

****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 10, 2025 at 4:45 PM
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor
Members:	Becky McElhaney (C), Terry Kilian (VC), Gary Gisselman, Michael Martens, Vicki Tierney

AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of December 30, 2024 and January 13, 2025 Minutes.
- 2) Human Resources Report for January 2025.
- 3) Discussion and Possible Action to Approve the Equal Employment Opportunity Plan and Amend Employee Handbook Section 1.01 – Equal Employment Opportunity.
- 4) Discussion and Possible Action to Approve the Adjusted City of Wausau Part-Time, Temporary, and Seasonal Wage Rates.
- 5) Discussion and Possible Action to Approve the Creation of a No Payout Vacation Leave Only Bank and Revise Employee Handbook Section 8.04 – Vacation.
- 6) Discussion and Possible Action to Approve Reclassifying the Assistant City Planner Position.
- 7) Adjournment.

Becky McElhaney, Chairperson

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 rick.rubow@wausauwi.gov 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 2/05/2024 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: December 30, 2024, at 5:15 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney (C), Terry Kilian (VC), Gary Gisselman, Michael Martens, Vicki Tierney
MEMBERS ABSENT:
Also Present:

The special meeting of the Human Resources Committee was called to order by McElhaney at approximately 5:30 p.m.

Adjourn to Closed Session pursuant to Wis. Stat. § 19.85(1)(f) - Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Specifically, preliminary consideration of a complaint filed against certain City personnel pursuant to Section 2.06.040 of the City of Wausau Municipal Code.

Motion by Martens to adjourn to Closed Session pursuant to Wis. Stat. § 19.85(1)(f) - Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Specifically, preliminary consideration of a complaint filed against certain City personnel pursuant to Section 2.06.040 of the City of Wausau Municipal Code. Second by Tierney. McElhaney provided public comment, “My objective in leading this process as HR Chair is to follow our ordinance as written. I have collaborated with our outside counsel and HR Director numerous times regarding the process. Process matters. I sent the email stating HR members are only the ones to be allowed in closed session, as I was instructed by outside counsel, again, numerous times. My only goal in this proceeding is to support the committee to fulfil their duty because process matters. It matters to city staff, council, and especially to the public at large so all can trust we did it right.”

McElhaney took rollcall vote of members present to include Kilian, Martens, Gisselman, Tierney, and McElhaney. McElhaney said the committee did not expect to go back into Open Session. The HR Committee went into Closed Session.

Rebecca McElhaney
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=sp0883E4P5Q>

DRAFT

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

DATE/TIME: January 13, 2025, at 4:45 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney (C), Terry Kilian (VC), Gary Gisselman, Michael Martens,
Vicki Tierney
MEMBERS ABSENT:
Also Present: Mayor Diny

The meeting of the Human Resources Committee was called to order by McElhaney.

Approval of December 9, 2024 Minutes.

Motion by Kilian to approve the December 9, 2024 Human Resources Committee meeting minutes. Second by Martens. All ayes. Motion passed 4-0. Tierney absent for vote.

Human Resources Report for December 2024.

Gisselman questioned the Assistant City Attorney number of vacancies versus number of positions for recruitment. Mayor Diny said that a contracted person has been hired for court duties. Gisselman asked why only one position is being recruited for since there are two Assistant City Attorney positions. Diny said that he will work with the City Attorney to come up with a plan, but that it was decided for financial reasons to not hire both positions immediately. Gisselman expressed his concerns about level of service for the Attorney's Office with both assistant positions vacant.

Discussion and Possible Action to Approve Amending Employee Handbook Section 5.10 – Mechanic Incentive Pay (Water Utilities).

McElhaney said that this is a housekeeping item to put the language for water utility incentive pay into the handbook.

Motion by Gisselman to approve amending employee handbook section 5.10 – mechanic incentive pay (water utilities). Second by Kilian. Gisselman said that these items should go to Council with the amending language on the resolution so that they do not have to go back to committee. McElhaney said that she agrees and will work on that in the future. All ayes. Motion passed 4-0. Tierney absent for vote.

Discussion and Possible Action to Approve Amending Employee Handbook Section 5.15.5 – Clothing and Equipment – Cold Weather Gear Reimbursement.

Eric Lindman said that upon review of this reimbursement, he felt that the amount should be increased from \$50 to \$75 dollars for cold weather gear as prices have increased over the years. Lindman explained that this is a one-time reimbursement per year.

Motion by Gisselman to approve amending employee handbook section 5.15.5 – clothing and equipment – cold weather gear reimbursement. Second by Martens. All ayes. Motion passed 4-0. Tierney absent for vote.

Discussion and Possible Action to Approve Adding Employee Handbook Section 5.15.7 – Clothing and Equipment – Safety Eyeglasses Reimbursement.

(Kilian asked a related question but the microphone was not turned on.) Lindman said that the glasses need to meet ANSI standards in order to be eligible for reimbursement. Lindman explained that for individuals who wear regular glasses, it is easier for them to wear prescription safety glasses instead of goggles over their glasses. The reimbursement would cover the frames and lenses. (*Tierney arrived at this time.*)

Motion by Kilian to approve adding employee handbook section 5.15.7 – clothing and equipment – safety eyeglasses reimbursement. Second by Martens. All ayes. Motion passed 5-0.

Discussion and Possible Action to Approve Community Service Officer II Job Description and Pay Rate.

McElhaney said that her understanding is that although council approved the program previously, the job description was not specifically approved for the animal control program.

Tierney said that a concern while the City employed the Humane Officer was that coverage needed to be available for evenings and weekends. Captain Cihlar said that those times would be a scheduling priority, that they will have three people with up to 20 hours per week per person. Tierney asked if they will be available year-round; Cihlar said yes.

Motion by Tierney to approve Community Service Officer II job description and pay rate. Second by Kilian. All ayes. Motion passed 5-0.

Discussion and Possible Action to Approve Reclassification of Fire Marshal (Grade 14) to Division Chief – Inspections-Community Risk Reduction (Grade 13).

McElhaney said that this item was brought forward due to previous direction by the committee to ensure that there is a 5% spread between staff and supervisors, and that when union employees receive an increase, compression can eventually occur with supervisors who are not union employees. Chief Kopp said McElhaney did a good job explaining the issued and that this is one position where this occurs in the Fire Department. An offer had be provided to someone for this position but they decided not to pursue it because of the compensation amount.

Martens asked about the title change and if this meant that the department would have four divisions. Kopp said the department has three divisions: fire training, EMS, and inspections. Gisselman asked how many people this new division would supervise. Kopp said the division is already in place and that they currently supervise the lieutenant inspector and firefighter inspector positions. Kopp reiterated that this is not a new division or new position, but rather a new title.

Motion by Martens to approve reclassification of Fire Marshal (grade 14) to Division Chief – Inspections-Community Risk Reduction (grade 13). Second by Tierny. All ayes. Motion passed 5-0.

Adjourn to Closed Session pursuant to Wis. Stat. § 19.85(1)(f) - Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Specifically, preliminary consideration of a complaint filed against certain City personnel pursuant to Section 2.06.040 of the City of Wausau Municipal Code.

Motion by Martens to adjourn to Closed Session pursuant to Wis. Stat. § 19.85(1)(f) - Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Specifically, preliminary consideration of a complaint filed against certain City personnel pursuant to Section 2.06.040 of the City of Wausau Municipal Code. Second by Gisselman. McElhaney took rollcall vote of members present to include Gisselman, Kilian, Martens, Tierney, and McElhaney. The HR Committee went into Closed Session.

Reconvene into Open Session.

The HR Committee reconvened into Open Session.

Discussion and Possible Action Regarding Consideration of a Complaint Filed Against Certain City Personnel Pursuant to Section 2.06.040 of the City of Wausau Municipal Code.

Motion by Martens that the committee takes no action on the verified complaint and that the committee authorized the chair to send a letter outlining our decision to the complainant. Second by Kilian. All ayes. Motion passed 5-0.

Adjournment.

Motion to adjourn by Tierney. Second by Martens. The meeting adjourned.

Rebecca McElhaney
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=YDL-gZLzcFA> and <https://www.youtube.com/watch?v=vXOdBIXdTk>

**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
19		6	0

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
2	1	1

Recordable (YTD)

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
CDA	Head	Indemnity	Open	01/13/25
Fire	Finger	Medical	Open	01/28/25

**HR PERFORMANCE REPORT**

Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Police	Neck	Medical	Open	11/19/24
Police	Back	Indemnity	Open	11/07/24
Fire	Foot	Indemnity	Open	09/06/24
Police	Knees	Medical	Open	08/18/24
Police	Ankle	Medical	Open	06/18/24
Fire	Feet	Indemnity	Open	03/19/24
Police	Knee injury	Indemnity	Open	05/14/23
Police	Wrist	Medical	Reopened	05/03/23
Police	Hand/Shoulder	Indemnity	Open	01/17/23
Metro	Knees	Indemnity	Reopened	09/01/17

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
Molly Shnowske	Police	Police Officer	1/10	
Savannah Reed	Police	Police Officer	1/10	
Daniel Rich	Fire	Firefighter	1/20	

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
6	5	1	0

Separations by Department for 2024 YTD

Clerk/Finance – 0	Public Works – 0	Maintenance - 1	Attorney's - 0
Metro Ride – 0	Water - 0	Assessment - 1	Mayor's - 0
Police -1	Fire - 1	Community Dev - 0	Wastewater - 0

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Accountant – Revenue	1	12/20	Conditional Offer Candidate in Process
Administrative Assistant II – Police	1	1/10	Conditional Offer Candidate in Process
Building Maintenance Technician (pt)	1	1/17	Recruitment Closes 2/20
Bus Operator (pt)	1	11/01	Open Until Filled
Collection System Technician	1	10/22	Conditional Offer Candidate in Process
Deputy Transit Director	1	10/25	In Process

**HR PERFORMANCE REPORT**

Economic Development Manager	1	12/08	In Process
Firefighter/Paramedic	7	3/25, 3/28, 6/02, 6/25, 7/05, 7/16, 8/01, 9/01, 10/25, 11/04	Six candidates in process
Human Resources Director	1	1/10	Recruitment Closes 2/07
Wastewater Plant Operations Tech	1	New Position (approved by Council)	Offer extended to candidate
Water Distribution Maintainer	1	8/09	Closes 2/18

Vacant Positions (Not Being Recruited at this time)

Job Title	Number of Vacancies	Date Vacant	Status
Assistant City Attorney	2	7/19/24, 11/13/24	No selection from last recruitment.
City Surveyor	1	1/7/25	Hiring manager waiting until March to repost for applicants.

Vacation Accrual Exceptions

Employee Name	Current Accrual Maximum Cap	Cap Waived Until (Date)	Reason for Waiver
MaryAnne Groat		Worked out a plan with mayor to get under cap within 3 years	ERP project needs
Jennifer Norton		12/31/24	ERP project needs
Jennifer Kannenberg		12/31/24	ERP project needs
Anne Keenan		04/01/25	Called in on vacation day
Rick Rubow		Worked out a plan with the mayor	Staffing Issues
Peggy Steinke		6/1/2025	Work on Adaptive Budgeting and ADP payroll implementation

Handbook Modifications



HR PERFORMANCE REPORT

Section Modified	Modification	Date
5.15	Adjusted amount for cold weather gear	01/19/25
5.15	Added language for safety glasses and reimbursement	01/28/25
5.10	Added language for utility incentives	01/28/25

Human Resource Committee Packet

February 10, 2025

Agenda Item
Discussion and possible action approving the Equal Employment Opportunity Plan and revision to the Employee Handbook Section 1.01 - Equal Employment Opportunity.
Background
Attached is the Equal Employment Opportunity Plan and the revision of the Employee Handbook Section 1.01 – Equal Employment Opportunity. It was brought to the Human Resource Department’s attention that the City was required to have an Equal Employment Opportunity Plan in place for certain grants. The Human Resource Department in conjunction with the Police Department has produced the required Equal Employment Opportunity Plan. The Human Resource Department also reviewed the Employee Handbook to included additional language to embrace the Equal Employment Opportunity Plan.
Fiscal Impact
None.
Staff Recommendation
Approve the Equal Employment Opportunity Plan and revision to the Employee Handbook Section 1.01 - Equal Employment Opportunity.
Staff contact: Anne Keenan (715-261-6632)

City of Wausau

Equal Employment Opportunity (EEO) Plan

Updated 2/26/2025



**A free copy of the Equal Employment Opportunity Plan is available in
the Human Resource Department.**

**HUMAN RESOURCES DEPARTMENT
CITY OF WAUSAU
407 GRANT ST
WAUSAU, WI 54403**

CITY OF WAUSAU

EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN

I. SCOPE OF PLAN

This is the Equal Employment Opportunity Plan for the City of Wausau, Wisconsin, which covers and is applicable to all facilities owned or operated by the City of Wausau. All Equal Opportunity programs in the various locations are coordinated through a single Equal Employment Opportunity Action Officer as designated under Section IV – Program Responsibility of this plan. All correspondence regarding this plan should be directed to the City's Equal Employment Opportunity Officer.

II. POLICY STATEMENT

We conform to all the laws, statutes, and regulations concerning equal employment opportunities. We strongly encourage women, minorities, individuals with disabilities and veterans to apply for our job openings. We are an equal opportunity employer and all qualified applications will receive consideration for employment without regard to race, religion, pregnancy, color, national origin, ancestry, disability, military or veteran status, sexual orientation, sex, age (except where sex or age is a bona fide occupational qualification), Genetic Information and Testing, Family & Medical Leave status, arrest and conviction records, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

The Human Resources Director or designee shall be responsible for initiating and coordinating all recruitment activities necessary to meet current and projected staffing needs. The recruitment program shall be tailored to number and types of positions to be filled and to labor market conditions. Special emphasis shall be placed on recruitment efforts to attract minorities, women, and other groups that may be under-represented in the work force.

III. EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN

Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Presidential Executive Order #11246; Revised Order #4; OFCC Affirmative Action Guidelines; and Title XXIX, Chapter 1607 of the Code of Federal Regulations, the Age Discrimination in Employment Act, the Americans with Disabilities Act of 1990, the ADA Amendment Act of 2008, and the Civil Rights Act of 1991, establishing in substance the elimination of discriminatory employment practices based upon race, color, national origin, religion, sex and age and conferring on the Justice Department and Equal Opportunity Commission the responsibility for elimination of discrimination on State and local levels, are adopted by reference and incorporated as though set forth in full in the City of Wausau's Personnel Policies and Procedures Manual. The City also subscribes to the non-discrimination laws and regulations passed by Federal and State Governments.

Therefore, all City policies, procedures, rules and regulations of all departments, agencies, facilities, and the provisions of labor contracts are required to be in compliance with the above laws and orders. The City will follow Federal and State laws, ordinances, resolutions and policies to achieve handicapped accessibility, and nondiscrimination in contract compliance or employment practices.

IV. PROGRAM RESPONSIBILITY

The Equal Employment Opportunity Officer for the City of Wausau shall be the Human Resources Director or designee. The Equal Employment Opportunity Officer may review all departmental policies and procedures, rules and regulations, and shall have access to all personnel files, documents, investigative reports, and any documents or information pertinent to the maintenance of the Equal Employment Opportunity Program.

The Equal Employment Opportunity Officer will have the responsibility of resolving complaints of discrimination and identifying problems and participating in problem resolution. The Officer will also serve as the liaison between The City of Wausau and compliance agencies and other community organizations as necessary. Such Officer may participate in any programs or policies relative to the training, promotion, transfer or discipline of any person in the employment of the City.

The City will collect, analyze and maintain data pertaining to race, national origin and sex of applicants and employees in connection with the following employment practices of: recruitment, application screening, hiring, promotion, termination, transfer and discipline.

V. DISSEMINATION OF THE EEO PROGRAM

- A. **Dissemination of policy within the City of Wausau:** The Equal Employment Opportunity Plan is available to the public and employees on the City of Wausau's website under Employee Handbook & Policies. In addition, various posters, such as "Equal Opportunity is the Law" and the Wisconsin Fair Employment Act are displayed at City facility locations.

The Equal Employment Opportunity Plan is reviewed periodically with department heads and managers, along with instruction on the laws and regulations regarding Equal Employment Opportunity. The Equal Employment Opportunity Plan is communicated to employees periodically by written and oral communication to all departments. New employees are informed of the policy as part of the orientation program.

- B. **Dissemination of policy outside the City of Wausau:** All recruiting sources for City employment will be informed of the City's intent to abide by Equal Opportunity law and such recruiting sources will be expected to refer candidates for job openings without discrimination against properly qualified individuals solely because of their race, religion, pregnancy, color, national origin, ancestry, disability, military or veteran status, sexual orientation, sex, age (except where sex or age is a bona fide occupational qualification), Genetic Information and Testing, Family & Medical Leave status, arrest and conviction records, or any other characteristic protected by law. All

recruitment ads will include the phrase "EEO" and job postings and applications will include the City's equal employment opportunity policy statement. Individuals requesting the Equal Employment Opportunity Plan will be directed to the City's website. If they request a paper copy, one will be provided free of charge.

- C. **General:** The Equal Employment Opportunity Plan is written in English. In specific cases where another language is needed or for persons who are visually impaired, readers, translators, and/or interpreters are available upon request free of charge.

VI. WORKFORCE ANALYSIS

The Equal Employment Opportunity Officer will conduct a workforce analysis every two years, at minimum. The analysis will comport with 28 C.F.R § 42.301-.308.

The data reported for the City of Wausau is taken from payroll records in conformance with the federal EEO-4 report. The Equal Employment Opportunity plan will be updated every other year in conjunction with the federal EEO-4 reporting requirements.

The Workforce Analysis is attached in the following Exhibits. This data shows relationships between the City's workforce and that of the relevant labor market for Marathon County.

A. EXHIBIT I – JOB CLASSIFICATIONS

The City of Wausau shall provide a job classification table or chart which clearly indicates for each job classification or assignment the number of employees within each respective job category classified by race, sex and national origin. Also, principal duties and rates of pay should be clearly indicated for each job classification. Where auxiliary duties are assigned or more than one rate of pay applies because of length of time in the job or other factors, a special notation should be made. Where the City of Wausau operates more than one shift or assigns employees within each shift to varying locations, as in law enforcement agencies, the number by race, sex and national origin on each shift and in each location should be identified. When relevant, the City of Wausau will indicate the racial/ethnic mix of the geographic area of assignments by the inclusion of minority population and percentage statistics.

See the following page(s) for Exhibit I: 5

B. EXHIBIT II – DISCIPLINARY ACTIONS

The City of Wausau shall provide the number of disciplinary actions taken against employees by race, sex and national origin within the preceding fiscal year, the number and types of sanctions imposed (suspension indefinitely, suspension for a term, loss of pay, written reprimand, oral reprimand, other) against individuals by race, sex and national origin.

See the following page(s) for Exhibit II: 6

C. EXHIBIT III – APPLICANT DEMOGRAPHICS

The City of Wausau shall provide the number of individuals by race, sex and national origin (if available) applying for employment within the preceding fiscal year and the number by race, sex and national origin (if available) of those applicants who were offered employment and those who were actually hired. If such data is unavailable, the recipient should institute a system for the collection of such data.

See the following page(s) for Exhibit III: 7

D. EXHIBIT IV – PROMOTION & TRANSFER DEMOGRAPHICS

The City of Wausau shall provide the number of employees in each job category by race, sex and national origin who made application for promotion or transfer within the preceding fiscal year and the number in each job category by race, sex, and national origin who were promoted or transferred.

See the following page(s) for Exhibit IV: 8

E. EXHIBIT V – TERMINATION DEMOGRAPHICS

The City of Wausau shall provide the number of employees by race, sex, and national origin who were terminated within the preceding fiscal year, identifying by race, sex, and national origin which were voluntary and involuntary terminations.

See the following page(s) for Exhibit V: 9

F. EXHIBIT VI – COMMUNITY DEMOGRAPHICS

The City of Wausau shall provide available community and area labor characteristics within the relevant geographical area including total population, workforce and existing unemployment by race, sex and national origin. Such data may be obtained from the Bureau of Labor Statistics, Washington, DC, State and local employment services, or other reliable sources. The City of Wausau will identify the sources of the data used.

See the following page(s) for Exhibit VI: 10

EXHIBIT I – JOB CLASSIFICATIONS

Classification	Principle Duties	Rate of Pay	Total #	Male		Female		Asian		Black		Hispanic		Native American		White	
Chief	Lead and oversee all activities and resources of the Wausau Police Department.	69.75	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%
Deputy Chief	Assist the Police Chief in managing and coordinating the department's activities and resources.	60.75	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%
Captain	Supervise and manage a specific bureau within the Wausau Police Department.	52.13-57.00	3	2	67%	1	33%	0	0%	0	0%	0	0%	0	0%	3	100%
Lieutenant	Oversee and coordinate activities and resources of assigned work groups within the department.	44.07-49.65	12	10	83%	2	17%	0	0%	0	0%	0	0%	0	0%	12	100%
Detective	Investigate crimes, collect and preserve evidence, recover property, apprehend offenders, and prepare cases for prosecution.	41.97	7	7	100%	0	0%	0	0%	0	0%	0	0%	0	0%	7	100%
Special Assignment Officer	Conduct general police duties with additional specialized responsibilities as assigned.	41.37/41.97	12	11	92%	1	8%	0	0%	1	8%	0	0%	0	0%	11	92%
Patrol Officer	Perform general police duties, including protecting life and property, enforcing laws, investigating crimes, and serving the public.	27.39-39.97	45	36	80%	9	20%	5	11%	0	0%	2	4%	0	0%	38	84%
Professional Staff	Provide administrative support and interact directly with employees or citizens.	20.85-36.17	6	0	0%	6	100%	1	17%	0	0%	0	0%	0	0%	5	83%
Parking Control Specialist	streets, issuing citations, and monitoring parking compliance.	24.8	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%
Community Outreach Specialist	Provide advocacy, outreach, and housing assistance to unsheltered individuals in Wausau through direct street activities.	35.28	1	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	1	100%
Community Communications Specialist	Strengthen community relations through original video content, informing the public, promoting positive interactions, and supporting recruiting and training efforts.	26.03	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%
Mental Health Therapist	Offer mental health therapy to crime victims, facilitate referrals to resources, and help victims recover and become whole again.	44.58	1	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	1	100%
Crime Response Specialist	impacts, provide resources and therapy scheduling, and assist victims with their rights and compensation.	27.52	1	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	1	100%
Community Service Officer	Enhance community safety and quality of life as a non-sworn officer through ordinance enforcement, partnerships, patrols, and relationship-building.	13.21-15.29	15	10	67%	5	33%		0%		0%		0%		0%	15	100%
Community Census Data			107		48.6%		51.4%		10.8%		0.2%		5.4%		0.20%		80.2%

EXHIBIT II – DISCIPLINARY ACTIONS

Police Department		
Gender	Number	Percentage
Total	1	
Male	1	100%
Female	0	0%
Total Minority M/F	0	0%
Black or African American	0	0%
Hispanic or Latino	0	0%
Asian	0	0%
Native Hawaiian or Other Pacific Islander	0	0%
American Indian OR Alaskan Native	0	0%
Two or More Races (Non-Hispanic Latino)	0	0%
Disciplinary Action		
Letter of Reprimand	1	100%
Suspension	0	0%
Demotion	0	0%
Dismissal	0	0%

EXHIBIT III – APPLICANT DEMOGRAPHICS

Police Department				
Gender	Number	Percentage	Hired	Percentage
Total	66		12	
Male	52	79.00%	9	75%
Female	14	21.00%	3	33%
Total Minority M/F	15	22.73%	1	8%
Black or African American	2	3.00%	0	0%
Hispanic or Latino	3	4.50%	1	20%
Asian	6	9.10%	0	0%
Native Hawaiian or Other Pacific Islander	0	0.00%	0	0%
American Indian OR Alaskan Native	3	4.50%	0	0%
Two or More Races (Non-Hispanic Latino)	1	1.50%	0	0%

EXHIBIT IV – PROMOTION & TRANSFER DEMOGRAPHICS

Police Department		
Gender	Number	Percentage
Total	3	
Male	2	67%
Female	1	33%
Total Minority M/F	0	0%
Black or African American	0	0%
Hispanic or Latino	0	0%
Asian	0	0%
Native Hawaiian or Other Pacific Islander	0	0%
American Indian OR Alaskan Native	0	0%
Two or More Races (Non-Hispanic Latino)	0	0%

EXHIBIT V – TERMINATION DEMOGRAPHICS

Police Department		
Gender	Number	Percentage
Total	1	
Male	0	0%
Female	1	100.00%
Total Minority M/F	0	0%
Black or African American	0	0%
Hispanic or Latino	0	0%
Asian	0	0%
Native Hawaiian or Other Pacific Islander	0	0%
American Indian OR Alaskan Native	0	0%
Two or More Races (Non-Hispanic Latino)	0	0%

EXHIBIT VI – COMMUNITY DEMOGRAPHICS

AS OF 6/30/24				
Labor Force Analysis (1)				
			Number	Percent
Total Labor Force			71,774	100.00%
	Male		37,995	52.94%
	Female		33,779	47.06%
Total Minority M/F			7,962	11.09%
Black or African American			409	0.57%
Hispanic or Latino			1,618	2.25%
Asian			3,731	5.20%
Native Hawaiian or Other Pacific Islander			0	0.00%
American Indian OR Alaskan Native			121	0.17%
Two or More Races (Non Hispanic or Latino)			2,083	2.90%

(1) Labor Force Analysis Source: US Census Bureau, American Community Survey (ACS) 2018-20222

AS OF 6/30/24					
Unemployment Analysis (2)			Total Population of Marathon County (3)		
			Number	Percent	
Unemployment by Gender and Race			1637	100.00%	Population
	Male	1,203	73.49%	Male	69590
	Female	434	26.15%	Female	68861
Total Minority M/F	190	11.61%	Total Minority M/F	24237	17.50%
Black or African American	56	3.42%	Black or African American	1230	0.89%
Hispanic or Latino	76	4.64%	Hispanic or Latino	5199	3.76%
Asian	29	1.77%	Asian	8730	6.31%
Native Hawaiian or Other Pacific Islander	2	0.12%	Native Hawaiian or Other Pacific Islander	39	0.03%
American Indian OR Alaskan Native	27	1.66%	American Indian OR Alaskan Native	695	0.50%
Two or More Races (Non Hispanic Latino)	0	0.00%	Two or More Races (Non Hispanic Latino)	6238	4.51%
Some other Race			Some other Race	2106	1.52%

(2) Unemployment Analysis Source: Marathon County Chamber of Commerce (3) Marathon County Pulse – Demographics

I. FINDINGS & GOALS

A. Findings:

- i. **Women**: Women are underrepresented in Professionals, Protected Services and Skilled Craft Workers.
- ii. **Minorities**: Hispanic and Two or more Races are underrepresented per the Labor Force of Marathon County.
- iii. **General**: In reviewing the City's workforce statistics, there continues to be a higher percentage of men than women in City of Wausau employment. There are some employment classes and departments, which are overrepresented by one gender. The number of full-time and part-time minorities employed by the City of Wausau slightly lags the Marathon County labor force data.

B. **Goal Statement**: In order to broaden the base of applicants to increase minority applications, the City of Wausau has utilized Wisconsin Job Center as a source for applications to fill vacancies. Many applicants register at the Job Center, including those minorities with statistically high unemployment rates. Because this program has been responsive, the City of Wausau will continue to utilize Wisconsin Job Service for the current plan years. The City of Wausau has a website, www.wausauwi.gov, which can be utilized to view all current vacancies by any person with computer access. The City of Wausau will make an effort to hire males/females in non-traditional areas of employment.

C. **Action Plan and Timetable**: Hiring goals will be targeted but are subject to position openings, job related testing requirements, licenses, and required job related qualifications. Underrepresented segments of the City of Wausau's workforce will receive special attention with the goal of increasing employment of these groups.

D. **Evaluation**: The City of Wausau's Equal Employment Opportunity Plan will be reviewed, at least every other year, and City employment and new hires will be reviewed based upon EEO-4 report information from which employment data is drawn, to determine status and degree of change in the makeup of City employment.

The attainment of Action Plan goals and evaluation of this Equal Employment Opportunity Plan is the responsibility of the Equal Employment Opportunity Officer, which is the Human Resources Director or designee.

Prepared By:

Human Resources Department / Equal Employment Opportunity Officer

Dated: February 26, 2025

1.01 – Equal Employment Opportunity

The City is an equal employment opportunity employer. The City has adopted an Equal Employment Opportunity Plan which can be accessed via the City's website or in the Human Resources Department.

The City's Employment decisions are based on merit and the City's needs. The City carefully selects employees. The City employs people who are concerned with the success of the City; people who care first about the highest quality public service and the interests of the public, people who can carry on their work with professionalism, skill, and ability; and people who can work well with our team.

It is the City's policy to seek and employ the best quality and qualified personnel in all positions, to provide equal opportunity for advancement to all employees, including upgrading, promotion and training, and to administer these activities in a manner which will not discriminate against or give preference to any person because of race, color, creed, religion, age, sex, national origin, disability, handicap, genetic information, ancestry, sexual orientation, marital status, arrest or conviction record, or any other basis protected by state or federal law. The City follows Title VII of the Civil Rights Act of 1964, as amended by the EEOA of 1972, Presidential Executive Order #11246; Revised Order #4; OFCC Affirmative Action Guidelines; and Title XXIX, Chapter 1607 of the Code of Federal Regulations, the ADA Amendment Act of 2008, and the Civil Rights Act of 1991. The City also subscribes to the non-discrimination laws and regulations passed by Federal and State Governments. All employees are required to provide proof of identity and authorization to work in the United States

All employees share the responsibility for assuring that the policies are effective and apply uniformly to everyone. Any employees, including any including any Management Personnel, involved in discriminatory practices may be subject to corrective actions up to and including termination.

Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

The City of Wausau additionally supports the following employment provisions:

- A. Department Directors are prohibited from hiring a related person for City employment; for the purpose of this policy, "related person" shall mean husband, wife, mother, father, son, daughter, sister, brother, uncle, aunt, nephew, niece, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law or stepparent.
- B. That all City officers and employees are prohibited from seeking any unfair advantage for any applicant for City employment or attempting to unduly influence any Department Director in the selection for City employment.

- C. That in the event any City officer or employee attempts to seek any unfair advantage or attempts to unduly influence any Department Director in the selection for City employment, such Department Director is directed to immediately report the same to the Human Resources Committee.
- D. That alleged violations of this policy be investigated by the Human Resources Committee and appropriate action taken.

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE	
Approving the Equal Employment Opportunity Plan and amendment to the Employee Handbook Section 1.01 – Equal Employment Opportunity.	
Committee Action: <i>HR</i>	
Fiscal Impact: \$	
File Number:	Date Introduced:

FISCAL IMPACT SUMMARY			
COSTS	<i>Budget Neutral</i>	Yes ☐ No ☐	
	<i>Included in Budget:</i>	Yes ☐ No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☐	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> ☐ <i>Debt</i> ☐ <i>Funds on Hand</i> ☐ <i>Interfund Loan</i> ☐		

RESOLUTION

WHEREAS, the City of Wausau seeks compliance to have an Equal Employment Opportunity Plan created and available for Employees and the Public; and;

WHEREAS, the City of Wausau’s Employee Handbook is intended to provide City of Wausau Employees with convenient access to the operating policies and practices of the City; and;

WHEREAS, for continuity of the Employee Handbook provisions the Human Resource staff is requesting modification to the Employee Handbook Section 1.01 – Equal Employment Opportunity; and;

WHEREAS, on February 10, 2025, your Human Resources Committee reviewed and recommended approval of the creation of the Equal Employment Opportunity Plan and the modified Employee Handbook language Section 1.01.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau does hereby approve the creation of the Equal Employment Opportunity Plan as attached.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Common Council of the City of Wausau that Employee Handbook Section 1.01 – Equal Employment Opportunity be revised as attached.

Approved:

Doug Diny, Mayor

Human Resource Committee Packet

February 10, 2025

Agenda Item			
Discussion and possible action approving increases to the City of Wausau Part-Time, Temporary, and Seasonal Wage Rates.			
Background			
2024 Seasonal Positions			
Position	# Approved	# Hired	# Applications
DPW Street Aide	8	3	22
DPW Motor Poll Aide	1	1	2
DPW Yard Waste Site Aide	2-3	3	8
Engineering Technician	2	0	5
PD – CSO	18	17	17
In past years other positions requested for were:			
DPW – Electrical Aide			
Maintenance Aide			
Wastewater Aide or Technician			
Water Aide			
On January 2, 2025, the Director of Public Works contacted me regarding the wages of the Part-Time, Temporary, and Seasonal wage rates. He voiced that his department was unable to fill all the seasonal positions. Unable to fill the positions incurs current staff to then fulfill the duties that would otherwise be performed by a seasonal employee. This shift in duties has caused more experienced employees to do jobs that a lesser cost person could perform. The Human Resources staff reached out to Public Access, and they had voiced back in 2024 the need for their Part-Time rates also to be increased to attract talented applicants. The Human Resources staff also reached out to the Police Department as they too had voiced that the Community Service Officer I positions were in need of a salary increase in comparison to other municipalities. The Human Resource Department then sent out several surveys to local municipalities to review and revise the current rates of the Part-Time, Temporary, and Seasonal Wage rate scale.			
Fiscal Impact			
Public Access \$1,300			
Police Department \$4,500			
Public Works \$10,150 (Based on 500 hours per 14 positions)			
(If all positions are filled.)			
Staff Recommendation			
Human Resources staff recommends increasing the Part-Time, Temporary, and Seasonal Wage rates to stay competitive with other municipalities.			
Staff contact: Anne Keenan (715-261-6632)			

CITY OF WAUSAU PART-TIME, TEMPORARY, AND SEASONAL WAGE RATES

Effective December 22, 2024

Adopted by Council

City of Wausau Handbook Section 4.01 – Employment Categories

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.

PART-TIME RATES

DEPARTMENT	SALARY GRADE	POSITION	HOURLY WAGE
PUBLIC ACCESS 9005 (730)	401	Production Assistant – 1 st Year	\$16.00 5.00 <u>14.61</u>
		Production Assistant – 2 nd Year	\$16.50 00 <u>15.46</u>
		Production Assistant – 3 rd Year	\$17.00 16.33
		Production Assistant – 4 th Year	\$18.00 17.19
PUBLIC ACCESS 9007 (740)	402	Production Specialist – 1 st Year	\$18.00 16.95
		Production Specialist – 2 nd Year	\$19.25 17.94
		Production Specialist – 3 rd Year	\$20.50 18.94
		Production Specialist – 4 th Year	\$21.75 19.93

TEMPORARY RATES

DEPARTMENT	SALARY GRADE	POSITION	HOURLY WAGE
ASSESSMENT 9010	403	Board of Review Member	\$96.62/day
FINANCE 9002	404	Election Chief Inspector	\$13.85
	406	Election Inspector	\$11.71
PUBLIC ACCESS 9005	405	Production Assistant	\$165.00 14.61

CITY OF WAUSAU PART-TIME, TEMPORARY, AND SEASONAL WAGE RATES

Effective December 22, 2024

Adopted by Council

SEASONAL RATES

DEPARTMENT	SALARY GRADE	POSITION	HOURLY WAGE
POLICE 9100 (710)	406	Community Services Officer – 1 st Year	\$14.50 <u>13.21</u>
		Community Services Officer – 2 nd Year	\$15.00 <u>13.87</u>
		Community Services Officer – 3 rd Year	\$15.50 <u>14.57</u>
		Community Services Officer – 4 th Year	\$16.00 <u>15.29</u>
POLICE 9100 (710)		Community Services Officer II – 1st Year	\$20.00
		Community Services Officer II – 2nd Year	\$20.70
		Community Services Officer II – 3rd Year	\$21.40
		Community Services Officer II – 4th Year	\$22.10
CITY WIDE 9060 (200)	407	Seasonal Aide – 1 st Year	\$16.00 <u>14.55</u>
		Seasonal Aide – 2 nd Year	\$16.50 <u>15.42</u>
		Seasonal Aide – 3 rd Year	\$17.00 <u>16.26</u>
		Seasonal Aide – 4 th Year	\$17.50 <u>17.11</u>
CITY WIDE 9070 (210)	408	Seasonal Technician – 1st Year	\$17.50 <u>16.00</u>
		Seasonal Technician – 2nd Year	\$18.50 <u>17.60</u>
		Seasonal Technician – 3rd Year	\$20.00 <u>19.19</u>
		Seasonal Technician – 4th Year	\$21.50 <u>20.80</u>
DPW – GIS 9018 (240)	409	GIS Intern – 1 st Year	\$18.50 <u>17.59</u>
		GIS Intern – 2 nd Year	\$20.00 <u>19.33</u>
		GIS Intern – 3 rd Year	\$21.50 <u>21.09</u>
		GIS Intern – 4 th Year	\$23.00 <u>22.86</u>

Part-time and Seasonal rates are adjusted annually as employee salary mid-points are adjusted.
Temporary rates remain fixed until adjustments are proposed and adopted by Council.

Clothing for Seasonal Employees

DPW	1 – Hi-Viz shirt for street crew 1 - Cotton shirt for inside/office Steel toe allowance of 50% up to \$125 \$50 clothing allowance in place of providing pants
Sewer	3 – Cotton Water Works shirts 2 – Hi-Viz Water Works Shirts Steel toe allowance of 50% up to \$125
Water	5- Hi Viz shirts Uniform pants Steel toe allowance of 50% up to \$125
CSO	2 – Uniforms shirts 1- Pants that zip for shorts 1 - baseball cap 1- ballistic vest and duty belt

CITY OF WAUSAU PART-TIME, TEMPORARY, AND SEASONAL WAGE RATES

Effective December 22, 2024

Adopted by Council

	End of employment they give everything back but pants
Public Access	2 – uniform shirts

JOINT RESOLUTION OF THE HUMAN RESOURCES AND FINANCE COMMITTEES

Approve the adjusted City of Wausau Part-Time, Temporary, and Seasonal Wage Rates.

Committee Action: HR:

Fin:

Fiscal Impact: \$

File Number:

Date Introduced:

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☐ No ☐	
	<i>Included in Budget:</i>	Yes ☐ No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☐	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue ☐ Debt ☐ Funds on Hand ☐ Interfund Loan ☐</i>		

RESOLUTION

WHEREAS, your Human Resources and Finance Committees have reviewed the recommendations to adjust the Part-Time, Temporary, and Seasonal Wage Rates to be more align with other municipalities; and;

WHEREAS, the proposed compensation will increase applicants for seasonal employees with the ability to fill seasonal positions; and;

WHEREAS, your Human Resources Committee and Finance Committee approve the authorization and recommendation to adjust the City of Wausau Part-Time, Temporary, and Seasonal Wage Rates; and;

WHEREAS, on February 10, 2025, your Human Resources Committee and on February 11, 2025, your Finance Committee have reviewed and recommend the adjusted City of Wausau Part-Time, Temporary, and Seasonal Wage Rates as attached.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau that the City of Wausau approves the adjusted City of Wausau Part-Time, Temporary, and Seasonal Wage Rates.

BE IT FURTHER RESOLVED the Common Council of the City of Wausau that the proper City officials and designees are hereby authorized and directed to execute and administer the plan effective March 2, 2025.

Approved:

Doug Diny, Mayor

Human Resource Committee Packet

February 10, 2025

Agenda Item
Discussion and possible action approving the creation of a No Payout Vacation Leave Only Bank and revision of the Employee Handbook Section 8.04 – Vacation.
Background
On July 8, 2024, the Human Resources Committee requested a draft policy based on the committee’s discussion and input from stakeholders for review and approval by the committee. The Human Resources Department has spoken to the payroll department and stakeholders regarding appropriate bank levels. The consensus has been to have a bank up to 80 hours. The City has various project throughout the years and in different departments. We have seen special extraordinary projects with the building of the new water station, new wastewater treatment plant, the implementation of Workday, the implementation of Adaptive etc.... Creation of a separate bank will eliminate the need to ask for exceptions but allow employees who need to put in extra time the ability not to feel that they are “losing” vacation time. A creation of a bank for the overspill time will also send a clear statement that the new bank will not be paid out upon separation.
Fiscal Impact
None.
Staff Recommendation
Approve the creation of a No Payout Vacation Leave Only Bank and revision of the Employee Handbook Section 8.04 - Vacation.
Staff contact: Anne Keenan (715-261-6632)

APPROVED

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

DATE/TIME: July 8, 2024, at 4:45 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney (C), Terry Kilian (VC), Gary Gisselman, Michael Martens
MEMBERS ABSENT: Vicki Tierney
Also Present: Kaitlyn Bernarde, Captain Nathan Cihlar, Tegan Troutner

Discussion and Possible Action Regarding Vacation Accruals Above Employee Handbook Maximum.

McElhaney explained that some employees have vacation accrued above the maximum allotted amount due to various projects, most recently the implementation of Workday. Exceptions to the maximum in the past were waived by the mayor. Mayor Diny asked the committee to review this item and determine how to handle it moving forward so that there is a formal policy in place. Henderson said that he would like direction from the committee on drafting policy. Henderson said that he would like to see the City remain flexible on granting exceptions, but something needs to be put in place regarding timelines for use and payout at the end of employment.

Kilian recommended that Henderson provide suggestions as to what the best policy would be.

Martens said that he would hate to see anyone lose their accrued vacation as the exceptions were granted as a sort of reward for doing work above and beyond their normal duties but understands how it could affect the budget if the City had to pay out all accrued vacation over the maximum outlined in the handbook.

McElhaney said that a vote is not needed on this item. The committee has directed Henderson to draft a policy based on the committee's discussion and any input from stakeholders for review and approval by the committee.

Video available: <https://www.youtube.com/watch?v=ozdK8096u4U>

8.04 – Vacation

A. Regular full-time employees shall earn paid vacation based on the number of years of service in accordance with the following schedule:

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<u>Years of Service</u>	<u>Annual Vacation</u>	<u>Bi-weekly Accrual</u>	<u>Max. Vacation Accum. Allowed</u>
At time of hire	15 days	4.6154 hours	160 hours
Upon completion of 5 years of service	20 days	6.1540 hours	200 hours
Upon completion of 10 years of service	25 days	7.6924 hours	240 hours
Upon completion of 15 years of service	30 days	9.2308 hours	280 hours

For example, an employee who is hired on 1/1/2000 and works continuously will complete 5 years of service on 1/1/2005, and will complete 10 years of service on 1/1/2010.

Regular part-time employees shall receive a proration of the annual vacation accrual as described above based on the number of hours they worked in the previous year. Annual vacation will be awarded on the 2nd payroll of each year. Regular part-time employees may accrue vacation to carry over to the following year. The maximum vacation accrual allowed will be the budgeted full-time equivalency of the position.

Annual vacation shall be credited according to an employee's anniversary date. In the first six months of employment, employees may borrow up to half their annual vacation accrual amount. The scheduling and limitations on number of employees permitted to be on vacation at the same time shall be scheduled according to the policy established by individual departments as determined by the Department Director and based on the needs of the City.

Department Directors, upon initial appointment, shall accrue vacation time as a 5th anniversary employee and shall be allowed to accumulate vacation time up to a maximum of 360 hours, regardless of their length of service.

Vacation may be used in no less than one-fourth (1/4) hour increments for all non-exempt employees.

The Human Resources Department may negotiate vacation accrual amounts outside of the above schedule for executive or other high-level positions, and to positions that have been identified by Human Resources as difficult to fill. The Human Resources Department shall establish quantifiable criteria for a determination of difficult to fill, including but not limited to having a previously unsuccessful recruitment.

B. No Payout Vacation Leave Only Bank: Individuals who exceed their vacation bank maximum balance will be allowed to continue to accumulate vacation time under the No Payout Vacation Leave Only Bank. The No Payout Vacation Leave Only Bank at no time will hold more than 80

hours. Employees who exceed the limits to the banks will forfeit earning additional vacation time until the banks are under the maximum accruals.

Employees may take time off under the No Payout Vacation Leave Bank upon approved request of their supervisor. It is the employees' responsibility to properly manage their account and at no time can an employee substitute other approved leaves to be replaced by No Payout Vacation Leave.

No Payout Vacation Leave Only Bank unused balances shall be forfeited upon separation of employment and not be paid out for a cash equivalent under any circumstances.

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CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Approving the creation of a No Payout Vacation Leave Only Bank and revision of the employee Handbook Section 8.04 – Vacation.

Committee Action:

Fiscal Impact: \$

File Number:

Date Introduced:

FISCAL IMPACT SUMMARY

COSTS	Budget Neutral	Yes	☐	No	☐	
	Included in Budget:	Yes	☐	No	☐	Budget Source:
	One-time Costs:	Yes	☐	No	☐	Amount:
	Recurring Costs:	Yes	☐	No	☐	Amount:
SOURCE	Fee Financed:	Yes	☐	No	☐	Amount:
	Grant Financed:	Yes	☐	No	☐	Amount:
	Debt Financed:	Yes	☐	No	☐	Amount Annual Retirement
	TID Financed:	Yes	☐	No	☐	Amount:
	TID Source: Increment Revenue ☐ Debt ☐ Funds on Hand ☐ Interfund Loan ☐					

RESOLUTION

WHEREAS, the City of Wausau’s Human Resources Committee requested the Human Resources Department on July 8, 2024, to engineer a solution for special requests of employees to exceed their vacation banks; and;

WHEREAS, the City of Wausau would like to create a new No Payout Vacation Leave Only Bank to assist employees who maximizes their Vacation Leave Banks due to workloads and projects that hinders employees from using their vacation time; and;

WHEREAS, the City of Wausau’s Employee Handbook is intended to provide City of Wausau Employees with convenient access to the operating policies and practices of the City; and;

WHEREAS, for continuity of the Employee Handbook provisions the Human Resource staff is requesting modification to the Employee Handbook Section 8.04 – Vacation; and;

WHEREAS, on February 10, 2025, your Human Resources Committee reviewed and recommended approval of the creation of the No Payout Vacation Leave Only Bank and the modified Employee Handbook language Section 8.04.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau does hereby approve the creation of the No Payout Vacation Leave Bank Only as attached.

BE IT FURTHER RESOLVED by the Common Council of the City of Wausau that Employee Handbook Section 8.04 – Vacation be revised as attached.

BE IT FURTHER RESOLVED by the Common Council of the City of Wausau that the creation of a No Payout Vacation Leave Only Bank be effective March 30, 2025.

Approved:

Doug Diny, Mayor

Human Resource Committee Packet

February 10, 2025

Agenda Item
Discussion and Possible Action Reclassifying the Assistant City Planner position.
Background
The Assistant City Planner, position salary grade 15 (\$60,070.40-\$90,064.00). The Development Director is proposing to reclassify the position to salary grade 16 (\$58,572.80 - \$81,952.00). The Development Director and the Human Resources Department has reviewed the Assistant City Planner position. Upon review of the position, the Development Director felt that the duties were more in line with the Community Services Analyst position. The Development Director along with the Human Resources Department recommend the Assistant City Planner be classified at salary grade 16 (\$58,572.80-\$81,952.00).
Fiscal Impact
Estimated savings up to \$8,112.00.
Staff Recommendation
Approve the reclassification as recommended.
Staff contact: Anne Keenan (715-261-6632) and Randy Fifrck (715-261-6684)



JOB DESCRIPTION

Assistant City Planner

Job Title:	Assistant City Planner	Reports To:	City Planner
Department:	Planning, Community/Economic Development	FLSA Status:	Non-Exempt
Division:	Planning	EEO Code:	2-Professional
Salary Grade:	165	Job Code:	CW 2552
Employee Group:	General Employee	Training Category:	D-Staff
Created:	March 2017	Last Revision:	February March 2025 2

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 position is to perform mid-level professional work in the field of planning; provide information and assistance to City officials, City staff, the business community and the public on planning and development related matters; conduct research and analysis to formulate recommendations; assist in implementing recommendations of existing plans and City programs.

Essential Duties and Responsibilities

1. Develops planning studies and reports in support of new and updated plans, programs and regulations.
2. Reviews or assists in reviews of development proposals and site plans for conformance with codes, plans and regulations.
3. Prepares and presents detailed reports on development proposals to government bodies.
4. Collects a variety of statistical data and prepares reports and maps on topics such as census information, land use and tax base data.
5. Evaluates or assists in the evaluation of rezoning, ordinance amendments, site plans and other proposals.
6. Acts as a liaison between community groups, government agencies, developers and elected officials in developing plans.
7. Coordinates community review of public and private development projects.
8. Provides information to the public regarding development regulations.
9. Assists in resolving citizen and customer issues.
10. Assists with Historic Preservation Commission, Plan Commission, Bicycle and Pedestrian Advisory Committee, Sustainability Energy and Environment Committee, Affordable Housing Regional Task Force, and other committees as assigned.
11. Maintains the Planning Division page on the City website.
12. Prepares and presents agendas, packets, and reports at public meetings.

Additional Duties and Responsibilities

- Assists Economic Development with background information gathering, intaking initial calls, and data collection.
- Performs various duties and special projects as assigned.

Education and Experience Requirements

Bachelor's degree in Regional/Urban Planning, Geography, or related field with a minimum of 2 years' experience in planning or related field.

A combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Knowledge, Skills and Abilities

- Knowledge of City planning principles in a variety of specializations, including land use, transportation, urban design, economic development, natural resources and historic preservation.
- Ability to demonstrate effective written, technical review and communication skills as well as the ability to create engaging and accessible notices, applications and publications, both in print and electronic format.
- Ability to be highly organized and excel at creative thinking, prioritizing, scheduling and meeting tight deadlines.
- Ability to interact and communicate positively with public officials, staff, consultants, the business community and the general public.
- Ability to create hand drawn or computer generated sketches of planning and development concepts.
- Knowledge of computer hardware and software programs, which include Microsoft Office and GIS.
- Familiarity with applicable ordinances, legislation and regulations.

Physical and Working Environment

Limited exposure to disagreeable elements such as dirt, temperature fluctuations, and/or limited exposure to weather conditions. Limited travel.

Normal mental and visual attention is required. Light physical demands to include bending, twisting, turning, and light lifting. Limited exposure to workplace hazards.

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.

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE	
Authorizing reclassification of Assistant City Planner position from grade 15 (\$60,070.40 - \$90,064.00) to grade 16 (\$58,572.80 - \$81,952.00).	
Committee Action:	
Fiscal Impact: Savings up to \$8,112.00	
File Number:	Date Introduced:

FISCAL IMPACT SUMMARY			
COSTS	<i>Budget Neutral</i>	Yes ☐ No ☐	
	<i>Included in Budget:</i>	Yes ☐ No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☐	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> ☐ <i>Debt</i> ☐ <i>Funds on Hand</i> ☐ <i>Interfund Loan</i> ☐		

RESOLUTION

WHEREAS, the City of Wausau’s Development Director and the Human Resources Department reviewed the Assistant City Planner’s position; and;

WHEREAS, the Development Director and the Human Resource Department would like to reclassify the Assistant City Planner position from grade 15 to grade 16 which are more similar to other positions under the grade 16 classification; and;

WHEREAS, on February 10, 2025, your Human Resources Committee reviewed and recommended approval of the reclassification of the Assistant City Planner from grade 15 (\$60,070.40 - \$90,064.00) to grade 16 (\$58,572.80 - \$81,952.00).

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau does hereby approve the reclassification of the Assistant City Planner position to grade 16 (\$58,572.80 - \$81,952.00) as attached.

BE IT FURTHER RESOLVED by the Common Council of the City of Wausau that job description for the Assistant City Planner be adjusted effective February 25, 2025.

Approved:

Doug Diny, Mayor