

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



OFFICIAL NOTICE AND AGENDA - REVISED

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 *REVISED on 3/10/23***
Date/Time: **Monday, March 13, 2023 at 4:45 PM**
Location: City Hall (407 Grant Street) – Council Chambers – 1st Floor
Members: Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Tom Kilian, Michael Martens

AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of February 13, 2023 Minutes.
- 2) Human Resources Report for February.
- 3) Discussion and Possible Action Amending Employee Handbook Section 4.01 – Employment Categories.
- 4) Discussion and Possible Action Amending Employee Handbook Section 8.08 – General Leave of Absence.
- 5) Discussion and Possible Action to Classify Newly Created Fleet Analyst Position (Approved in 2023 Budget).
- 6) 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 agendized, 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 3/10/2022 at 11:00 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: February 13, 2023, at 4:45 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney, Gary Gisselman, Dawn Herbst, Tom Killian, Michael Martens
MEMBERS ABSENT:
Also Present: Mayor Rosenberg, J. Henderson

Approval of December 12, 2022 Minutes.

Motion by Killian to approve the December 12, 2022 Human Resources Committee Meeting minutes. Second by Herbst. No questions or discussion. All ayes. Motion passes 5-0.

Human Resources Report for January.

No questions were brought forward by the Committee.

Discussion and Possible Action Approving Starting Wage Increases and Promotions at the Beginning of the Pay Period.

HR Director Henderson explained that when the City began using Workday this year, if employees received a change in position or pay when there is a holiday in the pay period, the system gets thrown off and can't handle it. Finance Director Groat suggested processing increases and promotion at the beginning of the pay period as a quick fix to this issue. Henderson said that the department is asking for the ability to implement any promotions or pay increases at the beginning of the pay period that it is to take effect.

Motion by Gissleman to approve starting wage increases and promotion and the beginning of the pay period. Second by Herbst. All ayes. Motion passed 5-0.

Discussion and Possible Action to Approve Underfilling the Deputy Assessor Position with a Property Appraiser Position.

Henderson explained that the City has been recruiting for a Deputy Assessor for well over a year with unsuccessful results. A discussion with the City Assessor and Human Resources resulted in the proposal to underfill the Deputy Assessor position with a Property Appraiser position at this time, with the plan to train, recruit, and promote a Property Appraiser to the Deputy Assessor position within a year or two.

Motion by Killian to approve the underfilling of the Deputy Assessor position with a Property Appraiser position. Second by Martens. All ayes. Motion passed 5-0.

Discussion and Possible Action to Approve Amendment to Section 5.19 of the Employee Handbook..

Henderson said that he is asking to clean up the language in this section of the handbook to define more clearly what is considered satisfactory. Henderson would like to define satisfactory as a course

grade of C or higher. Martens asked if this would have any affect on courses that are pass/fail. Henderson said no; a pass would be satisfactory.

Motion by Herbst to approve the amendment to Section 5.19 of the Employee Handbook. Second by Martens. All ayes. Motion passed 5-0.

Adjournment.

Motion by Killian to adjourn. Meeting is adjourned.

Rebecca McElhaney
Human Resources Committee, Chair



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
25	14	8	2

FMLA Denial Reasons

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

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
3		3

Recordable (YTD)

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Police	Hand	Medical	Open	01/17/23
Police	Privacy Case	Medical	Open	02/18/23
DPW	Head & Elbows	Medical	Open	02/25/23



HR PERFORMANCE REPORT

Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Sewer	Leg	Indemnity	Open	12/20/22
Police	Back	Indemnity	Open	11/20/22
Metro	Back	Indemnity	Open	09/27/22
Water	Shoulder	Medical	Open	02/10/22
WW	Multiple Body Parts	Indemnity	Open	02/10/22
Fire	Back	Indemnity	Open	01/26/21
WW	Multiple body parts	Indemnity	Open	09/13/19
WW	Multiple body parts	Indemnity	Reopened	02/07/17

Employee and Labor Relations

Grievances (YTD)

Number of Grievances	Open Grievances	Closed Grievances	ATU (Metro) Grievances	WPPA (Police) Grievances	WFA (Fire) Grievances
1	1		1		

Open Grievances

Employee Name	Union	Issue	Date Filed	Status
Andrew Eberhardy	ATU	Verbal warning for failure to announce transfer corners, stops and ADA locations	3/22/22	Denied at Step 1
Scott Burton	ATU	Movement through pay scale	2/16/2023	At step 3

Closed Grievances

Employee Name	Union	Issue	Date Filed	Status



HR PERFORMANCE REPORT

Recruitment & Selection

New Hires

Employee Name	Department	Job Title	Hire Date	Separation Date
Lacy Rodemeier	Community Dev. Authority	Administrative Assistant I	1/03	
Daniel Landwehr	Public Works	Street Maintainer	1/10	
Samuel Reyes	Police	Police Officer	1/20	
Joshua Bergquist	Police	Police Officer	1/20	
Douglas Frick	Police	Police Officer	1/20	
John Shoemaker	Police	Police Officer	1/20	
Fong Moua	Police	Police Officer	1/23	
Samuel Butcher	Metro Ride	Bus Operator II	2/06	2/28
Jon Hanson	Metro Ride	Bus Operator II	2/06	2/10
Zachery Ihle	Fire	Firefighter/Paramedic	2/06	
Joshua Koll	Fire	Firefighter/Paramedic	2/06	
Derrick Krueger	Fire	Firefighter/Paramedic	2/06	
Benjamin Springob	Fire	Firefighter/Paramedic	2/06	
Koua Xiong	Fire	Firefighter/Paramedic	2/06	
Dylan Shifflett	Fire	Firefighter/Paramedic	2/06	
James Brockman	Fire	Firefighter/Paramedic	2/10	
Ethan Cordova	Fire	Firefighter/Paramedic	2/10	
Ashley Sakis	Fire	Firefighter/Paramedic	2/10	
Sybil Schuenke	Metro Ride	Bus Operator II	2/20	2/21

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
19	9	9	1

Separations by Department for 2023 YTD

Assessment – 2	Clerk/Finance – 1	Fire – 2	Inspections - 2
Metro Ride - 5	Police - 5	Wastewater – 1	Attorney's - 1



HR PERFORMANCE REPORT

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Alfred Buch	Firefighter/Paramedic	Engineer	William Resch	1/1
Lea Wilde	Admin Asst III (Finance)	Admin Asst II (Inspections)	Denise Pody	1/20
Nathaniel Stetzer	Detective	Patrol Lieutenant	Cord Buckner	1/20
Bradley Wendtland	Plant Maintenance Mechanic	Wastewater Plant Operations Supervisor	Pat Van Ouse	2/05
Christopher Savickis	Equipment Services Mechanic	Senior Equipment Services Mechanic	Aaron Moss	2/05
Peggy Steinke	Payroll Coordinator	Accountant (Payroll)	(reclass – n/a)	2/05

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Accountant	1	1/20	In Process
Administrative Assistant III (Finance)	1	1/20	In Process
Assistant City Attorney	1	2/17	Closes 3/14
Building Inspector	1	1/27	In Process
Bus Mechanic II	1	1/31	Reposted – Closes 3/09
Equipment Services Mechanic	1	11/17/22	Reposted – Closes 3/09
Firefighter/Paramedic	5	(new positions 2022)	Closes 3/05
Law Enforcement Computer Technician	1	2/03	Reposted – Closes 3/15
Property Appraiser	1 + 1	1/06	In Process
Utility Worker (Metro Ride)	1	7/24/22	In Process
Wastewater Plant Operations Technician	2	2/05	Closes 3/13

Vacant Positions (Not Being Recruited at this time)

Job Title	Number of Vacancies	Date Vacant	Status
Parking Control Specialist	1	7/08	Job Requisition Needed from Department to Start Recruitment.



HR PERFORMANCE REPORT

Employee Recognitions – Discretionary Performance Incentives

<i>Last Name</i>	<i>Job Title</i>	<i>Dept</i>	<i>Reason</i>	<i>% Increase-Base</i>	<i>Lump Sum Increase</i>	<i>Other Incentive</i>	<i>Date Issued</i>
<i>Walker</i>	<i>Admin Asst III</i>	<i>FD</i>	<i>goes above and beyond daily and added duties beyond those normal in the job classification</i>	<i>3.0%</i>			<i>6/2/19</i>
<i>Quade</i>	<i>DPW Supervisor</i>	<i>DPW</i>	<i>performed extremely well during challenging circumstances</i>	<i>3.0%</i>			<i>8/26/19</i>
<i>Larsen</i>	<i>Accounting Asst</i>	<i>Fin.</i>	<i>instrumental in implementation of new utility billing software system, involving extra work and hours</i>	<i>3.0%</i>			<i>12/18/19</i>
<i>Dubore</i>	<i>Engineering Tech</i>	<i>Eng.</i>	<i>exemplary work on Thomas Street construction project, establishing relationships and keeping project on track</i>	<i>3.0%</i>			<i>1/30/20</i>
<i>Wendtland</i>	<i>Plant Maint Mech</i>	<i>Sewer</i>	<i>identified significant cost saving in department</i>	<i>3.0%</i>			<i>2/9/20</i>
<i>Kline</i>	<i>Admin Asst III</i>	<i>Fin.</i>	<i>exceptional work on election, expanding duties, managing new dual ballot process, created and implemented absentee ballot audit and recording process</i>			<i>3 vacation days (prorated)</i>	<i>4/14/20</i>
<i>Kremer</i>	<i>City Clerk</i>	<i>Fin.</i>	<i>exception work on election, adjusting to pandemic impact and last minute legislative changes</i>			<i>3 vacation days</i>	<i>4/14/20</i>
<i>Krivoshein</i>	<i>Admin Asst III</i>	<i>Fin.</i>	<i>exceptional work on election, expanding duties, managing new dual ballot process, created and implemented absentee ballot audit and recording process</i>			<i>3 vacation days (prorated)</i>	<i>4/14/20</i>
<i>Thompson</i>	<i>EMT Division Chief</i>	<i>FD</i>	<i>completed a number of priority projects and initiatives in a short time, directly enhancing prehospital care</i>	<i>3.0%</i>			<i>4/19/20</i>



HR PERFORMANCE REPORT

Bliven	Police Chief	PD	<i>exceptional performance on homelessness problem, collaborative response to George Floyd death demonstrations, Policing Task Force, establishing dept efficiencies with Dragon Naturally speaking software, established emergency shift schedule to respond to covid pandemic</i>	4.5%			10/5/20
Dwelly	Supervisor	Sewer	<i>exemplary performance including assuming on-call responsibilities and extra hours, creating SOPs and operation manual, leading City response on 8/9 sewer main collapse</i>		\$ 1,500.00		10/9/20
Barnes	Deputy Police Chief	PD	<i>served as front person of new evidence building, taken leadership role on homeless issue, main contact for NCHC, played significant role in department covid response, and instituted cost-saving measures like outsourcing crossing guards and changing carwash vendor</i>	4.5%			2/7/21
Abbiehl	DPW Supervisor	DPW	<i>instrumental in maintaining services during coworkers medical leave, resulting in much heavier workload</i>	3.0%			2/7/21
Fitzke	Equip Service Mech	DPW	<i>volunteered for developmental opportunities including temporary assignment to senior mechanic, improved communications with first shift, critical roles of automotive diagnostic tech increased level of service of division</i>	3.0%			2/7/21
Kraege	Motor Pool Supervisor	DPW	<i>through own initiative took on organizing and improving efficiency of vehicle maintenance scheduling and tracking system, and researched and develop</i>	3.0%			2/7/21
Maszk	Equip Service Mech	DPW	<i>instrumental in finding solutions to ongoing problems with equipment, including adapting hydraulics for new plow part and repainting paver tracks on the road to prevent crew downtime</i>	3.0%			2/7/21



HR PERFORMANCE REPORT

<i>Fitzgerald</i>	<i>Econ Dev Manager</i>	<i>Dev.</i>	<i>taken on tasks traditionally assigned to Director due to position vacancy including lead in economic development process and writing staff memos and RFPs, also improved initial proposal for Cherry Tree Dental, developed RFP for District 3, cultivated partnership with McDevco and the Entrepreneurial Education Center for a regional approach to economic development</i>	<i>3.0%</i>	<i>\$ 5,000.00</i>		<i>2/26/21</i>
<i>Boers</i>	<i>Water Superintendent</i>	<i>Water</i>	<i>added responsibility for day to day construction management of new \$36 million treatment facility</i>	<i>3.0%</i>			<i>5/3/21</i>
<i>Enzenbach</i>	<i>Electrician III</i>	<i>Insp.</i>	<i>additional workload due to extended absence of coworker combined with record-setting utility locate requests, also responsible for several critical installations including Fire Station 1 barracks remodel and installation of new audible crosswalks on Bridge St</i>	<i>3.0%</i>			<i>5/3/21</i>
<i>Hilgendorf</i>	<i>Electrician III</i>	<i>Insp.</i>	<i>additional workload due to extended absence of coworker combined with record-setting utility locate requests, also critical and sometimes solo worker on critical projects including LED conversions and lighting projects in city lots and ramps</i>	<i>3.0%</i>			<i>5/3/21</i>
<i>King</i>	<i>Equip Service Mech</i>	<i>DPW</i>	<i>certified as Emergency Vehicle Technician and updated preventative maintenance to incorporate NFPA regulations</i>	<i>3.0%</i>			<i>5/3/21</i>
<i>Kremer</i>	<i>City Clerk</i>	<i>Fin.</i>	<i>went above and beyond in 2020 responding to covid challenges and sensitive election climate, including implementing driveup voting, relocating polling sites, installed a ballot box with appropriate security, and established covid protocols</i>	<i>3.0%</i>			<i>5/3/21</i>



HR PERFORMANCE REPORT

Kruzan	Battalion Chief	FD	<i>in command for two large and complex incidents, showing ability to mentor, coach, and lead crew. Also streamlined HazMat team including developing coordination with Marathon County</i>	4.5%			8/9/21
Becker	Battalion Chief	FD	<i>in command for large 5-alarm fire coordinating with SAFER, as well as ability to mentor and coach staff, and responsible for the Firefighter Explorer Group.</i>	3.0%			8/9/21
Lipscomb	Admin Asst I	Assess.	<i>Anchor for the department during covid, performing double-entry along with verification and managing work flow.</i>	3.0%			8/9/21
King	Property Appraiser	Assess.	<i>exceeded expectations by keeping up with demand of the most active assessment areas in the City while assisting with new hire training including double-entry needs</i>	3.0%			8/9/21
Celona	Sewer Maintainer	Sewer	<i>able to learn multiple items in a short couple of months including jetter and TV equipment, placed on the on-call schedule sooner than most staff and serve as a mentor for newer employees</i>	3.0%			8/23/21
Olsen	Sewer Maintainer	Sewer	<i>served as mentor to newer employees offering training on multiple items</i>	3.0%			8/9/21
Steinke	Payroll Coordinator	Fin.	<i>Critical and proactive team member, led VTO employer social security credits which saved the City approximately \$13,000. ERP implementation demands will further her importance to the organization and the ERP project success.</i>	3.0%			1/31/22
Merriam	Parking Control Specialist	PD	<i>Learned at accelerated rate and exceeded ticketing rate of peers in first year of work, took leadership role troubleshooting IT issues, exceptional customer service</i>	3.0%			3/7/22
Raduechel	Senior Equip Operator	DPW	<i>Took on scheduling duties in the absence of a supervisor, lead and mentored large pavement overlay transition</i>	4.5%			3/7/22



HR PERFORMANCE REPORT

Van Krey	Admin Asst III	Fin.	Took on webex responsibilities including evening work and assisted with software implementation	3%			4/18/22
Kline	Admin Asst III	Fin.	Process improvements (badger books, express voting tech) and revamped election inventory and supplies	3%			4/18/22
Stratz	Comm Dev Manager	Dev.	Institutional knowledge, Affordable Housing Task force staffperson		\$1000		4/29/22
Engen	Admin Asst II	Insp.	Primarily responsible for onboarding new inspectors and expert trainer for software system, critical to implementing new rental registration program	3%			5/1/22
Walker	Admin Asst III	Fire	Additional IT projects, including project to develop new City website	4.5%			6/12/22
Kannenberg	Admin Asst III	HR	Exemplary worker, pivotal member in the Workday project with many added duties, additional duties in the absence of an HR director	4.5%			6/12/22
Beran	Equipment Operator	Streets	Took on updating the map of the City properties. Trainer for the mowing crew, part of the risk management team and is a lead salt/sander who is first out for adverse weather.	3%			06/12/22
Noel	Asst. Dir. Comm. Dev. Authority	CDA	Exceptional National Equity Fund review of record keeping. Exemplary core values.	3%			06/12/22
Woldt	Property Appraiser	Assessment	Taking on new software, new work procedures, staffing vacancies along with an active real estate market.	3%			06/12/22
Berndarde	City Clerk	Finance	Taking on multiple new software programs at one time.	3%			07/10/22
Fifrick	Economic Development	Comm Devel	Streaming processes, going above and beyond with getting a contract signed.	1.5%			07/24/22
Holzem	Transit Supervisor	Transit	Coming up to speed faster than others. Scheduling, working with bargaining team.	3%			08/07/22



HR PERFORMANCE REPORT

<i>Wegner</i>	<i>Lab Technician</i>	<i>Wastewater</i>	<i>Helped streamline processes. Helped with testing of items for new plant.</i>	<i>3%</i>			<i>08/07/22</i>
<i>Schultz</i>	<i>Traffic Maintainer</i>	<i>Streets</i>	<i>Was in charge of update to sign shop. Coordinator of closures during special events.</i>	<i>4.5%</i>			<i>09/18/22</i>
<i>Boers</i>	<i>Water Superintendent</i>	<i>Water</i>	<i>Responsible for significant regulatory changes and requirements.</i>	<i>4.5%</i>			<i>09/18/22</i>
<i>Miller</i>	<i>Assistant Attorney</i>	<i>Attorney</i>	<i>Took responsibilities of prosecutor and Airport Committee within the first few weeks. Taken on grievances regarding unions, assisting in union negotiations, assisting in mous, assisting with work comp settlements</i>	<i>3%</i>			<i>09/18/22</i>
<i>Pergolski</i>	<i>Electrical Inspector</i>	<i>Inspections</i>	<i>Initiated RFPs for replacement of lights to LED for all City lights. Taken on additional task of inspecting Rib Mountain and Schofield.</i>	<i>4.5%</i>			<i>09/18/22</i>
<i>Niksich</i>	<i>Project Engineer</i>	<i>Engineering</i>	<i>Became responsible for the implantation of the MS4 guidelines for discharged detection program.</i>	<i>4.5%</i>			<i>09/18/22</i>
<i>Petit</i>	<i>Engineering Technician</i>	<i>Engineering</i>	<i>In charge of inventory of watermain, has become the go-to-person for staff. Knowledge has save the City funds.</i>	<i>2.57%</i>			<i>09/18/22</i>
<i>Semrow</i>	<i>Engineering Technician</i>	<i>Engineering</i>	<i>Taken on the largest project in the City. Has kept everything going smoothly, and is a go-to-person</i>	<i>4.5%</i>			<i>09/18/22</i>
<i>VanBoxel</i>	<i>Engineering Technician</i>	<i>Engineering</i>	<i>Taken on all the CAD items. Has now done almost all of the Design aspects of our reconstruction plan sets.</i>	<i>4.5%</i>			<i>09/18/22</i>

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



HR PERFORMANCE REPORT

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
2.01 Employee Conduct and Work Rules & 2.04 Personal Appearance	Granted an additional 10 minute paid break when possible to employees whose work stations don't allow for the removal of a face covering.	8/3/20
2.06 Solicitation	The City may raffle off up to 2 days of vacation based on participation in the United Way campaign. (Note: Union employees are not eligible for this incentive without an MOU).	8/4/20
5.15 Standby Pay	One additional employee per division may be added to the Standby schedule when necessary. This exception should last no more than 3 months, but may be extended at the recommendation of the Department Director with approval by Finance and Human Resources.	8/24/20
5.02 Compensation Plan Administration	Update maximum base-building Discretionary Performance Incentive from 4% to 4.5%, to align with current pay step structure.	10/1/20
8.03 Personal Holidays	Clarify current practice that personal holidays must be used in the calendar year they are received	10/13/20
4.07 Protected Service Employees	Police Officers who do not accept employment as a sworn law enforcement officer within 12 months of voluntarily separating from employment will not be required to repay for the City's costs of pre-employment process.	03/08/22
2.04 Personal Appearance	Added casual attire for all days with the exception when schedules call for traditional attire. Added language for religious accommodation.	05/23/22
8.04 Vacation	Add The Mayor may, at his/her discretion, grant temporary exceptions to the maximum vacation accumulation limits. However, the limits approved by Council shall still apply to any vacation payouts upon separation.	6/8/22



HR PERFORMANCE REPORT

4.06 Separation of Employment	At time of voluntary retirement employees who subsequently leave the employ of the City, upon giving a six (6) month written notice to the Human Resources Department and applied for retirement under WRS , shall receive a payment of \$2000.00 (subject to payroll tax and deductions allowed by law) on final payroll. Employees who change their separation date, will have the six (6) month timeframe restart from the new notice date. No time from first notice to next notice will be credited. Rehired retiree's do not qualify for this payment.	07/12/22
4.07 Protected Service Employees Repayment Commitment	Add repayment of all costs associated with the Paramedic Certificate program if an employee resigns within three years of hire.	10/10/22
5.19 Tuition Reimbursement	Added clarification of Satisfactory completion to be defined as a grade of "C" or higher.	2/13/23

Human Resource Committee Packet

February 13, 2023

Agenda Item
Discussion and Possible Action amending the Employee Handbook Section 4.01 – Employment Categories
Background
In the Employee Handbook, under section 4.01-Employment Categories, Seasonal or Temporary Workers are treated as if they are the same. IRS classifies Temporary and Seasonal Workers differently, thus they should be separated as categories.
Fiscal Impact
none
Staff Recommendation
Approve the amendments to the handbook.
Staff contact: James Henderson, 715-261-6634

4.01 – Employment Categories

The City has the following employment categories:

Regular Full-time: A regular full-time employee is an employee who works a regular schedule and is expected to normally work forty or more hours per workweek. Only regular full-time employees receive employment benefits from the City unless specifically identified in the City's policies or as required by law.

Regular Part-time: A regular part-time employee is an employee who works a regular schedule and is expected to normally work more than twenty but less than forty hours per workweek. A regular part-time employee does receive prorated employment benefits from the City unless specifically identified in the City's policies or as required by law.

Part-time: A part-time employee is an employee whose schedule consists of less than twenty hours per week. A part-time employee is not eligible for employment benefits from the City unless specifically identified in the City's policies or as required by law.

Seasonal or Temporary: Employees in the service of the City on a temporary basis for fewer than fifty-two (52) consecutive weeks per year. Such employees are compensated at an hourly rate and are not eligible for employee benefits. Such employees are also not eligible for Wisconsin Retirement benefits nor are contributions made by the City unless the employee exceeds the required hours in a 12 month rolling period which at that time the employee will be eligible for WRS benefits including any contributions required to be made by the City. Hours worked will be reviewed periodically to verify the accuracy of an employee's employment classification. If reclassification is necessary, the employee will be notified.

Seasonal: Employees are considered seasonal if the expected duration of their employment is six months or fewer, and if the job typically starts and ends at approximately the same time each year.

In-Training: In-training employment is designed to provide a means to recruit and develop employees for hard to fill positions. In-training employee(s) are hired without fully possessing all of the minimum qualifications required for the position and are then placed on a program to attain all qualifications criteria. Depending upon the skill level gap, the salary may be pro-rated by the Human Resources Director until position qualifications are met. A candidate who is initially hired into an in-training position must successfully complete the job requirements of the appointment. The City may separate from service any employee who has not successfully completed any portion of the in-training plan, or subsequent licensure or certification requirements.

Human Resources may designate specific positions or job classifications as in-training. Department Directors, working in conjunction with Human Resources, will determine and document the in-training program, which will include a description and length of the program. The in-training plan must include:

- (1) The title of the job classification of the in-training plan.

- (2) The duties and responsibilities of the class.
- (3) The skills and abilities that must be acquired by the employee while in-training.
- (4) The compensation level for each stage of completion of the various components of the in-training plan.
- (5) Post “in-training time” commitment and payback plan for breach of the time commitment.

The training plan may include any of the following components:

- On the job training;
- Classroom or field instruction;
- Courses conducted by an educational institution, vocational school, or professional training organization; or
- Written, oral and/or practical examination(s).

Unless other staffing methods have been exhausted, positions with primary responsibility for supervision will not be designated as in-training positions.

Contractor: A contractor is retained on a per project basis with a defined scope and agreed upon fees/costs at the project outset. A contractor may perform services on a regular or an irregular schedule. Contractors work to provide a specified product or service for an agreed upon outcome work; the performance of work is not controlled by the City. Contractors do not receive any additional compensation or benefits provided by the City.

Executive employees include Department Directors and the Mayor.

Exempt employees include positions that are administrative, professional or certain computer positions as defined by the FLSA, and as such, are “exempt” from overtime compensation requirements of the Act. Positions that are “exempt” from FLSA will not receive additional compensation for additional hours worked beyond their normal work hours. These employees are accountable for work product and for meeting the objectives of the Department for which they work. Exempt employees are expected to work as many hours as necessary to fulfill their responsibilities and must respond to direction from management to complete specific work assignments by specific deadlines. Exempt employees may be required to work specific hours to provide services as deemed necessary by the Department Director.

- (1) The only exception would be for employees in the position of Police Lieutenant (who are treated consistent with the Police Collective Bargaining Agreement), Fire Battalion Chief and DPW Street Maintenance Supervisor during snow removal months (beginning November 1 and ending April 1).
- (2) Exempt employees may alter their attendance during regular work hours with advance approval from their assigned manager. Such altered attendance will be at the discretion of

the employee's Department Director, and will be granted if the needs of the department allow for such alteration.

Non-exempt employees are all other employees.

Human Resource Committee Packet

March 2023

Agenda Item
Request Human Resources Committee approve the amendment to section 8.08 in the Employee Handbook to clarify taking leaves of absence without pay
Background
Policy 8.08-General leaves of Absence needs a bit of clarification on requesting a leave of absence without pay. There have been employees that requested leave of absence without pay, but they would like to retain their leave balances. Employees must exhaust all paid leave before requesting leave without pay. Including this language in the policy will provide clarification for employees who seek this type of leave.
Fiscal Impact
none
Staff Recommendation
Approve amending section 8.08 in the Employee Handbook to clarify requesting leave without pay while having an accrual balance.
Staff contact: James Henderson (715-261-6634)

8.08 – General Leaves of Absence

An employee may request leave without pay. To request leave without pay, all other forms of paid leave must be exhausted. An employee will not be allowed to take paid leave if they have accruals available. The exception is certain forms of state and federal leaves which allow employees to take unpaid leave. Leaves without pay shall not exceed thirty (30) calendar days unless approved by the Human Resources Committee. As a general practice, the City will review and evaluate these requests based on the following criteria:

1. Length of leave requested;
2. Reason for the leave;
3. Recommendation of Department Director;
4. Current workload;
5. Operational needs of the department;
6. Exhaustion of all other applicable and/or available leave;
7. Length of employee's continuous services;
8. Prior disciplinary record;
9. Performance evaluations;
10. Annual patterns of sick leave usage.

In no case shall a leave of absence be granted for the purpose of accepting employment with another employer. During the period of leave of absence, no benefits shall accrue to the employee. Participation in group insurance plans can be maintained during leave of absence provided that the employee pays the full cost. The payment for health benefits need to be made 30 days in advance.

Employees who take leave without pay in excess of 5 days will not accrue vacation, sick leave, or other types of leave during their period of unpaid leave.

Human Resource Committee Packet

March 13, 2023

Agenda Item
Discussion and Possible Action Classifying Full-time Fleet Analyst position.
Background
<p>In 2021 the Stockroom Specialist position was reclassified to Part Specialist after the retirement of the incumbent in June of 2021. A temporary worker was hired in February 2022 to help with the administrative workload that accumulated between the retirement of the Stockroom Specialist and the hire of the Parts Specialist (3 months). This was to last approximately six months.</p> <p>The Public Works Department Motor Pool Division has continued to employ the temporary employee to perform administrative duties. A study conducted by the Public Works Department by Mercury and Associates recommended the creation of a full-time Fleet Analyst position. This request was submitted as a Supplemental Request in the 2023 City of Wausau Budget and was approved for funding by Council.</p> <p>In the 2023 budget, the Fleet Analyst position was funded as a full-time position. This requires the position be classified into the standard salary scale. The Human Resources Department evaluated the position under the Decision Band Matrix and recommends the Fleet Analyst position be classified at salary grade 20 (\$40,851.20 - \$57,179.20).</p>
Fiscal Impact
Approved amount in 2023 Budget = \$76,754.50 wages and benefits. Estimated cost to hire at step 4 = \$81,356.55 wages and benefits.
Staff Recommendation
Approve the classification as recommended.
Staff contact: James Henderson (715-261-6634)



JOB DESCRIPTION FLEET ANALYST

Job Title:	Fleet Analyst	Reports To:	Fleet manager
Department:	Public Works & Utilities	FLSA Status:	Non-Exempt
Division:	Motorpool	EEO Code:	6-Administrative Support
Salary Grade:	18	Occupational Code:	0006
Employee Group:	General Employee	Training Category:	D-Staff
Created:	February 2023	Last Revision:	February 2023

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Commented [EL2]: Not sure what this is

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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 the Fleet Analyst is to provide analytical, administrative, and secretarial support, with considerable responsibility and complexity, for the Fleet Maintenance Division.

Essential Duties and Responsibilities

1. Performs administrative duties for division management including a wide variety of general and complex administrative and office management duties. Works with professionals requiring knowledge of division policies and procedures. Respond to requests for information from other departments, the public or public agencies.
2. Prepares meeting agendas and supporting materials for division meetings. Attend, record, transcribe and distribute minutes.
3. Responsible for developing and expanding detailed and complicated word processing, spreadsheet, and PowerPoint programs.
4. Responsible for maintaining division records, bookkeeping, accounts billable, accounts payable, and purchase orders.
5. Maintain employee files, training records, and coordinates training.
6. Maintain injury and accident reports and forward them to Human Resources.
7. Serve as the division cell service representative, monitor accounts, and provide procurement and coordination as necessary.
8. Develops office procedures, routines, and filling systems as necessary. Monitors efficiency and makes recommendations to management.
9. Schedules appointments and meetings, processes incoming and outgoing mail, visitors, and answers questions or directs questions to other appropriate staff.
10. Gathers, compiles information, and produces reports related to the efficiency and job costing of the division using complex software.
11. Maintain division policies that ensure compliance with all applicable industry standards.

12. Prepares and submits reports, specifications, and other correspondence regarding equipment maintenance and repair work including maintenance reports, work orders, budget reports, capital improvement reports, and accident reports, to management.
13. Responsible for purchase and maintain inventory of uniforms and day to day supplies within division.
14. Perform other duties as needed.

Additional Duties and Responsibilities

1. Assist with Stockroom Specialist duties when needed.
2. Perform receptionist duties when needed.
3. Assist other administrative personnel in the division.

Education and Experience Requirements

Associates degree and three years' experience in a relevant field, or a combination of experience and training that provides the knowledge, skills and abilities to perform the job.

Prior experience working for an organization involved with fleet operations or repair and maintenance is preferred.

Knowledge, Skills and Abilities

- Follow Wausau's Core Values
- Work as a team with other staff
- MS Word – Intermediate
- MS Excel – Intermediate
- Ability to utilize other software specific to the job and division
- Ability to communicate effectively with Department personnel, City committee members, the general public, county personnel and other City Department personnel.
- Accurate and attentive to details
- Strong organizational skills
- Ability to record, transcribe, assemble, analyze, categorize, and report data to determine the relationship of the data with reference to established criteria and standards to aid management in the operation and efficiency of the division
- Ability to utilize a wide variety of descriptive data and information, such as regulations, time sheets, invoices, purchase orders, Department statistical and narrative reports, training records, meeting agendas and minutes, schedules, ordinances, directories, policy and procedure manuals, correspondence and computer software operating manuals.
- Ability to exercise sound judgement, decisiveness, and creativity in situations involving a variety of pre-defined duties subject to frequent changes.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

Physical and Working Environment

Normal office working conditions with occasional exposure to hazards associated with a fleet maintenance facility.

Ability to exert light physical effort in sedentary to light work, typically involving lifting, carrying, pushing and pulling.

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