

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



OFFICIAL NOTICE AND AGENDA

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

Meeting of the:	Human Resources Committee
Date/Time:	Monday, February 13, 2023 at 4:45 PM
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor
Members:	Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Tom Kilian, Michael Martens

AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of December 12, 2022 Minutes.
- 2) Human Resources Report for January.
- 3) Discussion and Possible Action to Approve Starting Wage Increases and Promotions at the Beginning of the Pay Period.
- 4) Discussion and Possible Action to Approve Underfilling the Deputy Assessor Position with a Property Appraiser Position.
- 5) Discussion and Possible Action to Approve Amendment to Section 5.19 of the Employee Handbook.
- 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 2/06/2022 at 3:00 PM

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: December 12, 2022, 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, A. Keenan

Approval of November 14, 2022 Minutes.

Motion by Killian to approve the November 14, 2022 Human Resources Committee Meeting minutes. Second by Herbst. No questions or discussion. All ayes. Motion passes 5-0.

Human Resources Report for November.

No questions were brought forward by the Committee.

Discussion and Possible Action Amending the Implementation Date of the 2023 COLA for General Employees to the First Pay Period in 2023.

Keenan explained that this request is being brought forward due to the implementation of Workday, to allow for a smoother transition of data. If the date is not moved, staff will need to input two sets of compensation data rather than one.

Motion by Gisselman to approve amending the implementation date of the 2023 COLA for general employees to the first pay period of 2023. Second by Herbst. All ayes. Motion passes 5-0.

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:

Wausau Firefighters Association, Local 415

Wausau Professional Police Association

Motion by Martens to move into 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: Wausau Firefighters Association, Local 415, and Wausau Professional Police Association. Second by Herbst. Roll call was taken to include Gisselman, Killian, Martens, Herbst, and McElhaney. The Human Resources Committee went into Closed Session.

RECONVENE into Open Session, for Discussion and Possible Action on the approval of the collective bargaining agreement with the Wausau Firefighters Association, Local 415.

The Human Resources Committee reconvened in Open Session. Motion by Martens to approve the tentative collection bargaining agreement with the Wausau Firefighters Association, Local 415. Second by Killian. All ayes. Motion passes 5-0.

Discussion and Possible Action on the approval of the collection bargaining agreement with the Wausau Professional Police Association.

Motion by Martens to approve the tentative collection bargaining agreement with the Wausau Professional Police Association. Second by Herbst. All ayes. Motion passes 5-0.

Adjournment.

Motion by Herbst to adjourn. Second by Killian. 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
13	6	7	

FMLA Denial Reasons

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

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
1		1

Recordable (YTD)

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Police	Hand	Medical	Open	01/17/23



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
Police	Wrist/Ankle	Indemnity	Reopened	06/27/18
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

Open Grievances

Employee Name	Union	Issue	Date Filed	Status

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	

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
12	4	7	1

Separations by Department for 2023 YTD

Assessment – 2	Clerk/Finance – 1	Fire – 1	Inspections - 2
Metro Ride - 2	Police - 4		

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



HR PERFORMANCE REPORT

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Accountant	1	1/20	Closes 2/19
Administrative Assistant III (Finance)	1	1/20	Closes 2/19
Building Inspector	1	1/27	Closes 2/09
Bus Mechanic II	1	1/31	In Process
Equipment Services Mechanic	1	11/17/22	In Process
Firefighter/Paramedic	8	(new positions 2022)	In Process
Law Enforcement Computer Technician	1	2/03	In Process
Property Appraiser	1	1/06	In Process
Utility Worker (Metro Ride)	1	7/24/22	In Process

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.
Water Plant Operations Technician	1	6/24	Discussion about minimum requirements needed. Has been posted multiple times with no qualified candidates.

Employee Recognitions – Discretionary Performance Incentives

Last Name	Job Title	Dept	Reason	% Increase-Base	Lump Sum Increase	Other Incentive	Date Issued
Walker	Admin Asst III	FD	goes above and beyond daily and added duties beyond those normal in the job classification	3.0%			6/2/19
Quade	DPW Supervisor	DPW	performed extremely well during challenging circumstances	3.0%			8/26/19



HR PERFORMANCE REPORT

Larsen	Accounting Asst	Fin.	instrumental in implementation of new utility billing software system, involving extra work and hours	3.0%			12/18/19
Dubore	Engineering Tech	Eng.	exemplary work on Thomas Street construction project, establishing relationships and keeping project on track	3.0%			1/30/20
Wendtland	Plant Maint Mech	Sewer	identified significant cost saving in department	3.0%			2/9/20
Kline	Admin Asst III	Fin.	exceptional work on election, expanding duties, managing new dual ballot process, created and implemented absentee ballot audit and recording process			3 vacation days (prorated)	4/14/20
Kremer	City Clerk	Fin.	exception work on election, adjusting to pandemic impact and last minute legislative changes			3 vacation days	4/14/20
Krivoshein	Admin Asst III	Fin.	exceptional work on election, expanding duties, managing new dual ballot process, created and implemented absentee ballot audit and recording process			3 vacation days (prorated)	4/14/20
Thompson	EMT Division Chief	FD	completed a number of priority projects and initiatives in a short time, directly enhancing prehospital care	3.0%			4/19/20
Bliven	Police Chief	PD	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	4.5%			10/5/20
Dwelly	Supervisor	Sewer	exemplary performance including assuming on-call responsibilities and extra hours, creating SOPs and operation manual, leading City response on 8/9 sewer main collapse		\$ 1,500.00		10/9/20



HR PERFORMANCE REPORT

Barnes	Deputy Police Chief	PD	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	4.5%			2/7/21
Abbiehl	DPW Supervisor	DPW	instrumental in maintaining services during coworkers medical leave, resulting in much heavier workload	3.0%			2/7/21
Fitzke	Equip Service Mech	DPW	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	3.0%			2/7/21
Kraege	Motor Pool Supervisor	DPW	through own initiative took on organizing and improving efficiency of vehicle maintenance scheduling and tracking system, and researched and develop	3.0%			2/7/21
Maszk	Equip Service Mech	DPW	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	3.0%			2/7/21
Fitzgerald	Econ Dev Manager	Dev.	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 intitial 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	3.0%	\$ 5,000.00		2/26/21
Boers	Water Superintendent	Water	added responsibility for day to day construction management of new \$36 million treatment facility	3.0%			5/3/21



HR PERFORMANCE REPORT

<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>
<i>Kruzan</i>	<i>Battalion Chief</i>	<i>FD</i>	<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>	<i>4.5%</i>			<i>8/9/21</i>
<i>Becker</i>	<i>Battalion Chief</i>	<i>FD</i>	<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>	<i>3.0%</i>			<i>8/9/21</i>
<i>Lipscomb</i>	<i>Admin Asst I</i>	<i>Assess.</i>	<i>Anchor for the department during covid, performing double-entry along with verification and managing work flow.</i>	<i>3.0%</i>			<i>8/9/21</i>



HR PERFORMANCE REPORT

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
Van Krey	Admin Asst III	Fin.	<i>Took on webex responsibilities including evening work and assisted with software implementation</i>	3%			4/18/22
Kline	Admin Asst III	Fin.	<i>Process improvements (badger books, express voting tech) and revamped election inventory and supplies</i>	3%			4/18/22
Stratz	Comm Dev Manager	Dev.	<i>Institutional knowledge, Affordable Housing Task force staffperson</i>		\$1000		4/29/22
Engen	Admin Asst II	Insp.	<i>Primarily responsible for onboarding new inspectors and expert trainer for software system, critical to implementing new rental registration program</i>	3%			5/1/22



HR PERFORMANCE REPORT

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
Wegner	Lab Technician	Wastewater	Helped streamline processes. Helped with testing of items for new plant.	3%			08/07/22
Schultz	Traffic Maintainer	Streets	Was in charge of update to sign shop. Coordinator of closures during special events.	4.5%			09/18/22
Boers	Water Superintendent	Water	Responsible for significant regulatory changes and requirements.	4.5%			09/18/22
Miller	Assistant Attorney	Attorney	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	3%			09/18/22



HR PERFORMANCE REPORT

<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
Jennifer Kannenberg		12/31/24	ERP project needs
Anne Keenan		12/31/24	ERP Project needs
Rick Rubow		12/31/24	Staffing

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



HR PERFORMANCE REPORT

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
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

Human Resource Committee Packet

January 20, 2023

Agenda Item
Request Human Resources Committee approve starting wage increases and promotions at the beginning of the pay period
Background
<p>In late December, the city installed Workday as the HRIS system for the city. The city shares implementation of the system with Marathon County. HR and Finance share the system to accommodate the needs of the city.</p> <p>We presently administer employee raises on their anniversary date. After completing our first payroll with Workday, we discovered Workday has an issue with the calculation for raises involving exempt employees when raises or promotions occur in a pay period that contains a holiday.</p> <p>To alleviate this issue, we propose administering raises at the beginning of the pay period relative to the employee's anniversary date. The practice of administering changes at the beginning of the pay period is an accepted industry standard and is currently the practice of Marathon County and CCIT.</p>
Fiscal Impact
The fiscal impact will be minimal. Instead of adjusting wages on anniversary date, we are asking committee to approve making changes at the beginning of the pay period.
Staff Recommendation
Approve making all wage/promotions effective the beginning of the pay period
Staff contact: James Henderson (715-261-6634)

Human Resource Committee Packet

February 13, 2023

Agenda Item
Request Human Resources Committee approve underfilling the Deputy Assessor with advertising for a Property Assessor.
Background
<p>The City has led several unsuccessful recruitments for the position of Deputy Property Assessor. The position has been open for over 1 year.</p> <p>We propose underfilling the Deputy Assessor role by advertising for an extra Property Assessor. The department head has indicated that he has a couple of high potential employees that could possibly grow into the Deputy role within the next couple years.</p>
Fiscal Impact
The fiscal impact will be the difference in the Deputy's salary and the salary of a Property Assessor. The city would see this savings for the time it takes for Assessor to grow into the Deputy role.
Staff Recommendation
Approve allowing HR to underfill the Deputy Assessor's role with a Property Assessor.
Staff contact: James Henderson (715-261-6634)

Human Resource Committee Packet

February 13, 2023

Agenda Item
Request Human Resources Committee approve the amendment to section 5.19 in the Employee Handbook to define satisfactory progress.
Background
Human Resources recently obtained a submission for reimbursement where the employee obtained a “D” in a class and requested reimbursement. It is universally accepted that a “D” is not accepted as satisfactory progress. The handbook creates a bit of ambiguity by saying “satisfactorily completing a course”. Some are taking that to mean any grade other than a “F” is satisfactory progress.
Fiscal Impact
The fiscal impact will be only approving reimbursement of grades “C” and above.
Staff Recommendation
Approve amending section 5.19 in the Employee Handbook to clarify “satisfactory progress”
Staff contact: James Henderson (715-261-6634)

5.19 – Tuition Reimbursement

Employees whose performance exceeds average ratings may be eligible for partial tuition reimbursement consistent with the Department’s procedure and within available resources. When funds are available, Department’s may approve up to 50% reimbursement for tuition. Approval must be obtained in advance of enrollment, and tuition reimbursement may occur upon receipt of proof of satisfactory completion of a course previously approved for tuition reimbursement. Satisfactory completion of a course is defined as obtaining at least a “C” in the course. Grades below a” C” will not be considered satisfactory progress. Funds expended for tuition reimbursement are limited to tuition or registration fees and will not include textbooks, supplies, travel or any other school related expense. If a recipient departs City employment within 3 years of receiving tuition reimbursement, the department employee must repay the City for any funds received according to the following schedule:

First 12 months after receiving reimbursement – 100%

Thirteen (13) through twenty-four (24) months after receiving reimbursement – 75%

Twenty-five (25) through thirty-six (36) months after receiving reimbursement – 50%

Failure to make reimbursement arrangements may result in collection action and will result in a negative reference.