

APPROVED

**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.

Rebecca McElhaney
Human Resources Committee, Chair