

APPROVED

**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