

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.

-REVISED-

Meeting of the:	Human Resources Committee
Date/Time:	Wednesday, April 9, 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 February 10, 2025 Minutes.
- 2) Human Resources Report for March 2025.
- 3) Discussion and Possible Action to Approve Summer Hours Schedule.
- 4) Discussion and Possible Action to Approve Revised Policy on the Use of Wireless Telecommunication Devices and Services.
- 5) Discussion and Possible Action to Approve the Water Treatment Supervisor Job Description and Pay Grade.
- 6) Discussion and Possible Decision regarding exceeding authorized staffing to cover extended military leave.
- 7) Discussion and Possible Decision regarding authorizing a Part Time Officer program.
- 8) 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 agendaized, 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 4/04/2024 at 10:00 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: February 10, 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, Rick Rubow, Maryanne Groat, Dustin Kraege, Randy Fifrick

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

Approval of December 30, 2024 and January 13, 2025 Minutes.

Motion by Kilian to approve the December 30, 2024 and January 13, 2025 Human Resources Committee meeting minutes. Second by Martens. All ayes. Motion passed 5-0.

Human Resources Report for January 2025.

Gisselman asked about the status of the Assistant City Attorney vacancies. Rubow said that interviews were held two weeks ago without finding the ideal candidate and believes that Jacobson will want to repost. Gisselman said that it is not posted on the career page at this time.

Discussion and Possible Action to Approve the Equal Employment Opportunity Plan and Amend Employee Handbook Section 1.01 – Equal Employment Opportunity.

Rubow explained that the EEO plan is a requirement for the Police Department VOCA grant in order to maintain eligibility for the grant.

Kilian asked if the City would meet LEP requirements. Rubow said that he would check with Anne for an answer on this item. Kilian said that this issue has been brought up for some time and believes that this is something that should be formalized and added to the handbook. McElhaney questioned Kilian's request and asked if she was asking that something be put in the handbook or in the EEO Plan. Kilian asked if limited English proficiency shouldn't be addressed in the handbook? Rubow pointed out section C. on page 3. Kilian said she thought that the City needed an LEP plan like Metro Ride has. Rubow said that he could get back to Kilian on this.

Martens asked if all departments were expected to follow the EEO plan since this came about because of the Police Department. Rubow said it would apply to any departments requesting Federal grants.

Gisselman asked if the City did not have an EEO policy before? McElhaney said this is not new. Rubow explained that we had EEO language in the handbook but did not have an EEO plan that was approved by the HR Committee and Council.

Tierney asked if this needed to be delayed until Kilian's concern was addressed? Mayor Diny said that the City has followed EEO since 2012 according to the file he located. The requirements of an EEP plan came about due to the Police Department's request for a VOCA grant. Diny said that James Henderson created the plan two years ago and it has recently been refined by Anne Keenan. Diny said he feels it would be appropriate to move it along. Kilian restated her question for the mayor regarding an LEP plan to be investigated.

Motion by Gisselman to Approve the Equal Employment Opportunity Plan and Amend Employee Handbook Section 1.01 – Equal Employment Opportunity. Second by Kilian. All ayes. Motion passed 5-0.

Discussion and Possible Action to Approve the Adjusted City of Wausau Part-Time, Temporary, and Seasonal Wage Rates.

Rubow provided an overview of the request to increase these rates due to departments not being able to hire seasonal employees and to be more in line with what surrounding municipalities are offering.

Tierny said that she would like to see the rates of the other communities since this wasn't done at budget time and it would be a budget modification. Dustin Kraege said that he requested this from James Henderson last year and the numbers he provided were from Marathon County. Kraege explained that his department requests 8 seasonal positions and has not been able to fill them the last few years due to candidates finding better paying positions. Kraege said he understands the frustration of this not being addressed sooner, but that he had requested it last year and it was not brought forward until now.

Gisselman asked if the county is able to hire with the proposed rates. Kraege said he has talked with the Parks department and Highway department and they appear to be able to hire more candidates with their rates. Gisselman said the revised rates seem low. Tierny said she respectfully disagreed and that these positions are filled with students looking for summer jobs.

Maryanne Groat explained that seasonal positions are budgeted with an overall dollar amount for the departments and that raising the pay rates will not increase the budget. The departments will need to determine how many positions they can hire and hours they can schedule the employees to stay within the allocated budget, and therefore it would not be a budget modification to approve the rate increases.

Further discussion took place regarding the rates as sufficient, with McElhaney saying that they should know if this helps when seasonals are hired.

Motion by Tierny to Approve the Adjusted City of Wausau Part-Time, Temporary, and Seasonal Wage Rates. Second by Kilian. All ayes. Motion passed 5-0.

Discussion and Possible Action to Approve the Creation of a No Payout Vacation Leave Only Bank and Revise Employee Handbook Section 8.04 – Vacation.

Rubow said that this item was brought forward from a request by the HR Committee in July of 2024 to come up with a plan to deal with employee vacation banks and requests for exceptions to accrue over the maximum amount allowed due to not being able to take vacation because of special projects or time of year. Rubow explained that the new bank would allow an employee to keep accruing vacation, up to an additional 80 hours over the maximum, but it would be put in a bank that could not be paid out if the employee leaves the City.

Tierny asked for clarification if the 80 hours could be paid out. Rubow said it would not be paid out. McElhaney said that it is very important for employees to have a work-life balance and would like to urge everyone to use vacation. Tierny said that she agrees, and her husband's company mandates that employees take one week off per year, and maybe the City needs to put something similar in the handbook.

Groat spoke about the difficulty for her staff to take time off due to reporting requirements and other ongoing projects. McElhaney and Tierny expressed concern for employees getting burned out by continually working long hours. Kilian asked Groat her opinion of what her department needs to happen in order for employees not have to work longer hours. Groat said that she felt they were getting on track but then the vacancies occurred, and the department is still in the implementation phase of software.

Further discussion took place regarding the workload and staffing in the Finance Department. Gisselman said that he would like the committee to look at staffing levels at some point to see if there are departments that need more staff to maintain service to the citizens without overworking employees, and more discussion took place regarding staffing levels and workloads of City employees, with the overall consensus being that something needs to be done so that employees are able to take vacation throughout the year and not be overworked.

Motion by Gisselman to Approve the Creation of a No Payout Vacation Leave Only Bank and Revise Employee Handbook Section 8.04 – Vacation. Second by Martens. All ayes. Motion passed 5-0.

Discussion and Possible Action to Approve Reclassifying the Assistant City Planner Position.

Rubow said that Fifrick brought this item for consideration. The Assistant City Planner position is currently vacant and a review of the job description was done. Fifrick felt that the duties of the position are more in line with the Community Services Analyst position, which is a grade lower, grade 16.

Kilian asked if this was a request to add a position. Rubow said no, that the request is to change the position from grade 15 to grade 16. Fifrick spoke to the committee, explaining that Lynch was promoted to the Economic Development Manager position and upon review of the Assistant Planner position, he explained that it does not manage anyone, is a non-exempt position, and believes it is better classified at grade 16.

Motion by Martens to Approve Reclassifying the Assistant City Planner Position Adjournment. Gisselman questioned what the motion was. McElhanev said it was to reclassify the position from grade 15 to grade 16. Gisselman asked what position. McElhanev said Assistant City Planner. Second by Tierney. All ayes. Motion passed 5-0.

Adjournment.

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

Rebecca McElhanev
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=zSQ0oTQQB0c>



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
29	19	5	5

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
4			1

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
5	1	4

Recordable (YTD)

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



HR PERFORMANCE REPORT

DPW	Eye	Medical	Closed	02/06/25
Police	Privacy	Medical	Open	02/28/25
DPW	Shoulder	Medical	Open	03/04/25

Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Police	Neck	Medical	Open	11/19/24
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

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/Paramedic	1/20	
Matthew Bahr	Fire	Firefighter/Paramedic	2/03	
Ethan Kariger	Fire	Apprentice Firefighter/Paramedic	2/03	
Jess Myerscough	Fire	Apprentice Firefighter/Paramedic	2/03	
Dallas Pagel	Wastewater	Collection System Technician	2/17	
Amanda Goetsch	Police	Administrative Assistant II	3/03	3/04
Nicharee Kasamwat	Finance	Accountant – Revenue	3/03	
Dawson Stapleton	Wastewater	Wastewater Plant Operations Technician	3/03	
Jared Jacobs	Fire	Apprentice Firefighter/Paramedic	3/03	
Nathaniel Cumberland	Fire	Apprentice Firefighter/Paramedic	3/03	
Matthew Sitte	Fire	Apprentice Firefighter/Paramedic	3/17	
Matthew Kell	DPW-Maintenance Div.	Building Maintenance Technician	3/17	
Riley Humphrey	Fire	Apprentice Firefighter/Paramedic	3/17	
Brook Jorgensen	Metro Ride	Bus Operator II	3/31	

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
11	9	2	0

Separations by Department for 2024 YTD

Assessment - 1	Engineering - 1	Maintenance - 1	
Clerk/Finance – 2	Human Resources - 1	Mayor’s Office - 1	
Police -3	Fire - 1		



HR PERFORMANCE REPORT

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Andrew Lynch	Assistant City Planner	Economic Development Manager	Randy Fifrick	2/17
Shahn Kariger	Fire Lieutenant Inspector	Fire Prevention Division Chief	Brian Stahl	3/03
Ronald Schuenke	Transit Maintenance Supervisor	Deputy Transit Director	Megan Newman	3/09
Justin Major	CSO	CSO II	New Position	3/24
Matthew Gouin	CSO	CSO II	New Position	3/24

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Administrative Assistant III – Finance	1	2/27	In Process: Interviews
Bus Operator (pt)	1	11/01	Open Until Filled
City Surveyor	1	1/07	Recruitment Closes 4/30 (extended from 3/31; no applicants)
Executive Assistant	1	3/07	In Process: Interviews
Firefighter/Paramedic	3	10/25, 11/04, 12/30	Three candidates in process
Housing Project Coordinator	1	5/27/25	In Process: Pre-Employment
Human Resources Director	1	1/10	In Process: Pre-Employment
Transit Maintenance Supervisor	1	3/09	Recruitment Closes 4/20

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. Recruitment information from 2023-2024 provided to City Attorney for review. Awaiting decision for any revisions to repost.
Property Appraiser	1	1/22/25	Reposted with no hire; Hiring manager wants to wait until April to repost so that hiring does not fall within Open Book/BOR period.



HR PERFORMANCE REPORT

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

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
1.01	Added language for EEO	02/25/25
8.04	Added additional leave only bank	02/25/25

Employee Recognitions – Discretionary Performance Incentives

Last Name	Job Title	Dept	Reason	% Increase-Base	Lump Sum Increase	Other Incentive	Date Issued
Scheffler	Admin Asst III	metro	goes above and beyond daily and assists with being short staffed.	1.5%			3/16/25

Human Resource Committee Packet

April 7, 2025

Agenda Item
Discussion and possible action approving adjusted summer hours schedule.
Background
<p>The HR Committee is asked to review suggestions for summer business hours.</p> <p>HR Department had received input from the Employee Engagement Committee on an adjusted summer hour schedule and after review of several proposals. The HR Department devised an option which will have the least amount of disruption to the public and have no affect to the current 40-hour work schedule.</p> <p>Option1: Monday – Friday 8:00 a.m. – 4:30 p.m. closed to the public at noon on Friday. From Memorial Day to Labor Day. Employees are still required to work a 40-hour work week.</p> <ul style="list-style-type: none">▪ 38 hours open to the public <p>Option 2: Monday – Friday 8:00 am – 4:30 pm (no change)</p> <ul style="list-style-type: none">▪ 42.5 hours open to the public <p>Some departments would be exempted from the summer hours, based on service needs. Each department director must determine whether their divisions can participate.</p> <p>There is no impact or additional work for payroll as employees would be expected to work the regular Monday – Friday schedule or submit vacation requests if they wish to be off.</p> <p>This plan would alleviate concerns about department coverage for the public on Friday’s while providing opportunity for employees to either work on Friday in a quieter environment or take vacation.</p> <p>This plan encourages a healthy work life balance and positive employee morale to spend more time with family and enjoy the warm weather of our short summers.</p> <p>The 2024 summer hour pilot received positive employee feedback and we are unaware of any negative feedback from the public during last year’s pilot.</p>
Fiscal Impact
None
Staff Recommendation
Option 1
Staff contact: Rick Rubow 715-261-6605

DRAFT

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

DATE/TIME: **June 14, 2021** at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Dawn Herbst, Lou Larson, Michael Martens, Becky McElhaney, James Wadinski
MEMBERS ABSENT:
Also Present: Mayor Rosenberg, Lisa Rasmussen, Deb Ryan, T. Vanderboom

Discussion and Possible Action Approving a Pilot Reduced Summer Schedule.

Vanderboom said the Clerk’s Office surveyed other municipalities about summer hour schedules and the results were included in the packet. The pilot program presented would be for the month of August and would close City Hall to the public at noon on Fridays. Employees could work 9 hours Monday through Thursday and leave at noon on Friday, or they could opt to not participate and work 8 hours Monday through Friday, with City Hall still being closed to the public on Friday afternoons. Information about departments that could participate in this program is provided in the packet. Vanderboom said that she had just received information from the Community Development Housing Authority before the meeting indicating that only the administrative staff would be able to participate in the program, which is not included in the packet materials.

Rasmussen said that she understood that this item was brought forward as a way to boost morale of employees, but City employees are employed to serve the public and need to be easily accessible. Rasmussen said that many people get paid on Fridays and may need to come in to pay bills, fines, or get licenses or permits and should be able to do these things on Friday afternoons. Rasmussen said it was also unfair to create a policy in which a large number of the workforce cannot participate. Rasmussen said that an option would be to keep City Hall open but have employees rotate who is off, but that service for the citizens would need to be available, however, she did not feel that this was a good idea and would actually damage morale instead of helping it, and therefore hoped that the committee would not vote for it.

Larson agree with Rasmussen and said that he would not support this item. Larson said that in looking at the information provided, it appeared that administrative staff could participate but everyone else would have to work.

Vanderboom clarified that in her staff memo “admins” referred to support staff. Larson said he still would not approve it if not everyone could participate.

Wadinski said that he would like to see this item to be voted on by the full Council, so he would support it.

Martens said he had a problem with the survey, as many of the municipalities listed are a lot smaller than Wausau and would like to see municipalities of similar size surveyed to see what they are doing. Vanderboom said that the only city she is aware of that is doing something similar is Green Bay. Martens added that he would feel more comfortable with the policy if City Hall was open until 1:00 p.m. on Fridays and employees rotated to leave early on Fridays.

McElhaney said that she also has an issue with only some employees being able to participate. She thinks that it would be a great thing if everyone could participate, but since it appears that a majority of City staff cannot, she doesn’t feel it’s fair to do and will be against it.

Motion by Larson to approve pilot reduced summer schedule. Wadinski asked if a motion had to be made or if it could die on the floor. Vanderboom said that a second motion does not have to be made. No second motion was made. Item died on the floor.

A vibrant blue background with a sun, clouds, a palm tree, a pineapple, a shovel, and a crab. The word 'Summer' is in a large, white, bubbly font with a blue outline. The word 'Hours' is in a large, yellow, bubbly font with a white outline. Below the title, a light blue rounded rectangle contains the text 'PROPOSAL FOR HR COMMITTEE' and 'APRIL 2025'. At the bottom, a red banner contains the text 'Submitted by the Employee Relations Committee'.

Summer Hours

PROPOSAL FOR HR COMMITTEE

APRIL 2025

Submitted by the Employee Relations Committee

Background

PROCESS

2021

Brought pilot item to HR Committee

2022

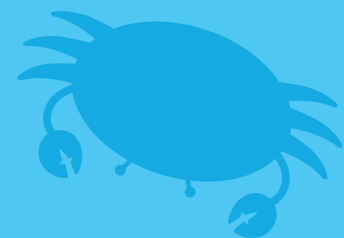
Item discussed at inaugural ERC Committee

2023

Item discussed again at ERC Committee

2024

4 week pilot of summer hours



Staff Concerns

OFFICE SCHEDULING

- Staff request time off on Fridays in the summer
- Need City Hall to be staffed
- Poor customer service if departments do not have accessible staff

EMPLOYEE FLEXIBILITY

- Take longer weekends with nice weather
- Be able to schedule appointments without taking leave
- Uninterrupted focus time



**COMMITTEE
CONCERNS
IN 2021**



SERVICE TO THE PUBLIC



ALL STAFF ABLE TO PARTICIPATE



COMPARABLE MUNICIPALITIES TOO SMALL



AVAILABILITY ON FRIDAYS

2024 Summer Pilot

City Hall Piloted Summer Hours for 4 weeks July 8 - August 2

MONDAY-THURSDAY
7:15-4:30

FRIDAY
8:00 - 1:00

EMPLOYEE OPTIONAL

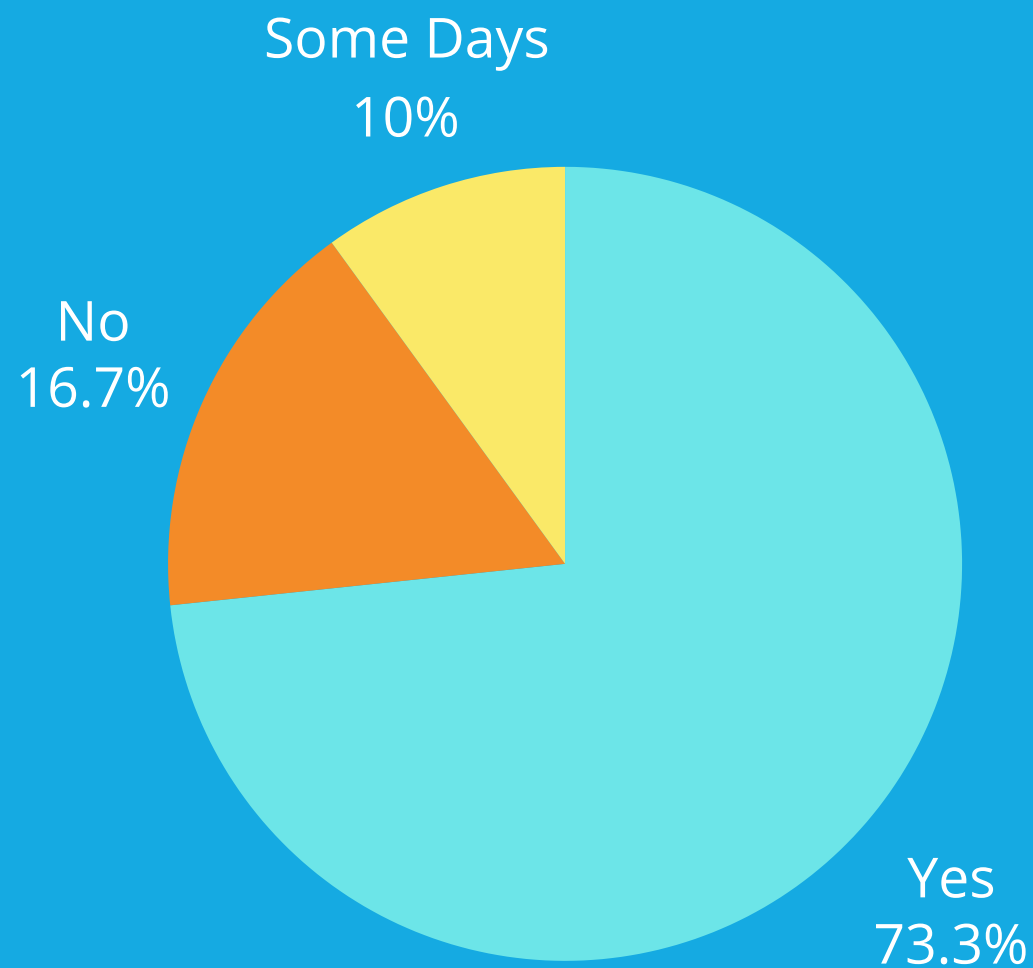
**DEPARTMENT
REQUIRED TO BE OPEN**

**SUPERVISORS HELD
STAFF ACCOUNTABLE**

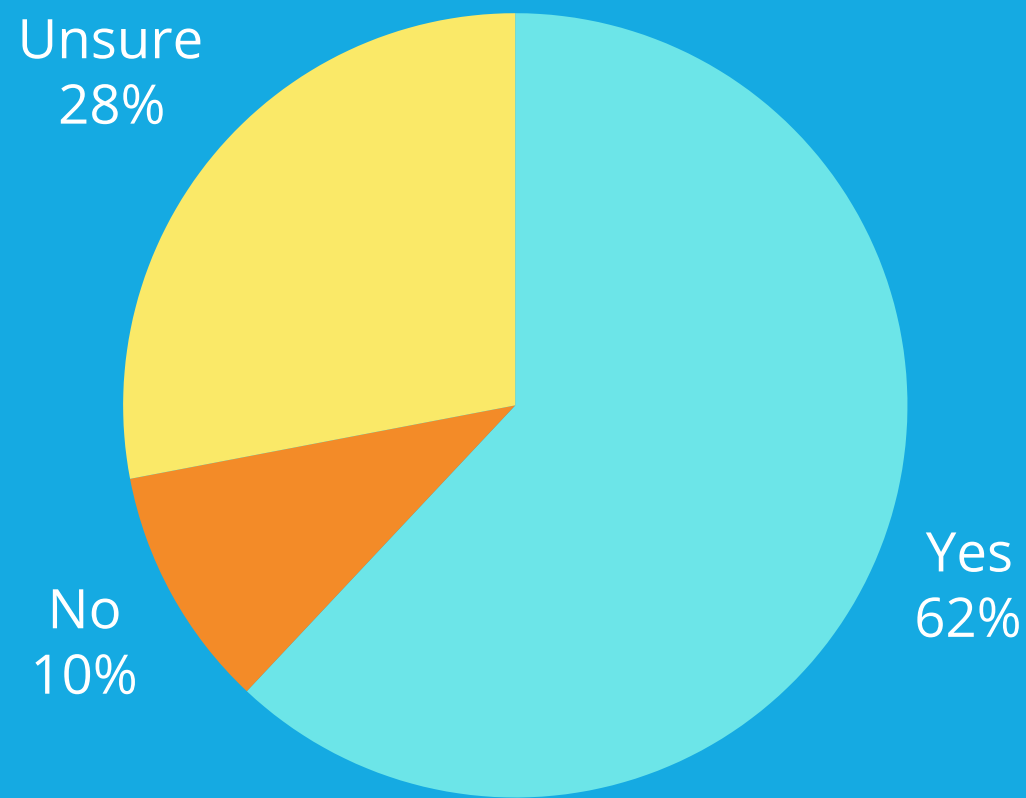
**COMMUNICATED IN
MID-JUNE**



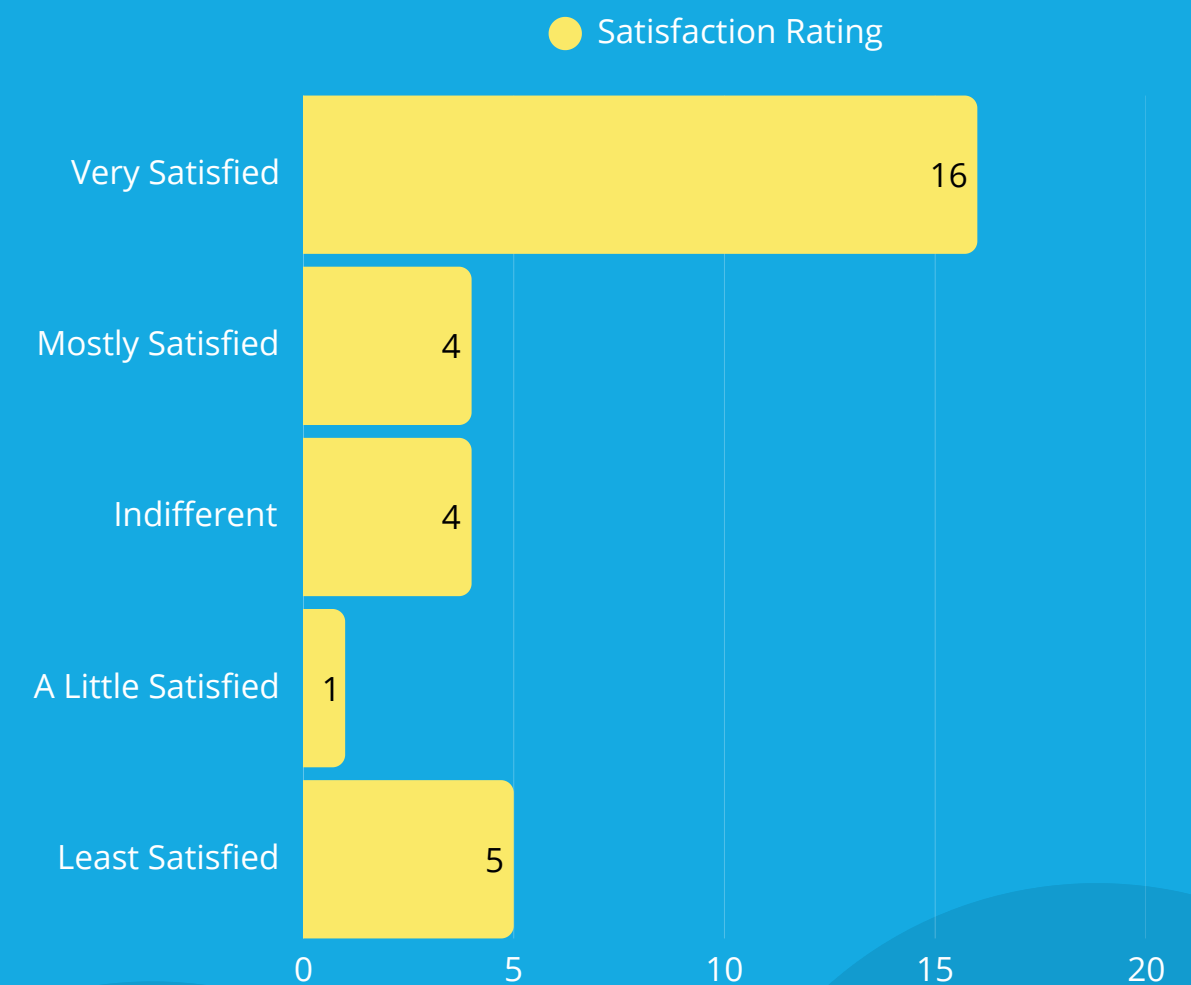
2024 Employee Survey



% OF EMPLOYEES WHO PARTICIPATED



% OF EMPLOYEES COMPLETED MORE OF THEIR JOB DUTIES



SATISFACTION WITH M-F START TIME

2025 Employee Survey

ASKED TO RANK PREFERRED WEEKLY WORK SCHEDULE

Rank Options

First choice ● ● ● ● Last choice

1 Four 9 hour days and one four-hour work day



2 Four 10 hour work days



3 Five 8 hour days with four hours on Friday being closed to the public



4 Current work schedule (Five 8 hour days open to the public)

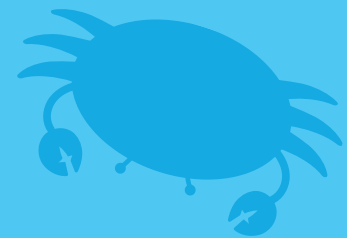


Proposals

	OPTION 1	OPTION 2
MONDAY-THURSDAY BUILDING HOURS	7:15 am - 4:30 pm	8:00am - 4:30pm Monday - Thursday
FRIDAY STAFF HOURS	7:15 am - 12:15 pm	8:00am - 12:00pm Friday
HOURS CITY HALL IS OPEN TO THE PUBLIC	42.5 (same as current level of service)	38 (4.5 fewer hours than current level of service)
OTHER MUNIS HAVE SAME OR SIMILAR HOURS	Rothschild, Kronenwetter, Rib Mountain, Schofield	
# OF HOURS STAFF WORK	40 plus ½ hour lunch*	40 plus ½ hour lunch*

Changes Since 2021

- Almost every department would participate
- More municipalities have summer schedules
- Could maintain the same number of service
- Have service availability on Fridays
- More options to pay, apply and communicate, with staff
- More staff feedback and interest



Adjusted Summer Hours Schedule Proposal
Frequently Asked Questions

A. BACKGROUND

1. Why do some employees want a different summer schedule?

- i. City staff have expressed interest in having a summer office schedule that would allow employees to work fewer hours on Fridays to allow for:
 - 1. Low-Cost boost morale for employees
 - 2. Enjoying the nice Wisconsin weather in summer
 - 3. Schedule appointments without having to use vacation or sick leave
 - 4. Take longer weekends if they travel up north or go on a vacation

2. Why are you bringing these proposals to the HR Committee now?

- i. This has been an important issue to some employees since 2021. We piloted summer hours in 2024 to identify potential problems and see if staff liked the schedule change. Half of City Hall employees completed a post-pilot survey in 2024 that stated overall they like having adjusted summer hours. The city leadership wanted the project brought to Council for approval if we wanted to extend the pilot or have a more permanent schedule change.

3. What are the 3 Summer Hour Proposals?

	OPTION 1	OPTION 2
Monday – Thursday Hours	7:15am – 4:30pm	8:00am – 4:30pm
Friday Hours	7:15am – 12:15pm	8:00am – 12:00pm
Hours City Hall is open to the Public	42.5	38
Hours Staff Are Working	40	40
Staff Work Hours Outside Building Hours	Not required	Yes
Other Municipalities having Same or Similar Hours	Rothschild, Kronenwetter, Rib Mountain, Schofield	
Benefits to Employees	Reduced work hours on Fridays	Staff flexibility to reach 40 hours

B. HOLIDAY WEEKS AND RECORDING EMPLOYEE TIME

1. How will you handle employee hours during holiday weeks?

- a. Employees would receive their 8-hour (or pro-rated) holiday pay and would either work additional hours or fewer hours spread over the other days of the week:
 - i. In 2025 Memorial Day and the 4th of July fall on weekdays:

2025	OPTION 1	OPTION 2
Week of 05/26 Memorial Day (Monday)	Employees work an additional 45 minutes between Tuesday - Friday	Employees have off on Memorial Day
Week of 06/30 4th of July (Friday)	Employees work 3 fewer hours Monday - Thursday	Employees work only 32 hours Monday - Thursday

- b. As another example, in 2026, the 4th of July falls on a Saturday, so it's observed on Friday and would be treated the same as 2025.

2. What about when the holiday falls on other days of the week like on a Tuesday, Wednesday, or Thursday?

- a. It would be treated the same as Monday above.

3. This seems very complicated to keep track of. Is it worth it?

- a. Departments are already managing time off 52 weeks a year to ensure there is office coverage. The 2 holiday weeks in 2025 can be managed if there is communication and support with department heads and supervisors to ensure:
 - i. Office coverage
 - ii. Employees are working their expected hours per week

4. How would this adjusted schedule be handled in Workday?

- a. There is no need to create alternate schedules in the Workday software. Employees still record their clock in and clock out times, and supervisors review and approve all hours per week before payroll is paid out.

C. SERVICE TO RESIDENTS AND BUSINESSES

1. Will you provide the same number of hours being open to the public?

- i. Currently City Hall and most City facilities are open Monday – Friday 8:00am -4:30pm. That is 42.5 hours open to serve the public. Full time staff work 40 hours per week with a daily 30-minute lunch break. Option 1 would maintain the same 42.5 hours per week. Option 2 would be open for a total of 38 hours per week but staff would work hours earlier or later to complete their work. The 2024 pilot maintained 42.5 hours per week.

2. How many customers do you help with Friday afternoons?

- i. In 2023, an average of 131 transactions occurred between 8 am and 1 pm. Between 1 pm and 4:30, the average was 31, with some days being as low as 14 (that is 4 people per hour).
- ii. Unfortunately, we don't have specific data on this for 2024. With Options 1 or 2, we would provide the same level of service to residents in the mornings. We would work to communicate with residents to adjust to different hours on Fridays, and inform them of the different options available to pay or connect with staff members including:
 - 1. Using the drop box in front of City Hall
 - 2. Scheduling automatic payments online, or utilizing the Water Works website
 - 3. Utilize forms, email and phone calls Monday - Thursday and Friday mornings

3. How would the adjusted schedule be communicated to residents and businesses?

- i. We would communicate the adjusted schedule with the public, like how we did in 2024 plus more including:
 - 1. Posting on the City website (news story, banner, posted hours)
 - 2. Signage in participating facilities
 - 3. Facebook posts on City pages (City, Police, DPW)
 - 4. Press Release
- ii. On the days we would close early, we would ensure information is posted outside of City Hall with envelopes to place payments in the payment drop box. We have used this previously during the winter holidays with success.

D. INDIVIDUAL EMPLOYEES AND DEPARTMENTS

1. Which departments would participate in an adjusted summer schedule?

- i. We acknowledge that the nature of some jobs do not allow all employees to participate, but those employees do receive certain benefits that other employees do not. However, some administrative support positions are interested in participating even if the entire department cannot.

DEPARTMENT	2025	2021	NOTES
Assessment		Yes	
Attorney	Yes	Yes	
Community Development	Yes	Yes	
CDA	Yes	Yes	Support Staff
Customer Service	Yes	Yes	
Engineering	Yes	No	Office Manager and Engineering Technician
Fire	Yes	Yes	Support Staff
Human Resources		Yes	
Inspections	Yes	No	
Mayor	Yes	Yes	
Metro	No	No	Does not work for Administrative Staff
Municipal Court	Yes		
Police	Yes	Yes	Support staff
Public Works/ Streets	Yes	No	Support staff
Water	Yes	No	Support staff

2. What if employees want to work a different schedule?

- i. Employees can work with their supervisor and co-workers to make a schedule that ensures office coverage, provides the same level of customer service, and works with their personal lives.
- ii. The Customer Service Department must be staffed whenever City Hall is open. We have found that having either City Hall open or closed will provide the best service to customers and be the fairest to staff. Individual departments are already planning their own schedules to address summer vacations. By either having facilities open or closed and communicating that to residents, it will ensure that people who come to do business with the City can get the best service, rather than the departments they want to see being closed, or having irregular times.

3. What if departments in the city don't want to participate?

- i. Other municipalities like Eau Claire, La Crosse and Rothschild have different schedules for different departments or facilities.

4. How will part-time employees still get their regularly scheduled hours?

- i. Individual departments can work with part-time staff to ensure that they are working the same number of hours. The Customer Service Department has most part-time staff and worked with the team to work more hours earlier in the week to only have to work the reduced number of hours on Fridays. In 2024, that department created a schedule that allowed each part-time employee to take a Friday off without using an absence leave in exchange for working more hours Monday - Thursday.

5. Can the Municipal Court department participate due to our city ordinance?

- i. Yes, if it is a temporary schedule change, the Municipal Court can notice the public on the City's website at the discretion of the Municipal Judge. If it were to turn into a permanent schedule change, the Common Council would need to update the city ordinance.

6. How will you ensure staff are still working their agreed to number of hours per week?

- i. It is the responsibility of supervisors to ensure that their employees are working their agreed upon hours. We did not have any problems with this during the 4-week pilot in 2024.

7. What if people already have vacations scheduled during this time for 2025?

- i. Employees can adjust their absence requests in Workday by either adding or removing hours as needed. Hopefully, we can get an option approved so we can communicate out the change with enough notice.

E. OTHER MUNICIPALITIES

1. Is CCITC participating too since they are on the 3rd floor of City Hall?

- i. No, CCITC staff are county employees. The County currently does not have a summer hour schedule, but they are looking into it. Some staff already do work different hours, including 7:00-3:30 or have an on-call time. City leaders and CCITC leadership would create a process for access to CCITC if City Hall is closed.

2. What other municipalities like our size have summer hours?

- i. **Eau Claire** (Population: 70,000) recently completed a full review of their operating hours as a part of their, “Goal to attract and retain the strongest employees in all functional areas.” As a result, they have extended hours on Mondays, slightly longer hours Tuesday-Thursday, and are completely closed on Fridays. This year-round change went into effect in January. This model is like Option 3.
- ii. **La Crosse** (Population: 51,000): During Covid, they remodeled their City Hall and then adjusted hours for various city departments. Their remodeled facility has desk space in their lobby where departments stagger their coverage, so residents seek out departments at a desk in the lobby and do not go to the specific department’s office. They are then physically closed to the public on Fridays but still answer the phones from their regular department office.

3. What are our neighboring municipalities doing for summer hours?

Neighboring Municipality	RIB MOUNTAIN	ROTHSCHILD	KRONENWETTER	SCHOFIELD
Population	7,000	5,500	8,500	2,100
Monday-Thursday Hours	7:30am – 5:00pm	7:00am – 4:30pm	7:00am – 4:30pm	7:00am – 4:30pm
Friday Hours	8:30am – 1:00pm	7:00am – 11:00am	7:00am – 11:00am	7:00am – 11:00am
Notes	We followed their model with our 2024 pilot.	Rothschild employees work 4 9-hour workdays.	Adjusted hours through May due to staff shortage	Approved March 2025

- i. **Marathon County Highway Department** works 4 10-hour workdays per week
- ii. **Weston** Public Works alter hours in the summer
- iii. **Marathon County** and **North Central Health Care** are looking at having a summer or an adjusted schedule

Human Resource Committee Packet

April 9, 2025

Agenda Item
Discussion and Possible Action approving revisions to the Policy on Wireless Telecommunication Devices and Services.
Background
Updates have been drafted to this policy based on recent changes to how city-issued cell phones are purchased, used, and CCITC requirements.
Fiscal Impact
None
Staff Recommendation
Approve the revisions to the Policy on Wireless Telecommunication Devices and Services.
Staff contact: Rick Rubow 715-261-6605



Human Resources Department
407 Grant Street · Wausau WI 54403
Phone 715-261-6630

POLICY

DATE: January 3rd, 2012, Updated November 1st, 2013
TITLE: Policy on the Use of Wireless Telecommunication Devices and Services
ISSUER: Human Resources
COVERAGE: All employees
AUTHORITY: Initial Adoption by Common Council, Resolution File Number 11-1205
Amended prospectively by the Risk Management Committee
DURATION: Indefinite, review in 2015
SYNOPSIS: Uniform policy for issuance of City-paid wireless resources and approval process for authorized use and stipend for City business on personal wireless devices.

Policy Intent

The City of Wausau provides employees use and access to a variety of wireless telecommunication devices and access to data resources. These resources are provided in an effort to allow employees to be more efficient, productive and have information that is necessary to carry out their responsibilities as City employees. The guidelines, prohibitions and information established in this policy are meant to give departments and employees specific information regarding the intended use of wireless telecommunication equipment, as well as procedures related to their procurement and use. The objective of this policy is to offer consistent and convenient wireless telecommunication services to employees to fulfill City obligations while ensuring the cost-effective utilization of those devices and services.

The City Core Values and Customer Bill of Rights are applicable in the use of any communication device by an employee.

Eligibility

Eligibility is determined by job responsibilities. If eligible, an employee has the choice of requesting a City-issued device or utilizing a stipend for personal device use. Policies for City issued and personal telecommunication equipment and access are outlined below. Rules and regulations set forth in this policy must be adhered to. By assigning cellular phones to non-exempt employees, supervisors are responsible to instruct such employees on proper recording of work time. Official authorized use of City-issued cellular phones during regular non-duty hours that is more than a de minimis amount will constitute work time. The employee is responsible for recording work time. As general City policy, non-exempt employees shall not take City-issued wireless devices with them during non-work hours without authorization from the employee's Department Director.

Wireless device use and service will be terminated in the discretion of the City, including when no longer justified by business requirements or when the employee has demonstrated disregard for this policy as determined by the user's Department Director. Service termination, equipment and/or stipend revocation may occur at any time at the discretion of the City.

Wireless Device Options

There are two options to provide employees to Wireless Telecommunication Devices and Data Access.

- City-issued Wireless Devices and Service
- Employee stipends for routine use of a personal wireless device for City business

Request for Wireless Service

All wireless access to city Email accounts on Microsoft Office365 (regardless of ownership of the device) require that the employee sign a release of liability agreement provided by CCITC.

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City-issued Wireless Devices and Service

To initiate service for a City-issued wireless device and service, the employee must complete the *Employee Request Form for City-Issued Device and Service*. This form must be authorized and signed by the Department Director with final approval from Human Resources. If approved, the City will provide a wireless device that meets the City's needs for the employee making the request. Requests can be made for voice, data (email), data (internet access), and/or SMS (text) messaging.

The City recognizes the importance of comparative shopping and the financial benefits derived from pooling minutes and bulk purchased wireless plans. ~~Therefore the Finance Department shall coordinate all purchasing of City issued devices and service. The City-County Information Technology Commission (CCITC) will coordinate the selection of vendors to provide cellular devices to the City of Wausau.~~ Purchasing arrangements outside of the City's contract by individual departments will not be allowed. If special needs or circumstances exist then Departments may use the stipend options.

A City-issued cell phone and service is not intended to replace a personal cell phone or be used as a personal phone number/contact for non-work related communication.

Employee-Owned Wireless Phones

Department Directors may authorize an employee, whose use of a wireless device is determined as necessary to carry out job responsibilities, the ability to use their personal wireless devices/service for City business. To initiate service on a personal device, the employee must complete the *Employee Request Form for Wireless Telecommunication Service Stipend Form*. The Department Director will determine what services are necessary to carry out business purposes, and grant a monthly stipend as defined below. These requests will be reviewed by either the Human Resources Department or the Mayor. The Department Director and the reviewer should consider if the request improves efficiency, provides an enhanced ability to respond or communicate during an emergency, and enhances employee or public safety.

There are no guarantees that the City-County Information Technology (CCIT) can support data exchange on all devices. Therefore, it is the individual's responsibility to check with the CCITC prior to requesting a stipend for a wireless device to ensure that it is a device that can be supported by CCITC for access to essential work applications. ~~All personal devices used by employees must be approved by the IT Director.~~

Receiving a monthly stipend means the employee authorizes the release of his or her personal cell phone number to City employees and officers. The employee must maintain continued service while receiving the stipend. Failure to do so could result in disciplinary action and repayment of stipend payments paid during times when the service was not maintained or authorized. All service and billing issues on personal devices are the sole responsibility of the employee. The City will not be responsible for initiating or terminating personal cellular service. The City assumes no responsibility for the loss, theft or damage of a personal wireless device. Repair and replacement of the personal device is at the sole expense and discretion of the employee.

Monthly Stipend Levels for Employee-Owned Wireless Phones

1. Level One- \$50 per month- Employees who are required to be available 24 hours a day 7 days a week per job description and who use their personal wireless device for City business more than 100 minutes per month and who are required to have access to City data and e-mail. Level One request must be approved by the Mayor.
2. Level Two - \$10 per month- Employees who are required to be on-call and available, or who use their personal wireless device for City business less than 100 minutes per month.

Exclusions: Employees not required by their job duties to use wireless devices or services for City business but requesting telecommunication access will NOT be authorized to receive a monthly stipend.

Stipend payments will be prorated for all months when service is not continued for the full month. The employee receiving the stipend authorizes the City to obtain reimbursement from the employee through payroll deduction for any stipend paid that was not earned.

Personal Usage

Employees are to exercise the same discretion in using personal or City issued cell phones as they do for City office telephones. Personal use (incoming and outgoing calls, text messages, emails and/or internet usage) on all City wireless devices is limited to infrequent, incidental and emergency use. Flexibility may be provided in circumstances demanding immediate attention. Employees should have no expectation of privacy in any use of the phones. The City may audit the use and content of any device at any time and for any reason permitted by law. Phone bills and records may be reviewed by the Finance Department and Department Heads throughout the year. Any employee who exceeds his or her monthly-allotted minutes or package dollar amount shall be subject to an audit for a prior designated period to determine whether the level of the allotment or package is appropriate or for other reasons as permitted by law. Costs incurred by the City that are associated with non-business or personal use will result in appropriate corrective action including reimbursement to the City for such costs.

The Mayor, Department Directors, and other key employees who are required to be available 24 hours per day and seven days per week are exempted from the prohibition on personal use on City-issued equipment. If personal usage by these individuals on City-issued equipment results in the City incurring an expense it otherwise would not have incurred, then the individual will be required to reimburse the City for those costs. Approval for this exemption is made by the Mayor.

Expectation of Privacy

Using City equipment or receiving a monthly stipend for a personal device means the employee's personal cell phone number may become available to City employees and members of the public. The employee must

provide a written statement authorizing the City to release a personal cell phone number as may be required by Wis. Stat. § 19.36(10)(a).

The City is required to comply with the Wisconsin Public Records Law, civil discovery requirements, and other laws that require the City to maintain records, disclose records, or preserve the confidentiality of records. All messages and data transmitted by or transferred to a City device or a personal wireless device and that qualifies as a record, document or other material for which the City has a legal responsibility under applicable law will be subject to record retention requirements of the City. Such messages and data shall be archived by the City on its own internal servers. Text messages sent and received and phone logs pertaining to City business will be retrieved from the employee's personal service provider if required for compliance with these laws. The employee must cooperate with the City to obtain these records, to maintain these records, and to consent to the release of these records, regardless of whether the employee receives a stipend.

City-Issued Wireless Devices

These resources are the property of the City of Wausau and therefore all data, communications and usage are subject to inspection and review. Employees should have no expectation of privacy with respect to their use of City-issued wireless resources.

Employee-Owned Wireless Devices

All work related activities that are performed on personal wireless devices are public records and subject to inspection and review and are subject to both public record laws and management requests. It is the employee's responsibility to provide records to the requestor which may require a record of incoming and outgoing calls. Exchange email is archived by the CCITC. Text messages (SMS) are not archived by CCITC. Employees should not have any expectation of privacy in these communications or use of their personal devices.

Employees who use their personal device or service for City business agree to, in exchange for being able to use their personal equipment in lieu of City-provided equipment, cooperate with and assist the City in obtaining records from the employee's service provider for legitimate City interests, including for purposes of public records law compliance, preserving records for litigation involving the City, or conducting an investigation.

Security and Remote Wiping

Employees are strongly encouraged to password protect wireless devices at all times. The City has the right to send a remote wipe whenever it is believed that the wireless device has been compromised or could be compromised and all information on the phone will be wiped out including photos, videos, emails, contacts and other stored information.

Loss, Theft, or Damage Notification Procedure

All City wireless devices damaged in the course of business must be reported to the employee's supervisor. Lost or stolen wireless devices used for City business must be reported immediately to the employee's supervisor. Employees may be financially responsible for the replacement if:

1. The equipment is lost or damaged while in the care of an employee as a result of the employee's negligence.

2. The equipment is not returned within 24 hours by an employee upon transfer, retirement or termination; or is found to be damaged upon its return.
3. The equipment is damaged due to failure to adhere to safety, maintenance, or operational policies.

The City assumes no responsibility for the loss, theft, or damage of a personal wireless device. Repair and replacement is at the sole expense and discretion of the user or owner of the personal device.

Restrictions/Prohibited Activities/Safety Issues

This policy is intended to comply with existing federal, state or local laws and regulations which may control the usage of a wireless device during the operation of vehicles on City business. Employees whose job responsibilities include regular or occasional driving or the operation of equipment are discouraged from using a cell phone while driving or operating equipment during work. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop before placing or accepting a call or using the device.

Use of picture phone technology or any other camera or recording device technology that may capture video or audio recordings or pictures, in restrooms, locker rooms, and fire department sleeping facilities is strictly prohibited. These tools may be used in the course of employment with the permission of the Department Director.

Wireless devices may not be used in violation of City policies, including to defame, harass, intimidate, or threaten any person.

Violations of Policy

Any employee found in violation of the policy will be subject to discipline up to and including termination of employment and may otherwise be subject to prosecution to the fullest extent permitted under the law.

~~This policy becomes effective (January 1st, 2012) and has been updated effective November 1st, 2013.~~

James E. Tipple, Mayor

ADDENDUM FOR SMARTPHONE USE BY NON-EXEMPT EMPLOYEES AND EXEMPT EMPLOYEES ELIGIBLE FOR COMPENSATORY TIME

1) All smartphone use must be authorized and in compliance with the City of Wausau's Policy of the Use of Wireless Telecommunication Devices and Services.

2) Smartphones are not to be used off-duty unless authorized in advance by a supervisor in writing or in the case of an emergency.

3) De Minimis use while off-duty shall not be considered compensable work time in cases such that there is practical administrative difficulty in recording such time and where the aggregate amount of time is generally less than three minutes.

4) Whenever off-duty use has exceeded the De Minimis use provision employees are required to record all such work and immediately report it to their supervisor.

5) Employees are not required to monitor phone calls, voicemails, or emails while off-duty.

6) Employees are strictly prohibited from using their smartphone while operating a vehicle.

7) Any employee found in violation of this addendum will, at the discretion of the City, be subject to the suspension of any or all remote access privileges and discipline up to and including the possibility of termination of employment.

**CITY OF WAUSAU
EMPLOYEE ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING**

Policy on the Use of Wireless Telecommunication Devices and Services

By signing below, I acknowledge that I have received a copy of the City of Wausau's Policy on the Use of Wireless Telecommunication Devices and Services. I also acknowledge that I have had the opportunity to read the policy and have any questions answered, and that I understand and will abide by the provisions contained in this policy. If I am receiving a stipend or using my wireless device for work-related purposes, then I authorize the release of my personal cell phone number pursuant to Wisconsin Stat. 19.36(10), which may include the release of this information to any employee or member of the public.

I agree to cooperate with the City to the fullest extent required by law for the City to fulfill any of its legal responsibilities regarding retention, maintenance, disclosure and nondisclosure of any record or other content contained on or made using my wireless device. I authorize and consent to the release of this information to the City and for the City's use and disclosure as permitted by law.

Signed: _____ Date: _____

Printed Name: _____

CITY OF WAUSAU

POLICY ON THE USE OF WIRELESS TELECOMMUNICATION DEVICES AND SERVICES

ADDENDUM FOR SMARTPHONE USE BY NON-EXEMPT EMPLOYEES AND EXEMPT EMPLOYEES ELIGIBLE FOR COMPENSATORY TIME

- 1) All smartphone use must be authorized and in compliance with the City of Wausau's Policy of the Use of Wireless Telecommunication Devices and Services.
- 2) Smartphones are not to be used off-duty unless authorized in advance by a supervisor in writing or in the case of an emergency.
- 3) Employees are not required to monitor phone calls, voicemails, or emails while off-duty unless specifically directed to perform such task by the employee's supervisor.
- 4) De minimis use for work-related purposes while off-duty is not considered compensable work time in cases such that there is practical administrative difficulty in recording such time and where the aggregate amount of time is generally less than seven minutes.
- 4) Whenever off-duty use exceeds deminimis use, employees are required to record all such work time and immediately report it to their supervisor.
- 6) Employees are strictly prohibited from using their smartphone while operating a vehicle.
- 7) Any employee found in violation of this addendum will, at the discretion of the City, be subject to the suspension of any or all remote access privileges and discipline up to and including the possibility of termination of employment.

Employee Acknowledgement of Receipt and Understanding

By signing below, I acknowledge that I have received a copy of the Addendum for Smart Phone Use by Non-Exempt Employees and Exempt Employees Eligible for Compensatory Time. I also acknowledge that I have had the opportunity to read the policy and have any questions answered, and that I will understand and shall abide by the provisions contained in this policy.

Signed: _____ Date: _____

Printed Name: _____

Human Resource Committee Packet

April 9, 2025

Agenda Item
Discussion and Possible Action approving the job description and wage scale of the Water Treatment Operations Supervisor Position.
Background
<p>The position of the Water Treatment Operations Supervisor was approved during the budget process for 2024. At that time a job description along with a pay scale amount was not created. The Human Resources Department is asking for the Committee to approve the job description along with the salary grade of 16 (\$62,108.80 - \$81,952.00).</p> <p>The Human Resources Department has evaluated the responsibilities under the Decision Band Matrix and recommends the Water Treatment Operations Supervisor position be classified at salary grade 16 (\$62,108.80-\$81,952.00).</p>
Fiscal Impact
Staff Recommendation
Approve the job description and wage scale.
Staff contact: Anne Keenan (715-261-6632) and Eric Lindman (715-261-6745)



JOB DESCRIPTION

Water Treatment Operations Supervisor

Job Title:	Water Treatment Operations Supervisor	Reports To:	Water Superintendent
Department:	DPW & Utilities	FLSA Status:	Exempt
Division:	Water	EEO Code:	
Salary Grade:	16	Occupational Code:	
Employee Group:	General Employee	Training Category:	E-Specialized
Created:		Last Revision:	February 2025

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 Water Treatment Operations Supervisor manages and coordinates work for all water treatment and pumping facilities. The position supervises water treatment operations and maintenance staff and is responsible for the safe and efficient supply of drinking water to the community meeting all USEPA, WI PSC and WDNR requirements.

Essential Duties and Responsibilities

1. Responsible for the daily operations and maintenance of the Water Treatment Facility.
2. Supervise the plant operations and maintenance staff, prioritize work assignments, coordinate equipment for jobs, and review work performance.
3. Assists in employee hiring, training, performance evaluations, discipline; recommends personnel actions according to City policies and procedures.
4. Respond to emergency call-in as necessary; manage and direct work of the operations and maintenance crew in emergency situations to mitigate damage and maintain regulatory compliance.
5. Responsible for the accuracy of the employee's time records, approves vacations and leaves under the City's policies.
6. Prepare short-term and long-term work plans. Establish work and project priorities, schedule, and coordinate repairs/projects.
7. Assists the Superintendent with the organization and preparation of the annual and capital budgets.
8. Track maintenance costs and expenses; authorize expenditures within the approved budget.
9. Prepare RFPs for professional service work including specifications, scope of service, deliverables, cost, selection process, and evaluations.
10. Responsible for the monthly WDNR Reporting.
11. Seek to identify problems with plant processes, determine a solution, and make adjustments to correct. Work with operations and maintenance staff to proactively optimize system function and efficiency.

12. Review proposed changes to plant equipment with Superintendent, consulting engineers, and contractors to assure the equipment will function as intended and is compatible with existing equipment and processes.
13. Review treatment plant and well or booster design plans by private contractors and ensure policies and ordinances are followed. Comment and request plan changes as required.
14. Maintain work order system to document maintenance and repair activities. Create SOPs and job task procedures.
15. Respond to customer complaints, service requests, and inquiries regarding water projects.
16. Monitor equipment and safety equipment inventory. Determine equipment replacement needs, repairs, and maintain inventory of spare parts for critical equipment.
17. Manage chemical, Lab and other consumable supplies to the facility.
18. Maintain policies that ensure compliance with industry standards and OSHA safety policies and procedures.
19. May perform maintenance and repairs of water plant, well or booster equipment.
20. Troubleshoot and make adjustments to SCADA controls.
21. Review work completed by staff or contractors to assure compliance with safety and operational standards.
22. Employee relations: Foster a productive and collaborative work environment by coordinating work efforts with other City departments and employees.
23. Ability to problem solve, communicate effectively, and maintain effective working relationships.

Additional Duties and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Attends planning/development meetings as requested to provide insight related to the treatment or pumping system on proposed development or city expansion.
- Performs duties of the Superintendent in his or her absence.
- Performs other tasks and projects as assigned by the Water Superintendent or his/her designee.

Education and Experience Requirements

This position requires an associate degree in water quality or related field with prior experience in drinking water treatment or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Necessary Requirement:

- Must be certified by the State of Wisconsin in waterworks subclasses D, G, I, V and Z, or able to obtain the certifications within 2 years.

Desirable:

- 6-8 years' experience in water plant operations and Maintenance or related field
- Supervisory Experience
- WDNR Certification Subclasses S

Knowledge, Skills and Abilities

- Detailed knowledge of treatment operations and processes. Ability to adjust plant operations to optimize water quality, energy efficiency, and maintenance requirements.
- Ability to direct crews and maintain a safety culture.
- Ability to utilize a wide variety of descriptive data and information, such as timecards, complaints, work requests, permits, blueprints, spreadsheets, work sheets, lists, purchase orders, maps, accident/incident forms, and general operating manuals.
- Ability to communicate effectively with City staff and personnel, residents, inspectors, vendor representatives, regulators and utility company personnel.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing, and controlling.
- Ability to exercise the judgement, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as construction equipment operation.
- Computer proficiency to use programs such as Word, Excel, and SCADA interface. Knowledge of PLC programming.
- Knowledge of safe and efficient operation of conventional and specialized large and small vehicles and construction equipment typically used in Utility operations.
- Ability to counsel, mediate and/or provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Availability to be on 24-hour call and respond to emergencies. Must be able to report to job within a reasonable time in such instances.
- Ability to interpret design plans and specifications.
- Working knowledge of mechanical equipment such as vehicles, engines, and pumps. Ability to diagnose and repair equipment.
- Ability to analyze, categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, and/or sort data, as well as assemble, copy, record, and transcribe data and information. Ability to classify, compute, and tabulate data.

Physical and Working Environment

Employee performs standard activities requiring physical effort. The duties of the job include physical activities such as stooping, kneeling, standing, walking, lifting (lift and carry objects weighing 60 pounds or less, and push or pull objects weighing up to 100 pounds), fingering, grasping, talking, hearing/listening (perceiving sounds in order to understand signals such as spoken directions, warning alarms, or requests for information), seeing/observing, bending/twisting (of the neck, back, or torso in order to reach, lift, tend machines, move materials, etc.), reaching (extending the hands or arms in any direction in order to push, pull, or grasp an object or control), feeling (using the sense of touch in fingers, hands, or other body parts to sense the position or quality of objects) and climbing (ascending or descending steps, stairs, ladders, scaffolding, or machines). Specific vision abilities required include close, distance, and peripheral vision; depth perception; the ability to adjust focus; and distinguish objects clearly at 20 inches or less with glasses, if needed.

The employee may be exposed to disagreeable elements of high and low outdoor temperatures. The employee may be exposed to repetitive activities; intense or continuous noise; dirty environment; improper illumination; chemical hazards, and air contamination. The use of personal protection equipment (PPE) may be required, as there is significant exposure to hazards and conditions where there is a possible danger to life, health, or bodily injury, which may include mechanical, electrical, air contaminations, and heights. May be required to work in a physically confined worksite with cramped, small, or restricted workplace making it difficult to stand, sit, or walk.

Moderate exposure to environmental conditions that impact physical comfort such as poor ventilation and temperature extremes. May require specialized clothing or use of common personal protective equipment. Damage to clothing possible. Frequent travel.

Close mental and visual attention is continuously required. Moderate physical demands typically found in trades work with moderate exposure to workplace hazards. Requires regular lifting, bending, twisting, turning, and use of power equipment.

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.



WAUSAU

*...as the standard of
excellence in policing*

Memorandum

From: Police Department
To: Human Resource Committee
Date: April 9th, 2025
Re: Hiring of Officer to fill Military Deployment vacancy.

Purpose: Requesting the approval to hire one police officer to fill a one-year vacancy created by military deployment and temporarily exceed authorized staffing by one FTE.

Background:

The Police Department is seeking your approval in the hiring of one police officer to fill a one-year vacancy created by the military deployment of an officer from our department. The deployment is scheduled from May 2025 through May 2026. Given the essential role of law enforcement in maintaining public safety and community trust, this over hiring replacement is necessary to ensure continued service levels without disruption.

The absence of a full-time officer for an extended period places a strain on the remaining personnel, leading to increased workload and overtime costs. The hiring of an officer utilizing the “savings” from our deployed officer will allow the department to maintain adequate staffing levels and significantly reduce the time it takes to put a trained officer on the street after a retirement. Additionally, this solution reduces overtime costs and helps sustain proactive policing efforts such as community engagement, crime prevention initiatives, and emergency response readiness.

Supporting a police officer’s military service is an honor for our community, but we must also ensure that public safety remains a top priority. By approving this over hiring, we demonstrate both our commitment to those who serve our country and our responsibility to the residents who rely on a fully staffed police force.

Impact:

We anticipate this opportunity to over hire will be budget neutral as the savings from our deployed staff will exceed the cost of a new hire. The department is anticipating retirements in 2026. This full-time officer position would be absorbed into one of those vacancies. Although we have staff who are at retirement age and have indicated their intent to retire in early 2026, should our deployed officer return to full duty prior to a retirement we would require additional funding, or a budget modification after May 2026 to sustain the over hiring.

Recommendation:

Department recommends approving the hiring of one police officer to fill a one-year vacancy.



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Memorandum

From: Police Department

To: Human Resource Committee

Date: April 9th, 2025

Re: Hiring of Part time Officers and creation of Part Time Officer Program

Purpose:

Requesting the approval to hire part time officers.

Background:

Our department has experienced a growing number of community events, emergency calls, and responsibilities throughout the years. Our officers are being asked to take on more duties; from mental health crisis response to community outreach, stretching resources. We are looking at ways to add resources to address these concerns, in the way of part-time officers who previously worked as full-time officers for our department, or nearby departments.

Hiring former full-time officers as part-time officers provides significant benefits to our department by leveraging their experience, training, and familiarity with our department policies and community expectations. These officers require minimal onboarding and training, ensuring immediate operational effectiveness. Their institutional knowledge enhances continuity and strengthens community relations, as they are already trusted figures within the jurisdiction.

Additionally, utilizing part-time officers helps address some staffing shortages, manage overtime expenses, and supplement public safety without the expense and time required in hiring additional full-time personnel. This staffing model enables special directed assignments, increased staffing of special events, and reduces personnel shortages while maintaining cost efficiency.

Rehiring former full-time officers in a part-time capacity is a strategic, cost-effective solution that benefits both our department and our community. The Wausau Police and Fire Commission is responsible for oversight of police and fire hiring practices. The Police and Fire Commission has voted to approve a streamlined hiring process for the hiring of part time officers with recent experience at the Wausau PD. This decision will enhance the efficiency of the overall on-boarding. Their prior service demonstrates proven competency, familiarity with department policies, and established community trust.



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Impact:

This proposal is Budget neutral. Part-time Officers wages will be covered with funds from open Officer positions.

Recommendation:

Department recommends approving the hiring of part time officers