

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



## OFFICIAL NOTICE AND AGENDA

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

Meeting of the:	<b>Human Resources Committee</b>
Date/Time:	<b>Monday, April 10, 2023 at 4:45 PM</b>
Location:	City Hall (407 Grant Street) – Council Chambers – 1 <sup>st</sup> Floor
Members:	Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Tom Kilian, Michael Martens

### AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of March 13, 2023 Minutes.
- 2) Human Resources Report for March 2023.
- 3) Discussion of Amalgamated Transit Union Grievance, per Step 3 Grievance Procedure of the Collective Bargaining Agreement.
- 4) **CLOSED SESSION** pursuant to 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, for the purpose of considering ATU Local 1168 union grievance regarding an employee compensation issue.
- 5) Reconvene into Open Session.
- 6) Discussion and Possible Action on Closed Session item #4, considering ATU Local 1168 Union Grievance Regarding an Employee Compensation Issue.
- 7) Adjournment.

Members of the public who do not wish to appear in person may view the meeting live over the internet on the City of Wausau's YouTube Channel <https://tinyurl.com/WausauCityCouncil>, or live by cable TV, Channel 981. Any person wishing to offer public comment who does not appear in person to do so, may e-mail [james.henderson@ci.wausau.wi.us](mailto: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 4/05/2022 at 10:30 AM

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

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

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

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

DRAFT

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

DATE/TIME: March 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 February 13, 2023 Minutes.**

Motion by Herbst to approve the February 13, 2023 Human Resources Committee Meeting minutes. Second by Gisselman. No questions or discussion. All ayes. Motion passes 5-0.

**Human Resources Report for February.**

No questions were brought forward by the Committee.

**Discussion and Possible Action Amending Employee Handbook Section 4.01 – Employment Categories.**

Henderson explained that Seasonal and Temporary employees were listed together in the employee handbook and the technical definitions of them are different. Henderson clarified that seasonal employees typically work six or fewer months in a position that starts and ends at approximately the same time each year, whereas a temporary employee works for fewer than 52 consecutive weeks per year.

Motion by Killian to approve the amendment to Employee Handbook Section 4.01. Second by Gisselman. All ayes. Motion passed 5-0.

**Discussion and Possible Action Amending Employee Handbook Section 8.08 – General Leave of Absence.**

Henderson said that this is another clarification to language and said that when an employee asks to take unpaid leave, all other leave should be exhausted, as this is an industry standard. Henderson said that the City is very generous with leave accruals and wanted to make it more clear unpaid leave is only to be considered when all other leave accruals are exhausted.

Gisselman asked if employees need to exhaust sick leave as well in order to take unpaid leave. Henderson said that Wisconsin FMLA allows unpaid leave, however Federal does not. Gisselman asked for further clarification; Henderson said that sick leave can only be used for the parameters outlined in the handbook and would not be used for time off that didn't qualify as such.

McElhaney asked what would happen if an employee exhausted their sick leave and other leaves due to an illness and asked for leave without pay. Henderson said in that situation, an employee would use their sick leave followed by other leave types and could ask for a leave without pay if needed.

Killian noted that the revised language referenced paid leave and asked if that was correct. Henderson said that it should said unpaid leave, and not paid leave and he will fix this.

Motion by Gisselman to approve the amendment to Employee Handbook Section 8.08. Second by Herbst. All ayes. Motion passed 5.0.

**Discussion and Possible Action to Classify Newly Created Fleet Analyst Position (Approved in 2023 Budget).**

Henderson said that the position was reviewed by HR and it was determined to be placed at a grade 20.

Gisselman asked about the process leading up to this position coming to HR Committee for classification and why the committee did not see it initially to approve it. Lindman said that the position was a supplemental request to the 2023 budget and was approved by Finance and Council.

Gisselman and Killian agreed that requests for new positions should first be presented to the HR Committee for consideration and then move to Finance and Council, as HR Committee approval was bypassed by submitting the position as a supplementary budget request to the City Budget.

Motion by Herbst to approve classification of the Fleet Analyst position at Grade 20. Second by Martens. All ayes. Motion passed 5-0.

**Adjournment.**

Motion by Martens to adjourn. Second by Herbst. Meeting is adjourned.

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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
30	20	5	5

#### FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
5			

#### Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
8	1	7

#### 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
Police	Animal Bite	Medical	Open	03/08/23



## HR PERFORMANCE REPORT

Police	Animal Bite	Medical	Open	03/08/23
Streets	Hand cut	Medical	Open	03/08/23
Police	Hand Sprain	Medical	Open	03/16/23
Fire	Back injury	Indemnity	Open	03/22/23

### Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Police	Back	Indemnity	Open	11/20/22
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
Thomas Rice	Metro Rice	Bus Operator II	3/06	
Matthew Rosenbloom-Jones	Metro Ride	Transit Director	3/20	
Stacey Severson-Denfeld	Assessment	Property Appraiser	3/20	

#### Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
20	10	9	1



## HR PERFORMANCE REPORT

### Separations by Department for 2023 YTD

Assessment – 2	Clerk/Finance – 1	Fire – 2	Inspections - 2
Metro Ride - 5	Police - 6	Wastewater – 1	Attorney's - 1

### 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
Travis Lepinski	Property Inspector	Building Inspector	Richard Grefe	3/19

### Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Administrative Assistant III (Finance)	1	1/20	Closes 4/17
Assistant City Attorney	1	2/17	Interviews Scheduled
Bus Mechanic II	1	1/31	Reposted – Closes 4/13
Equipment Services Mechanic	1	11/17/22	Reposted – Closes 4/13
Firefighter/Paramedic	5	(new positions 2022)	In Process
Law Enforcement Computer Technician	1	2/03	In Process
Police Officer	1	3/03	
Street Maintainer	1	4/28	Closed 3/29
Utility Worker (Metro Ride)	1	7/24/22	In Process
Wastewater Plant Operations Technician	2	2/05	In Process
Water Plant Operations Technician	1	6/24/22	Closes 4/11



## HR PERFORMANCE REPORT

### 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.

### 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
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





## HR PERFORMANCE REPORT

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
5.19 Tuition Reimbursement	Added clarification of Satisfactory completion to be defined as a grade of "C" of higher.	2/13/23