the veteran undergoes medical treatment, recuperation or therapy.

Domestic Partner (Wisconsin FMLA): An individual who has signed and filed a declaration of domestic partnership in the office of the register of deeds of the county in which he or she resides.

To qualify as registered domestic partners, two individuals must meet the following criteria: at least 18 years of age and capable of consenting to the relationship, not married to, or in a domestic partnership with another individual, not more closely related than second cousins (whether of the whole or half blood or by adoption), they must share a common residence, and be members of the same sex.

Incapable of Self-Care: The individual requires active assistance or supervision to provide daily self-care in three or more of the *activities of daily living* (i.e. grooming, hygiene, bathing, dressing, eating) or *instrumental activities of daily living* (i.e. cooking, cleaning, shopping, utilizing public transportation, paying bills, maintaining a residence, using telephones and directories, and using a post office).

Next of Kin (Federal FMLA): The nearest blood relative other than the covered service member's spouse, parent, son or daughter, in the following order of priority: Blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service members' next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.

Parent: Biological parent, foster parent, adoptive parent, stepparent or legal guardian of an employee or, under the Wisconsin FMLA, parent-in-law or domestic partners' parents. Under the federal FMLA, "parent" includes an individual who provided day-to-day care to the employee when the employee was a child.

8.07 – Family Medical Leave Policy

The City provides family and medical leave to eligible employees consistent with Wisconsin and Federal laws. In general, eligible employees shall be allowed up to twelve (12) work weeks of unpaid leave per calendar year under state law and per 12-month period measured forward under federal law for the birth or placement of a child for adoption or foster care, or for the employee's own serious health condition or when the employee is needed to care for the employee's parent, spouse, or child with a serious health condition, or when an employee has a qualifying exigency as a result of a parent, spouse or child serving in active military duty. Eligible employees are allowed twenty-six (26) weeks of unpaid leave to care for a parent, spouse, child, or next of kin who is on active duty and sustains a serious injury or illness which renders the service member medically unfit to perform his/her duties. Wisconsin and Federal family and medical leave will run concurrently with each other and with any other leave which is available to the employee under the policies of the City or other Federal and State laws. Unless provided for under a different leave policy, the family and medical leave will be unpaid.

The taking of leave under this policy will not be used in any employment decision involving the employee including the determination of raises or disciplinary action.

A. Eligibility for Leave

An employee, who has worked for the City for at least fifty-two (52) consecutive weeks and has been paid by the City for at least one thousand (1,000) hours in the twelve (12) months immediately preceding the date the leave begins, is eligible for leave under the Wisconsin family and medical leave law. An employee, who has worked for the City for at least twelve (12) months and has worked at least one thousand two hundred fifty (1,250) hours for the City in the twelve (12) month period immediately preceding the date the leave begins, will be eligible for Federal family and medical leave. The leave taken under this policy will be counted toward the leave to which an employee may be entitled under Federal and/or Wisconsin leave laws.

B. Reasons for a Leave

Eligible employees are generally entitled to an unpaid leave under this policy during a calendar year for one or a combination of the following reasons:

1. Birth or Placement for Adoption or Foster Care of a Son or Daughter.

Unpaid leave of up to twelve (12) weeks under Federal law and/or six (6) weeks under Wisconsin law is available to an eligible employee. Leave for this purpose may not be taken on an intermittent basis unless ~~the City agrees otherwise or as~~ required by law or is due to extraordinary circumstances such as: court appearance or disaster. Only department heads and/or Mayor may approve intermittent bonding beyond the 16 weeks. Leave under this provision must commence within sixteen (16) weeks of the date of the birth or placement for adoption. Any accrued paid leave for which the employee is eligible at the time the leave begins may be substituted, or may be required to be substituted, for this otherwise unpaid time. Entitlement to leave for the birth or placement for adoption or foster care ends twelve (12) months after the birth or placement for adoption or foster care.

2. Serious Health Condition of Employee.

Unpaid leave of up to twelve (12) weeks under Federal law and/or two (2) weeks under Wisconsin law may be taken by an eligible employee for the employee's own "serious health condition." A serious health condition generally occurs when an employee receives inpatient care at a hospital, hospice or nursing home or outpatient care which requires a schedule of continuing treatments by a health care provider and the employee is incapable of performing the functions of his/her position because of the condition. Leave for this reason may be taken all at once or in smaller increments as necessary. If the leave is taken in smaller increments, the employee may be temporarily transferred to a different job. In general, the City will consider any absence of more than three (3) full days due to illness or injury to be absence for a serious health condition.

If the leave is required due to a work-related injury, for any employee ~~who is on leave for more than two (2) weeks, the~~ family and medical leave will run concurrently with the workers compensation leave.

3. Serious Health Condition of a Child, Spouse, or Parent

Unpaid leave of up to twelve (12) weeks under Federal law and two (2) weeks under Wisconsin law may be taken by an eligible employee, who is needed to care for a child, spouse, or parent with a "serious health condition."

4. Qualifying Exigency of Active Duty Spouse, Child or Parent

Unpaid leave of up to twelve (12) work weeks under Federal law may be used to address certain qualifying exigencies when a spouse, child or parent is on active military leave or is called to active duty in the uniformed services. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending certain post-deployment reintegration briefings.

5. Serious Injury or Illness of Covered Servicemember

Unpaid leave of up to twenty-six (26) work weeks under Federal law may be used to care for a covered servicemember. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, or a veteran, who has a serious injury or illness incurred or aggravated in the line of duty within the last five (5) years that may render the servicemember medically unfit to perform his or her duties and for which the servicemember is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list.

C. Substitution of Paid Leave

Any paid time off to which the employee is entitled at the time the leave begins may be substituted, or required to be substituted, for the otherwise unpaid time off. An employee requesting substitution of paid time off for the otherwise unpaid leave must comply with

the City's leave policies applicable to the type of paid leave the employee is requesting be substituted. If the request to substitute paid leave is denied, the employee will be notified that the request has been denied and the reason for the denial. If the leave is not taken all at once, but is taken in smaller increments, the employee may be temporarily transferred to another job at the City. Once the employee has exhausted any paid time off the remainder of the leave will be unpaid. Any paid leave used will not be available later.

D. Notification to the City

In the event the need for a leave under this policy is foreseeable, the employee shall notify the City, in writing, at least thirty (30) calendar days before the start date of the leave. The form to request a family and medical leave is available from the Human Resources Department. In the event of an emergency, written notice must be received by the City promptly after the leave commences, and such notice must comply with the City's policies regarding notice of absence from work. Failure to provide the required notification may result in the delaying of the leave.

E. Certification of Need for Leave

Within fifteen (15) days of requesting a leave under this policy, the employee must file the appropriate completed certification with the ~~Human Resources Department~~ ~~Director~~ or the leave may not be classified as a leave under this policy. The certification forms are available from the Human Resources Department. If the City determines that the medical certification is incomplete or insufficient, the employee will be notified in writing. The employee must provide the additional information/documentation within seven (7) days. The City may also contact the health care provider directly to authenticate or clarify the information provided on the medical certification form.

F. Benefits Coverage

If an employee is participating in the City's group health, dental, life, and Long Term Disability insurance programs prior to the start of the leave, the employee may continue to receive coverage under those plans. The City shall continue to provide health, dental, life, and Long Term Disability insurance at the same level and under the same conditions as if the employee was continuing to work, for the duration of the leave. The employee shall continue to be responsible for the employee's share of the premiums (if any is required for similarly situated active employees).

If the employee has paid time off substituted for the otherwise unpaid leave, the employee's share of the premiums will be paid through the normal payroll deduction method. If the leave, or any portion thereof, is unpaid, the employee shall pay for the employee's portion of the premiums (if any is required for similarly situated active employees) during the leave. All premiums for coverage must be received by the City no later than the first day of the month to which the coverage relates. Certain other benefits may also be continued during a leave provided under this policy. An employee who does not want to continue health or any other insurance coverage while on leave shall notify the Human Resources Department, in writing; otherwise, it will be assumed that the employee chooses to continue such coverage. If an employee fails to return to work at the City or fails to remain at work

for a period provided by law, the City may recover its portion of the premium paid for health plan coverage during the leave.

G. Additional Certification

The City may require an employee to provide additional Health Care Provider Certifications from a health care provider chosen, and paid for by the City. The City may also require that an employee re-certify as to the continuation of the serious health condition at various points in time under certain circumstances.

H. Return to Position at End of Leave

An employee, who returns to work at the City at the end of a family or medical leave, shall be returned to the position the employee held at the commencement of the leave or, if the position has been filled, to equivalent employment with the City. If an employee wishes to return to work before the previously approved end date of the leave, the employee shall give the City reasonable advance notice prior to the desired return date. If the reason for the leave was the employee's own serious health condition, the employee shall provide the City with a medical release from the employee's health care provider before returning to work. Failure to provide such a release will delay the employee's return to work until such release is provided to the City.

I. Failure to Meet Policy Requirements

An employee who fails to meet the requirements of this policy may have his/her request for a leave denied or delayed until the requirements are met.

Human Resource and Finance Committees Packet

October 2024

Agenda Item
Discussion and possible action to approve CBA between the City of Wausau and Local 1168 Amalgamated Transit Union.
Background
The City concluded negotiations with the local 1168 Amalgamated Transit union. The transit union contract ended on June 30, 2024. The contract presented to HR and Finance Committees will replace expired contract.
Fiscal Impact
<ul style="list-style-type: none">• <i>Bus Operators, Paratransit Operator, and Facilities Maintenance</i> received an initial three percent (3%) increase for PP14 2024. Then a one and one-half percent (1.5%) increase at PP1 2025, PP14 2025, and PP1 2026.• <i>Mechanic I and Mechanic II</i> received an initial four percent (4%) increase for PP14 2024. Then one and one-half percent (1.5%) increase at PP1 2025, PP14 2025, and PP1 2026.• <i>Lead Maintenance Tech</i> received an eight and four hundred thousand percent (8.4%) increase at PP14 2024. Then two (2%) increase at PP1 2025, PP14 2025, and PP1 2026.
Staff Recommendation
Discuss and possible action on approving labor contract with Transit Union. (Local 1168 Amalgamated Transit Union)
Staff contact: James Henderson (715-261-6634)

SUMMARY
OF
TRANSIT COLLECTIVE BARGAINING AGREEMENT
CHANGES

- Term: July 1, 2024, to June 30, 2026.
- Combined *Utility Worker/Mechanic* and *Utility Worker* positions into one classification and renamed to *Facilities Maintenance*.
- Renamed *Maintenance Tech* to *Lead Maintenance Tech*.
- *Bus Operators*, *Paratransit Operator*, and *Facilities Maintenance* received an initial three percent (3%) increase for PP14 2024. Then a one and one-half percent (1.5%) increase at PP1 2025, PP14 2025, and PP1 2026.
- *Mechanic I* and *Mechanic II* received an initial four percent (4%) increase for PP14 2024. Then one and one-half percent (1.5%) increase at PP1 2025, PP14 2025, and PP1 2026.
- *Lead Maintenance Tech* received an eight and four hundred thousand percent (8.4%) increase at PP14 2024. Then two (2%) increase at PP1 2025, PP14 2025, and PP1 2026.
- General correction of typos and other grammatical errors.
- Clarified that full-time employee benefits are based on assigned work hours or eight (8) hours whichever is greater. Part-time workers are based on six (6) hours.
- Employees changing departments start over in terms of department seniority, which affects picking of vacation and work schedules.
- Employees going from *Mechanic I* to *Mechanic II* and *Bus Operator I* to *Bus Operator II* are not subject to a six-month (6) evaluation period.
- Adopted the City's Personal Holiday Policy found in the Employee Handbook.
- Adopted the City's Vacation Accrual Policy found in the Employee Handbook.
- Transit Management will post a tentative schedule for the following week by the end of the business day on Wednesday. All time off requests are due the Monday before the schedule is posted. Employees will be guaranteed the number of hours posted on the tentative schedule for that week unless they take time off without providing proper notice.
- Removal of Catastrophic Sick Leave Accounts.

- Driving instructors' rate increased from one dollar (\$1.00) to one dollar and fifty cents (\$1.50) per hour while engaged in training duties.
- Route trainers' rate increased from fifty cents (\$0.50) to one dollar (\$1.00) per hour while engaged in training duties.
- New employees who complete and obtain a CDL will receive two (2) bottoms and three (3) shirts, paid for by the City. If they voluntarily leave during the probationary period, they shall reimburse the City two hundred dollars (\$200.00). Per contract year, operators will receive three (3) bottoms, five (5) shirts, one (1) jacket, and one (1) hat, paid for by the City. Operators may wear any professional closed toe athletic or dress shoes. Any additional items may be purchased by the employee at their own expense.
- City will pay fifty percent (50%), up to two hundred fifty dollars (\$250), for a pair of rubberized snow boots for shop employees.
- Ear and eye protectors are paid for by the City up to seventy-five dollars (\$75) and one hundred fifty dollars (\$150) respectively. Prior management approval required.
- Clarified that the employee's last day at work is the last day on the payroll.
- Added Article 36: Non-Discrimination
- Added Side Letter #1 agreeing to follow City's Code of Conduct and Employee Handbook.
- Added Side Letter #2 agreeing to eliminate Utility Worker/Mechanic and Utility Worker job titles and replace with Facilities Maintenance. Those employees would be placed in the new job title and keep current wage progression and seniority. Agree to eliminate the Maintenance Tech position and replace it with the Lead Maintenance Tech. That employee would be placed in the new job title and keep current wage progression and seniority.