

****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, May 12, 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 April 9, 2025 Minutes.
- 2) Human Resources Report for April 2025.
- 3) Discussion and Possible Action to Amend the Fleet Safety Policy.
- 4) Discussion and Possible Action to Approve Adjusted Summer Hours Pilot.
- 5) 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 lisa.nowak@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 5/06/2024 at 1:00 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: April 9, 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, Matthew Barnes, Kaitlyn Bernarde, Maryanne Groat

The meeting of the Human Resources Committee was called to order by McElhaney. McElhaney said that the mayor wanted to speak to agenda item #3 and moved it to the end of the agenda.

Approval of February 10, 2025 Minutes.

Motion by Kilian to approve the February 10, 2025 Human Resources Committee meeting minutes. Second by Martens. All ayes. Motion passed 5-0.

Human Resources Report for March 2025.

No questions were brought forward.

Discussion and Possible Action to Approve Revised Policy on the Use of Wireless Telecommunication Devices and Services.

Rubow said that the policy has been updated since moving service to FirstNet and the changes are shown in the revised policy.

Motion by Kilian to approve. Second by Tierney. All ayes. Motion passed 5-0.

Discussion and Possible Action to Approve the Water Treatment Supervisor Job Description and Pay Grade.

Rubow said that this position was approved in the budgetary process but did not include a job description or pay grade.

Motion by Kilian to approve the Water Treatment Supervisor job description and pay grade. Second by Martens. All ayes. Motion passed 5-0.

Discussion and Possible Decision Regarding Exceeding Authorized Staffing to Cover Extended Military Leave.

Chief Barnes said that the Police department has numerous employees who also serve in the military through the Reserve and National Guard, and they are legally obligated to allow them to serve when called to duty. Barnes shared that one employee is being deployed for one year

beginning in May which will leave a gap. Barnes explained that it can take 6-8 months to have a new employee ready to work if they need to go to the academy. Allowing the department to exceed its authorized staffing level by back-filling would help the department shorten this gap and not increase the budget as the military will be paying wages while deployed. Barnes expects retirements in 2026 and the ability to hire someone now would provide continuity in staffing.

Kilian said that she is in full support of this plan but would like to see the position sunset when the officer returns from duty. Kilian brought up Act 12 requiring municipalities to maintain a level of law enforcement and state funding; Barnes said that they refer it as Maintenance of Effort dealing with shared revenue for services and explained it in more detail and how the department handles it. Barnes said that he believes this will be budget neutral for the department as he expects retirements or someone to leave the department between now and May of 2026, and the person hired will fill that vacancy.

Gisselman asked if it was part of the employee handbook or union contract regarding military service. Barnes explained that there is a federal law that we have to preserve their position and bring them back and no loss. The union contract outlines that the City will make up any difference in pay if the employee is making less serving the military than in their position, however Barnes believes in this case the employee will be paid more by the military and there will be no cost to the City. Barnes reiterated that this item is not to approve the employee's deployment, but rather to allow the department to hire someone during this time that will be fully trained and able to assist for part of the time that the employee is gone and move into a future vacant position. Gisselman asked if they were voting on the funding or position; McElhaney said the position only.

Motion by Gisselman to approve exceeding authorized staffing to cover extended military leave. Second by Martens. All ayes. Motion passed 5-0.

Discussion and Possible Decision Regarding Authorizing a Part Time Officer Program.

Barnes said that the department spends a lot of money training its employees, and sometimes an officer would still be interested in working for the department part-time after retirement or leaving for other employment. Two officers recently left to become instructors at NTC but would be interested in serving the department part-time. Barnes feels that this would be a good opportunity to start a part-time officer program so that they could employ former officers who are fully trained, while saving money because they would not be eligible for health insurance or retirement benefits. The part-time officers would only work if money is available in the budget and would help with patrol, partnering with an officer for a few hours to do targeted work in the community or to help with staffing for events. The officers could also help with training and mentoring the CSO's. Barnes envisions having up to 4 part-time officers that would only be used if money is available, making this request budget neutral.

Gisselman asked if this would be included in the 2026 budget proposal. Barnes said it would not be included, as he will not ask for additional money to fund the positions. If it results in a

valuable program that needs funding in the future, Barnes said the committee would then have a different decision to make.

Tierney said that seeing this presented as a program makes her believe that this not a temporary ask, and she does not want to see money specifically budgeted for it in the future; she is fine with using extra money in the department's budget but does not want additional funding added for this. Barnes said that his intent is for this to be an on-going program for the department but does not expect to add to his budget for it.

Martens asked if this would help save money with overtime. Barnes said the department would not be able to use a part-time officer in place of a full-time officer to avoid overtime per the union contract, but if all the full-time officers declined picking up the overtime, the part-time officer(s) could then be asked to come in. The program could result in less overtime for the department but is not its purpose, which is to enhance service to the citizens.

Kilian asked why this program is needed if the CSO's are fully trained. Barnes explained that the CSO's have not been through the law enforcement academy or the department's field training program, and officer's are able to provide training and mentorship to the CSO's on how to handle situations by learning from example. Kilian asked for clarification on if Barnes expects to bring this back annually. Barnes said no, that once the program is approved it is assumed that it will be ongoing, however, whether the department has funds available each year or officers interested will determine if the department has part-time officers working.

Motion by Martens to authorize the part-time officer program. Second by Gisselman. Motion passed 3-2. Tierny and Kilian were the dissenting votes.

Discussion and Possible Action to Approve Summer Hours Schedule.

McElhaney called on Mayor Diny, who asked to speak to this item. Diny explained that he recently met with key staff to discuss this item and believes that it would be a better idea to do another pilot program between the summer holidays and gather more data and citizen input on the idea of permanent summer hours. Tierny asked if this was to be year-round; Diny said no, the schedule would be just for summer. Diny said he is asking that the committee allow the City to do another short pilot program, collect more information from the public, and then determine if they would like to proceed with making this a permanent summer schedule.

Kilian said that she heard from about 5 people last year about the summer hours who had bills to pay and were not aware that City Hall was closed Friday afternoon. Kilian said she thinks that City Hall should be open regular hours for the citizens and would like to hear from the other committee members. Diny said more customer input could help with this and that some communities hired a third party to conduct a survey. Kilian asked how many responses would be needed to make a decision?

Gisselman said that he was not aware that this was brought to a committee last year and asked who made the decision to close Friday afternoons. Diny said that several emails went out staff

and council about the summer hours last year; no responses were received, and a decision was made to move forward with the pilot. Gisselman said that the Marathon County Courthouse is open Friday afternoons; he asked how the City is supposed to gather responses from people who come to City Hall on Friday afternoon if it is closed?

Tierny asked if any other options were being considered and said that she believes customer service to the public should be the most important factor, and asked if anyone had thought about rotating Friday's off so that everyone has the same opportunity? Tierny also asked if anyone asked the staff that isn't eligible for summer hours what their feeling is of this? Diny said that every department could potentially have people that would be eligible to participate, and mentioned that some departments already have different work schedules.

Kaitlyn Bernarde explained that the options proposed provide the same number of customer service hours to the public and said that Water, Police, Fire, and Public Works administrative staff are also interested in participating in summer hours. Tierny said that she does not believe having a 4-day workweek for government staff is a good thing for the City. Bernarde said that the City also offers alternative ways to pay bills online and utilization of the drop box. Tierny said that those options are great, but not all citizens may have the ability to pay online.

Martens said he sees value in summer hours for employees as a lot of people "checkout" on Friday afternoons, and that the number of transactions on Friday afternoons in the summer is much lower than at other times. Martens proposed that the item be brought back by the new HR Director with more data and then the committee could decide if they would like to do another pilot.

Kilian said that she understands employees wanting Friday afternoons off during the summer, and asked if employees are able to request vacation if they wish to have Friday afternoon off? Bernarde said that employees can request vacation but that her department needs to have enough staff available to adequately serve the public; if two people are scheduled and one person calls in sick, it can result in poor customer service and longer wait time for customers. Kilian said if everyone is gone, there would be no service for the customers and we owe it to the public to be open during the normal scheduled hours. Kilian shared Tierney's belief that not everyone is willing or able to use alternative methods of payment and someone should be available at City Hall to service the public.

McElhaney questioned what was being asked for and the process, saying that last year's pilot did not go through committee or council, and doing another pilot seems like a way around the correct process of approval. McElhaney also questioned why employees can't use vacation if they want off instead of changing business hours, but said that she will support the committee with whatever direction they want to take.

Tierny said that she expects professional services like banks, internet/phone providers, etc. to be available on Friday afternoon if she needs to call them and thinks that municipal service should be available also, and doesn't understand why departments can't rotate staff off. Tierny

said she would love to have Friday's off but the only way she gets them is by using PTO; and City employees have a lot of benefits that aren't available elsewhere.

McElhaney asked the committee how they would like to proceed. Kilian said she doesn't feel that tabling the item will change anything and is not supportive of summer hours. Tierny asked that the item be tabled until a survey can be mailed out to the citizens to gather feedback before moving forward. Martens asked if the item could be brought back in June and an online survey be done to gather feedback, or give it back to staff to work on? Tierny said she doesn't believe in online surveys and doesn't believe it would capture a broad response, as many citizens do not routinely use the City's website.

Motion by Gisselman to table item until the May HR Committee meeting for feedback from the new HR Director, as well as staff. McElhaney asked if they would like a survey? Tierny said yes, she would like a citizen survey. Gisselman would like information about other municipalities and government offices within the City as well. Kilian supported getting a broad public opinion on this item. Second by Kilian to table the item until the May HR Committee meeting for feedback from the new HR Director and staff, options for a survey, and information about hours for other municipalities/government offices in the area.

Maryanne Groat said that information about hours for other municipalities was included in the packet that Bernarde put together and was disappointed how this item was handled. Groat read the information in the packet provided about the smaller municipalities in the area who have summer hours, and said that Bernarde and the Employee Resource Committee worked on this item for over a year but the former HR Director did not bring it forward. Groat said another pilot would be a happy medium at this point until something permanent can be put into place.

McElhaney explained why the item was not brought forward in March. Kilian reiterated that even if one citizen is inconvenienced by this change that it is one too many. Diny gave his opinion that a survey could be done in conjunction with the pilot. Martens said that since what the pilot would look like was unclear, he would like to amend the motion to include this information. Kilian asked when the survey would be done? Gisselman said he thought the surveying could be done within the month by asking those who come into City Hall and at neighborhood groups. Tierney disagreed with Gisselman on this. Martens thought the survey could be done at any time to collect public input. Groat said the proposed summer hours provided by Bernarde in the packet were 7:15 a.m. to 4:30 p.m., Monday through Thursday, and 7:15 a.m. to 12:15 p.m. on Friday. Kilian said that she appreciates staff willing to come in early, but doesn't think that residents will come in early to do business as an alternative to Friday afternoons. McElhaney said that she would like everyone to agree on one option instead of bringing several options to the table. Groat shared her opinion that the handling of this item and the process was not collaborative with Bernarde.

McElhaney said the motion is to table this item until May, get information from other municipalities on their summer hours, get new HR Director input, thoughts from staff on how to

survey residents, and solidify a pilot program to bring back that has one option. All ayes.
Motion passed 5-0.

Adjournment.

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

Rebecca McElhaney
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=4Q1TI0oh-KQ>



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
36	28	1	7

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
5	1		1

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
6	1	5

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	Closed	03/04/25
Police	Hand	Medical	Open	04/26/25

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	
Dustin Gessert	Water	Water Distribution Maintainer	3/17	4/25
Brook Jorgensen	Metro Ride	Bus Operator II	3/31	
Brenda Lee	Police	Administrative Assistant II	4/14	
Lisa Nowak	Human Resources	Human Resources Director	4/14	
Amy Bolder	CD Authority	Housing Project Coordinator	4/28	
Breanna Smith	Metro Ride	Bus Operator II	4/28	

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
14	12	2	0

Separations by Department for 2024 YTD

Assessment - 1	Engineering - 1	Maintenance - 1	Water - 1
Clerk/Finance – 2	Human Resources - 1	Mayor’s Office - 1	
Police -4	Fire - 1	Public Works - 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	No hire from previous recruitment; Closes 5/11/24
City Surveyor	1	1/07	Recruitment Closes 5/31 (extended from 3/31; no qualified applicants)
Firefighter/Paramedic	3	11/04, 12/30, 3/03	Three candidates in process
Municipal Fleet Technician	1	4/04	Interview in process
Street Maintainer	1	5/07	Closes 5/12
Property Appraiser	1	1/22	Closes 5/07
Transit Maintenance Supervisor	1	3/09	Interviews in process
Water Distribution Maintainer	1	4/25	Closes 5/13
Water Treatment Operations Supervisor	1	New Position	Closes 5/27

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.



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

May 12, 2025

Agenda Item
Discussion and Possible Action amending the Fleet Safety Policy.
Background
<p>Eric Lindman Director of Public Works has requested modifications to the Fleet Safety Policy.</p> <p>A discussion was held regarding non-dot vehicles' need for pre and post trips. It was determined that pre and post trips inspections are not warranted due to the newer age of these vehicles.</p> <p>Employees will still be responsible for checking vehicles for leaks, lights, and tires however, employees will not be required to record information on a card. Employees who are alerted via the vehicle system or by visual inspection will be required to notify the Fleet division of need for repair.</p>
Fiscal Impact
None.
Staff Recommendation
Approve the amendments to the Fleet Safety Policy.
Staff contact: Anne Keenan 715-261-6632



POLICY **draft**

DATE: **TBD**
TITLE: Fleet Safety Policy
ISSUER: Human Resources
COVERAGE: All employees
AUTHORITY: Risk Management Committee
DURATION: **Indefinite, review in 2023**

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POLICY

The City of Wausau is committed to providing a safe and healthy work environment for all our employees. In addition, the City of Wausau's goal is to comply with the OSHA SEC 5 (a) (1) General Duty Clause incorporated by reference in SPS 332 for Public Employee Safety and Health.

The purpose of the fleet safety policy is to prevent vehicle accidents and promote safe driving practices while maintaining the City of Wausau's vehicles and heavy equipment in proper operating condition. This Fleet Safety Policy also serves as the uniform best practice standard governing the privilege of operating the City of Wausau vehicles and/or heavy equipment within the scope of employment.

This Fleet Safety Policy applies to all City of Wausau full-time, part-time, and seasonal employees operating city owned vehicles or equipment. In addition to the provisions of this policy, all employees are required to comply with applicable Federal and Wisconsin DOT motor vehicle, local traffic laws, the established City of Wausau driving safety work rules, best practices and procedures.

RESPONSIBILITIES

Department Heads have the responsibility to implement the adopted Fleet Safety Policy and the overall Fleet Safety Program.

1. Direct all supervisors and employees to endorse and comply with the adopted policy and program components.
2. Identify and set fleet safety goals and priorities.
3. Provide appropriate safety and financial resources.
4. Provide support and interest in the Fleet Safety Program.

Supervisors and Crew Leaders have their responsibilities listed below.

1. Provide training to employees so that they are fully qualified to drive and maintain fleet vehicles and heavy equipment.
2. Ensure the safe operation of fleet vehicles in compliance with the overall Fleet Safety Program requirements.
3. Enforce the established Fleet Safety Policy's driving work rules, procedures, policies and best practices.
4. Thoroughly investigate all vehicles accidents.
5. Demonstrate support and interest in the Fleet Safety Program.
- ~~6. Conduct both annual and random license checks.~~

Employees will be responsible for following the below listed items.

Comply with the directives of this Fleet Safety Policy and overall Fleet Safety Program.

1. Apply their education and training to the safe operation of City vehicles and heavy equipment.
2. Employees will immediately report any changes to the status of their driver's license to their immediate supervisor.
3. Conduct and document, when necessary, all required ~~pre-trip~~ inspections and preventative maintenance on assigned city vehicles and heavy equipment.
4. Employees will complete all required inspection and maintenance forms.
5. Report unsafe conditions and/or mechanical defects.

6. Report all accidents immediately and complete the accident report.

The Fleet Maintenance Manager is responsible for the items listed below.

1. Develop, schedule and ensure implementation of the City of Wausau preventative maintenance program on all vehicles and heavy equipment.
2. Prepare specifications for purchased or leased vehicles and heavy equipment, owned by Fleet, ~~that include maximum~~ incorporating safety features.
3. Assist in the development of fleet safety rules, best practices, procedures and policies.
4. Supervise the activities of the maintenance staff to ensure quality maintenance.
5. Assist in providing training on preventative maintenance, inspection techniques, and best practices.

The Fleet Safety Committee is responsible for the items listed.

1. Maintain fleet safety accident-related records and statistics that promote safe and defensive driving.
2. Obtain literature, posters, films, videos and any other education and training aids that can be used as part of the overall Fleet Safety Program to support best practices.
- ~~3. Assist in the coordination of established driver incentive and recognition programs and distribution of program's awards.~~
4. Conduct an accident review on questionable cases to establish accident preventability or non-preventability.
5. Recommend and support post-accident opportunities for improvement.

PERSONNEL USE OF CITY OWNED VEHICLES

The Department Head or immediate supervisor may grant the use of a City vehicle. This City vehicle may be driven to and from home when the work assignment dictates the need for the vehicle and the use in accordance with the City's take home Vehicle Policy.

Personal use of City owned vehicles is generally not allowed. Any exception would have to be approved of in advance by your immediate supervisor or Department Head. Once the vehicle has reached the individuals home, it shall not be used for other personal use.

Personal mileage should accumulate only during trips to and from work. All personal mileage has to be reported and is used to calculate the employee benefit amount pursuant to the IRS regulations. A personal vehicle mileage form should be completed monthly and submitted no later than the fifth workday of the following month to the Finance Department.

USE OF PERSONAL VEHICLES ON CITY OF WAUSAU BUSINESS

An employee must comply with the following stipulations in order to continue to operate their personal vehicle on City of Wausau business.

1. Prior approval from the employee's Department Head. The employee and their supervisor must make a formal request and show compliance with the requirements.

2. Proof of Insurance; the minimum acceptable liability insurance limits are \$250,000 for bodily injury or death of one person, \$500,000 for bodily injury or death of two or more people and \$100,000 for property damage per incident. Additionally, uninsured and underinsured motorist coverage each with minimum limits of \$100,000/\$300,000 for bodily injury coverage is required. A copy of this document or a current auto insurance card must be kept in the vehicle being used. Any additional costs or charges to comply with these requirements shall be the employee's responsibility. Failure to maintain required insurance as described above will result in the loss of personal vehicle use for City business which may affect your overall employment status.
3. Motorcycles and/or mopeds are not acceptable and cannot be used to conduct City of Wausau business and are not eligible for mileage reimbursement.
4. If an employee's regular vehicle is out of service or otherwise unavailable, it is the employee's responsibility to provide an alternate vehicle.
5. Employees required to provide their own vehicle will be reimbursed on a per mile basis at a rate that is determined by the City. All maintenance, operation, insurance and other vehicle expenses are the responsibility of the employee. It is also the employee's responsibility to maintain their personal vehicle in such a manner as to ensure safe operations. The employee's insurance shall be considered primary.
6. It is the employee's responsibility to inform their insurer of the circumstances under which the vehicle is operated for City of Wausau business.
7. Employees who work in the Assessment Department and receive a monthly auto allowance are required to submit a mileage reimbursement form on a monthly basis. The City of Wausau form must be completely filled out following the adopted procedures. The mileage reimbursement forms are subject to audit. The provision of the Fleet Safety Policy shall apply whether or not an employee seeks reimbursement for the use of a non-city vehicle.
8. Any loss or restriction of driving privileges during the employee's incumbency must be immediately reported to their immediate supervisor. Failure to report a status change in licensing such as: restriction, suspension or revocation of driving privileges will result in disciplinary action up to and including termination of employment.
9. Failure to comply with the City of Wausau Fleet Safety Policy, losing driving privileges, or fraudulent reporting of vehicle use could result in disciplinary action up to and including the loss of privilege to operate a vehicle on City of Wausau business up to termination of employment. Appropriate disciplinary action will be determined on a case by case basis by the Human Resources Department.
10. The City of Wausau's Department Heads or designees will review the driving records of all employees that are required to drive in the course of their employment on a periodic basis.

FLEET SAFETY DRIVING RULES AND BEST PRACTICES

Pre-Employment Driving Standards

The following driving standards will be uniformly applied by the City of Wausau prior to an offer of employment. These driving standards are subject to change at any time at the discretion of the City of Wausau. A copy of the applicant's driving record will be obtained from the WI DOT-MV. The following

driving standards will apply in order to meet the minimum requirements for employment with the City of Wausau for a position that requires the operation of a motor vehicle.

Applicants must possess and produce a valid Wisconsin Driver's License which meets the required classification (i.e. Class A, B, C, D, or M) before an offer of employment can be made. In the case of an out-of-state applicant, the offer can be made contingent upon obtaining the appropriate Wisconsin Driver's License prior to starting employment.

Applicants, for certain positions that require a CDL, shall possess a valid Wisconsin DOT-MV-CDL with the appropriate classification, endorsements, and without an air brake restriction upon hire or within the timeframe as specified in the job description.

Driver Orientation and Training

Orientation and training ~~assures that helps new~~ employees ~~have the knowledge and skills necessary to~~ perform the job ~~according to city policy and meet expectations. in the manner expected, as well as to review the City of Wausau's policies and practices.~~ The orientation type and amount of training ~~that is needed~~ will vary directly with the complexity of the job assignments, and the knowledge and experience level of the ~~new~~ employee.

Immediate supervisors, or designated trainers, are responsible for orientation and training both new and current employees regarding ~~the proper use,~~ maintenance and operation of City of Wausau vehicles and heavy equipment. ~~The following components shall be covered during the employee's orientation. This orientation activity must be documented and filed to verify successful completion.~~

~~Following the orientation, the supervisor, or designated trainer shall conduct a road test for the purpose of verifying the employee's skill and ability to operate the vehicle and/or heavy equipment in a safe and competent manner. The road test shall include a review of the employee's ability to operate the vehicle and/or heavy equipment controls and attachments. All road tests should be conducted on pre-determined routes that include a variety of job-related driving and operating conditions.~~

In addition, the City of Wausau will provide on-going training programs which address the knowledge and skills necessary for ~~all~~ employees to perform in a satisfactory and safe manner. ~~, and will attempt to bridge the gap between the employee's existing level of knowledge and that required for the job.~~

Accident Reporting Procedure

Employees involved in an accident with a City of Wausau owned or leased fleet vehicle or personal use vehicle while on City business shall follow these steps.

1. Stop immediately.
2. Take precautions to prevent further accidents.
3. Render reasonable assistance to injured persons.
4. Call for the assistance of the Police and advise the Police Department that it involves a City of Wausau vehicle or equipment. The Police Department must be contacted in all accidents exceeding \$1,000 in damage, any damage to private property, or resulting in injury.

5. Provide all information requested by the Police.
6. Exchange names, addresses, telephone numbers, vehicle license plate numbers, insurance information, and driver's license information with the other party involved in the accident.
7. Report the accident to your supervisor at once.
8. Wait for the City of Wausau representative to arrive at the accident scene. If required, the City of Wausau representative will take the employee for drug and alcohol testing.
9. The employee who was driving the vehicle or piece of heavy equipment shall complete and submit the City of Wausau accident report form within 24 hours for their supervisor's review.

Employees should not discuss the accident with anyone other than a representative from the City of Wausau, or the Police Department. Employees should not apologize, admit guilt, or indicate that the City of Wausau will take responsibility or will pay any accident-related bills. If a citizen wishes to file a claim against the City of Wausau they should be referred to the City of Wausau Attorney's office at 715-261-6590.

Accident Review Procedure

The Fleet Safety Committee shall review all accidents and incidents involving City of Wausau vehicles and/or heavy equipment and determine if it was preventable or non-preventable. The National Safety Council defines a preventable collision as one in which the driver failed to do everything that they reasonably could have done to avoid it.

The review guidelines used to make the determination are based on the Vehicle Accident Causal Factors from the National Safety Council located in Appendix B.

1. An accident shall be judged preventable if the driver "failed to exercise every reasonable precaution" to avert the accident.
2. A thorough investigation and review of the accident report, employee's driving record, driver statements, witness statements, and any supplemental information (i.e. drawings, etc.) shall be determining factors.
3. Admission of "fault" by either driver, "blame placing" by another, mechanical failure, cost of repairs and damages, or other such factors are not definitive considerations in determining whether an accident is preventable.
4. The employee shall be given written notification of the determination.
5. The notification shall include the employee's accident history for the previous two years.
6. A copy of the notification shall be sent to the employee and their supervisor/department head.
7. The employee can appeal the determination.
8. The employee can file a request for review in the form of a letter to the chairperson of the Fleet Safety Committee.
9. The Fleet Safety Committee will only review appeals on accident classifications that are made within thirty days of the determination notification to the employee.
10. The Fleet Safety Committee shall conduct a review of the accident and give a final determination in writing to both the employee and the employee's supervisor/department or division head.

Possible disciplinary action may be warranted based on the employee's past driving record, current work record, and the severity of the accident. However, any potential disciplinary action must be in accordance with applicable City of Wausau labor agreements and/or established personnel policies.

Vehicle and Heavy Equipment Maintenance ~~and Care~~

It is the responsibility of the Fleet Manager to ensure that all City of Wausau ~~Fleet owned or leased~~ vehicles and heavy equipment, ~~except water and wastewater vehicles and equipment, that~~ are maintained ~~according to manufacturer recommendations or best practices, by the DPW Fleet Manager~~ ~~are in proper working condition.~~ The Water ~~and Wastewater~~ Utility Superintendents shall make sure water ~~and wastewater~~ utility vehicles and equipment are ~~safe and~~ in proper working condition. ~~The immediate supervisor shall ensure that a written orientation and training program is developed for vehicles and heavy equipment in the respective department.~~ Routine checklists shall be developed and used for ~~all required~~ vehicles and heavy equipment ~~as required by law or determined by department head.~~

Employees who operate a ~~City of Wausau~~ vehicle(s) ~~and/or piece of~~ heavy equipment, are responsible for ~~the its safety and serviceability. It is the responsibility of the employee operating the vehicle or equipment to notify the fleet division of any safety or serviceability issues so they may be addressed properly. daily inspection of the vehicle and/or heavy equipment and completing the required forms.~~ If an employee is unfamiliar with the operation or maintenance of a vehicle or piece of heavy equipment, it is their responsibility to request information and instructions on the proper procedures from their immediate supervisor.

Vehicle Emergency Breakdown Procedure

Employees are responsible for following the breakdown procedures whenever a vehicle becomes disabled in a public roadway.

1. Get completely off the traveled roadway. Avoid curves, hills or where the view may be obstructed.
2. Shut down the vehicle.
3. Set the parking brake to prevent movement.
4. Turn on the 4-way flasher. If reflective triangles are available, set them near the vehicle and at approximately 100' to warn approaching traffic.
5. Call for assistance.
6. Stay in and with the vehicle.

Fleet Safety Equipment and Supplies

The City of Wausau will consider and make efforts to upgrade safety features when developing specifications for the purchase/lease of automobiles, vans, light trucks, medium trucks, heavy trucks, motorcycles, mopeds, specialty vehicles and heavy equipment. The following items will be considered where available, practical and functional to enhance safety and protection.

All Vehicles

- Additional or upgraded right-side mirror where possible.
- Wiring for hands-off 2-way radio or cellular phone use where possible.
- Daytime running lights.
- Anti-lock brakes, where possible.
- Ergonomic seats (adjustable, lumbar support).
- Passive restraint system, where possible.

Trucks and Commercial Trailers

- Liberal use of reflective tape for improved visibility.
- Work lights for hookup or cargo loading in the dark.
- Upgraded steps and grab rails on cabs, rear panels and trailers.
- Rear-view vision systems.
- Convex mirrors mounted at front and rear of vehicle.
- Bulkheads to protect employees from shifting cargo.
- Side racks and equipment boxes.
- Hydraulic tailgate lifts.
- Walk-up ramps.
- Hazard lights (strobe, rotational) or light bars.
- Back-up alarm devices.

Emergency Equipment and Supplies

Supervisors and employees are required to maintain and ensure that all commercial vehicles (CDL) are carrying the following emergency equipment.

- Reflective triangles.
- Basic first aid kit.
- Small multi-purpose dry fire extinguisher.
- Vehicle “Glove-Box” accident reporting kit (Proof of Insurance, vehicle and trailer registration cards, accident report form, and witness cards).

Employees are expected to don PPE when required or requested by management. The safety equipment could include: helmets, glasses, gloves, specialized padding etc...

~~In addition, all vehicle and trailer combination units must carry a minimum of 5 traffic cones for use in establishing a minimum tapered work zone when loading and unloading trailers, or abandoning a trailer on public roadways or in the parking lots.~~

POLICY REVIEW

This policy will be reviewed on an annual basis by the Fleet Safety Committee for any changes in applicable safety standards, operational procedures, or safe practices that have occurred will be incorporated to ensure compliance.

FLEET SAFETY DRIVING RULES AND BEST PRACTICES

The operation of The City of Wausau owned or leased vehicles and/or heavy equipment is a privilege which may be withdrawn at any time at the sole discretion of the City of Wausau. An employee must comply with the following fleet safety driving rules and best practices in order to continue this granted privilege to operate vehicles and heavy equipment:

1. Maintain an approved and valid WI DOT-MV driver's license with the applicable classifications and endorsements at all times. Any loss or restriction of driving privileges during the employee's incumbency must be immediately reported to their immediate supervisor. Failure to report a status change in licensing such as: restriction, suspension or revocation of driving privileges will result in disciplinary action up to and including termination of employment.
2. Maintain a satisfactory driving record both on and off the job. The City of Wausau's Human Resources Department will be reviewing driver records on a random basis.
3. Employees are required to obey all Federal DOT, Wisconsin DOT-MV, local and City of Wausau traffic regulations.
4. Seat belts and shoulder harnesses shall be worn while operating or riding in City of Wausau owned/leased commercial and fleet vehicles, personal vehicles while on duty, and when operation heavy equipment that has been equipped with a manufacturer's installed seat belt and rollover protection (ROP) feature. Inoperative or missing seat belts and/or harnesses shall immediately be reported to the immediate supervisor. The vehicle or equipment shall not be operated until the repairs have been made.
5. Employees who operate fleet automobiles, motorcycles, mopeds, and light trucks, ~~and medium trucks shall conduct a quick visual pre-trip inspection of the and have an approved inspection waiver on file, are responsible for the safety and serviceability of that vehicle. tires, brakes, headlights, taillights, directional lights, 4-way flashers, wipers, heater, and defroster on the vehicle prior to operating.~~
6. Employees who operate commercial vehicles or other vehicles and equipment established by the division/department, shall conduct and document all the required "Pre-Trip Inspections" ~~prior to operating on public roadways~~ as required by Federal or State DOT regulations or department policy.
7. Individuals not employed by the City of Wausau are not permitted as passengers in fleet vehicles unless authorized by a supervisor or manager.
8. While fueling fleet vehicles and/or heavy equipment employees need to follow safety procedures.
 - a. Smoking is prohibited within 25' while fueling.

- b. Engines shall be turned off during the fueling operation. Leaving the vehicle unattended while fueling is prohibited. (Transit will follow Transit Fueling Policy.)
 - c. Using an unauthorized object to “lock the nozzle” on a fuel pump nozzle while fueling is prohibited.
 - d. Fuel leaks and/or spills (gasoline, diesel fuel, and hydraulic oil) over one gallon shall be reported immediately to the Fleet Manager so that an internal spill report can be completed.
 - e. Using a cell phone while pumping fuel is prohibited.
9. Non-emergency vehicles are prohibited from parking in fire lanes or in front of fire hydrants while on job sites.
 10. ~~Traffic cones are to be used as a warning and control measure for crews and vehicular traffic. Traffic cones should be placed at the vehicle and trailer corners when parked on public roadways, in public parking lots, busy job sites and narrow residential streets to create a safe work zone area.~~
 11. Report any fleet vehicle and heavy equipment mechanical problems immediately. Never drive a fleet vehicle and/or operate heavy equipment that does not appear safe.
 12. Protective guards, deflectors and shields shall be in place before starting and operating any heavy equipment.
 13. Heavy equipment shall be properly maintained and inspected prior to each use.
 14. Employees shall be properly trained on specialty and heavy equipment prior to its use.
 15. Always use metal vehicle jack stands when you are working under a raised vehicle. Use safety blocks to secure the body of a vehicle in a raised position. Never exceed the rate capacity of jack stands.
 16. The “3-Point Contact” concept shall be used when mounting and dismounting commercial vehicles, large specialty equipment, and heavy equipment. Jumping off vehicles and heavy equipment is prohibited.
 17. Employees are not allowed to tamper, over-ride or disconnect any manufacturer installed safety feature devices.
 18. All heavy or specialty equipment shall be turned off under the following field conditions.
 - a. Changing attachments.
 - b. Manually loading or unloading equipment.
 - c. Adjusting attachments.
 - d. In proximity to the general public.
 19. Vehicle interiors are to be kept clean and free of rubbish.
 20. Use of any tobacco/e-cigarette product in a City owned vehicle is prohibited.
 21. Excess material and debris shall be cleaned off after trailers and trucks are loaded prior to moving (i.e. trailer wheel fenders, bumpers, side panels, truck bed ledges, etc.).
 22. Riders and/or passengers are not allowed on heavy equipment while it is moving.
 23. Vehicle and equipment steps, platforms, and deck plates shall be kept clear of grease, oil, ice and mud.
 24. Ensure vehicle and/or vehicle trailer combination do not exceed maximum allowed height, width, or length per DOT regulations (width – 102 inches, height 13.5 feet, length 45 feet-single vehicle or 70 feet two vehicle combination).
 25. Loading and unloading trailers.
 - a. Loading and unloading of heavy or specialty equipment on trailers shall be done on a level surface area.

- b. Equipment over 10,000 pounds shall be chained down with chains meeting grade 70 transport chain specifications.
 - c. Equipment and materials shall be properly restrained from movement in all directions.
 - d. The “4-Point Tie Down” practice and application of the emergency brake shall be done when transporting large riding landscape and construction-type equipment on trailers. The combined strength of all cargo tie-downs (straps, chain, ropes, and tension devices) must be strong enough to lift half the weight of the piece of cargo tied down.
 - e. For every 10 feet of load you must have the appropriate securement to hold the load in place.
 - f. Cargo on trailers shall not exceed the load capacity of the trailer.
 - g. Equipment attachments shall be lowered and secured on trailers while transporting.
 - h. Ensure tailgates and sides of the vehicle and trailer are free of dirt, gravel, and mud prior to traveling on the roadway.
 - i. Follow DOT Section 393 and current Subpart for proper cargo securement practices. The can be found in the Cargo Securement Handbook or Federal Motor Carrier Safety Regulations handbook.
26. The use of a cell phone, other electronic device, texting, or other distracting activity is prohibited while driving. The driver must pull off the roadway, out of traffic and stop the vehicle, to use such devices. Exceptions to this rule include: the operator of a Police or Fire vehicle when necessary in performance of official duties, when using a hands free device, the use of a City authorized two-way radio, traffic message boards, and sander/salter/plow controls. GPS units shall be programmed prior to departure.

PREVENTABLE AND NON-REVENTABLE ACCIDENT CRITERIA

For purposes of determining a driver's responsibility for safe driving, it is not enough to ascertain that they were not in violation of any traffic law or regulation. Drivers must drive in such a way that they commit no errors themselves. Drivers should control their vehicle to make due allowance for conditions of road, weather, and traffic so that mistakes of other drivers do not involve themselves in an accident.

A driver should not confuse preventability with chargeability. Preventability is what the driver should have done to avoid all accidents, with very few exceptions, in spite of weather, road, and traffic conditions, and regardless of what the other driver's action are. Chargeability is the action taken by the policing department, and normally determines the blame for the accident.

Accidents may be preventable if:

- Driver was not operating at a speed consistent with the existing conditions of road, weather and traffic.
- Driver failed to control speed so that they could stop within assured clear distance.
- Driver misjudged available clearance.
- Driver failed to yield right-of-way to avoid accident.
- Driver was in violation of any applicable traffic laws or ordinances.

All of CVMIC's members are committed to a fair and equitable treatment of their drivers. This commitment includes fair judging of preventability in all vehicle accidents. Determining preventability is essential to the creditability of the city's fleet safety effort and driver recognition and corrective action/disciplinary programs.

The below expanded National Safety Council guide, while it is designed to assist in determining the preventability of accidents, does not list every factor that may be involved in a given accident. It does cover the most common aspects of the principle causes of accidents and, as such, it can serve as a general guide when reviewing accidents.

VEHICLE ACCIDENT CAUSAL FACTORS

Struck in Rear by Other Vehicle

Non-Preventable if:

- Driver's vehicle was legally and properly parked.
- Driver was proceeding in own lane of traffic at a safe and lawful speed.
- Driver was stopped in traffic due to existing conditions or was stopped in compliance with traffic sign or signal or the directions of a police officer or other person.
- Driver was in proper lane, stopped and waiting to make turn.

Preventable if:

- Driver was passing slower traffic near an intersection and had to make sudden stop.
- Driver made sudden stop to park, load or unload.
- Driver's vehicle was improperly parked.
- Driver rolled back into vehicle behind.

Struck While Parked

Non-Preventable if:

- Driver was properly parked in a location where parking was permitted.
- Vehicle was protected by emergency warning devices as required by federal and state regulations, or if driver was in process of setting out or retrieving signals.

Accidents at Intersection

A driver has the responsibility to approach, enter and cross intersections prepared to avoid accidents that might occur through the action of other motorists. Complex traffic movement, blind intersections, or failure of the "other motorist" to conform to the traffic control device motor vehicle laws will not automatically discharge an accident as "non-preventable". Failure to take precautionary measures prior to entering the intersection are factors to be studied in making a decision.

Preventable if:

- Driver failed to control speed so that he could stop within available sight distance.
- Driver failed to check cross-traffic and wait for it to clear before entering intersection.
- Driver pulled out from side street in the face of oncoming traffic.
- Driver collided with person, vehicle or object while making right or left turn.
- Driver, going straight through an intersection, collided with another vehicle making a turn.

Striking Other Vehicle in Rear

Regardless of the abrupt or unexpected stop for the vehicle ahead, the City of Wausau driver can prevent front-end collisions by maintaining a safe following distance at all times. This includes being prepared for possible obstructions on the highway or streets, either in plain view or hidden by the crest of a hill or the curve of a roadway.

Preventable if:

- Driver failed to maintain safe following distance and have vehicle under control.
- Driver failed to keep alert to traffic conditions and note slow-down.
- Driver failed to determine whether vehicle ahead was moving slowly, stopped or slowing down for any reason.

- Driver misjudged rate of overtaking.
- Driver came too close before pulling out to pass.
- Driver failed to wait for car ahead to move into the clear before starting up.
- Driver failed to leave sufficient room for passing vehicle to get safely back in line.

Sideswiped and Head-On Collisions

Collisions with fixed objects may be preventable. They usually involve failure to check or properly judge clearances. Unfamiliar streets or new traffic situations on regularly traveled routes are not, in themselves, valid reasons for excusing a driver from being involved in an accident. The City driver must be constantly on the lookout for such conditions and make the necessary allowances.

Preventable if:

- Driver was not entirely in the proper lane of travel.
- Driver did not pull to the right and slow down and stop for vehicle encroaching on own lane of travel when such action could have been taken without additional danger.

Squeeze Plays and Shutouts

Preventable if:

- Driver failed to yield right of way to avoid an accident.

Backing Accident

Practically all backing accidents are preventable. A City of Wausau driver is not relieved of their responsibility to back safely when a “spotter” is available for the backing maneuver.

Preventable if:

- Driver backed vehicle, causing accident, when such backing could have been avoided.
- Driver failed to get out of vehicle and check proposed path of backward travel.
- Driver failed to use a “spotter” if driver was in a position where the mirrors failed to show the hazard.

Accidents Involving Grade Crossings

Collisions with trains occurring at grade crossing in traffic, or on private property are the responsibility of the City driver to prevent.

Preventable if:

- Driver attempted to cross tracks directly ahead of train or streetcar.
- Driver ran into side of train or streetcar.
- Driver stopped on or parked too close to tracks.

Accidents While Passing

Failure to pass safely indicates faulty judgement and the possible failure to consider one or more of the important factors a driver must observe before attempting the passing maneuver.

Preventable if:

- Driver passed when view of road ahead was obstructed by hill, curve, vegetation, traffic, adverse weather condition, etc.
- Driver attempted to pass in the face of closely approaching traffic.
- Driver failed to warn the driver of the vehicle being passed.
- Driver failed to signal change of lanes.
- Driver pulled out in front of other traffic overtaking from rear.
- Driver cut-in short returning to right lane.

Accidents While Being Passed

Preventable if:

- Driver failed to stay in own lane, or hold or reduce speed to permit safe passing.

Accidents While Entering Traffic Stream

Accidents involving traffic originating from alleys, driveways, street entrances, and other special intersection locations should be carefully analyzed to determine what measures the City driver might have taken to avoid the occurrence.

Preventable if:

- Driver failed to signal when pulling out from curb.
- Driver failed to check traffic before pulling out from curb.
- Driver failed to look back to check traffic if driver was in position where mirrors did not show traffic conditions.
- Driver attempted to pull out in a manner that forces other vehicle(s) to change speed or direction.
- Driver failed to make full stop before entering from side-street, alley or driveway.
- Driver failed to make full stop before crossing sidewalk.
- Driver failed to yield right-of-way to approaching traffic.

Pedestrian Accidents

Preventable if:

- Driver did not reduce speed in area of heavy pedestrian traffic.
- Driver was not prepared to stop.
- Driver failed to yield right of way to pedestrian.

Mechanical Defects Accident

Preventable if:

- Defect was of a type which the driver should have detected in making pre-trip or in-route inspection of the vehicle.

- Defect was a type which the driver should have detected during the normal operation of the vehicle.

All Types of Accidents

Preventable if:

- Driver was not operating at a speed consistent with existing conditions of the road, weather, and traffic.
- Driver failed to control speed to be able to stop within assured clear distance.
- Driver misjudged available clearance.
- Driver failed to yield right of way to avoid accident.
- Driver failed to accurately observe existing conditions and drive in accordance with those conditions.
- Driver was in violation of City operating rules or special instructions, the regulations of any federal or state regulatory agency, or any applicable traffic laws or ordinances.

Defensive Drivers

Drivers make no driving errors themselves and make allowances for the lack of skill or improper driving practices of the other motorist. They adjust their own driving to compensate for unusual weather, road, traffic conditions, and are not coerced into an accident by the unsafe actions of pedestrians and other motorists. By being alert to accident-inducing situations, the defensive drivers recognize the need for preventive action in advance and take the necessary precaution to prevent the accident. As defensive drivers, they sense the necessary precautions must be taken to prevent an accident. Most importantly, they know when it's necessary to slow down, stop, or yield their right-of-way to avoid involvement.

The absence of any violation does not make the accident non-preventable while evidence of a violation of the law is a clear-cut indication that the accident was preventable. There are many steps that the driver can take to avoid an accident which are beyond the requirements of the law. A Fleet Safety Committee should determine whether the driver could have reasonably taken other actions that would have avoided the accident.

**IN VEHICLE REPORT FORM
ACCIDENT REPORTING PROCEDURE**

NAME _____ DATE _____ EQ# _____

1. Stop your vehicle at or near the crash site, so that it does not block traffic or cause another accident.
2. Turn off ignition and turn on emergency lighting.
3. Beware of down power lines and/or other oncoming traffic.
4. Inquire status of other vehicle occupant's injuries (if any).
5. Notify DPW – via radio- or call 715-261-6971. After 3:00 p.m. call 911 and report to supervisor as soon as possible.
 - a. Report location of accident (street or intersection)
 - b. Report of ambulance if required
 - c. State if you are involved in the accident
6. Provide information only to police officer:
 - a. Title registration/Insurance carrier form
 - b. Your license
 - c. Verbal statement on accident happenings
 - d. Witnesses if available; _____, _____
 - e. Time of day _____ (am/pm) Other Vehicle Injuries (yes/no)
 - f. Injuries to city employees (yes/no)
Names of the injured city employee(s) _____

Employees should not discuss the accident with anyone other than a representative from the City of Wausau, or the Police Department. Employees should not apologize, admit guilt, or indicate that the City of Wausau will take responsibility or will pay any accident-related bills. If a citizen wishes to file a claim against the City of Wausau they should be referred to the City of Wausau Customer Service Department at 715-261-6500.

Briefly Describe the Accident

Draw Accident Scene

The diagram shows a four-way intersection. A vertical line runs through the center, and a horizontal line runs through the center. At each of the four corners of the intersection, there is an L-shaped line that extends outwards from the center lines, defining the four quadrants. The text 'Draw Accident Scene' is located in the top-left quadrant.

Human Resource Committee Packet

May 5, 2025

Agenda Item
Discussion and possible action approving adjusted summer hours pilot.
Background
<p>The HR Committee is asked to review data and suggestions for a 2025 summer business hours pilot.</p> <p>The HR Department has received input from the Employee Engagement Committee regarding an adjusted summer hours schedule, and after review of the hours other municipalities in Wisconsin are open, the best options are as follows:</p> <p>Option 1: 7:15 am – 4:30 pm Monday through Thursday, Friday 7:15 am - 12:15pm</p> <p>Option 2: 8:00 am – 4:30 pm Monday through Thursday, Friday 8:00 am – 12:00 pm</p> <p>Option 3: 8:00 am – 4:30 pm Monday through Thursday, Friday 8:00 am – 12:00 pm *Staff still answers phones until 4:30*</p> <p>Some departments would be exempted from 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 their scheduled number of hours each week.</p> <p>This plan encourages a healthy work-life balance, encourages positive employee morale, and provides the city with a no-cost employee attraction and retention tool.</p> <p>The 2024 summer hour pilot received positive employee feedback. The goal is to gather more information and data in 2025 so we can make an informed decision on a permanent go-forward basis.</p>
Fiscal Impact
None
Staff Recommendation
Option 1 – open earlier all week long for the public to have even more access to city services. Staff contact: Lisa Nowak 715-261-6634

City Council Proposal

Subject: Proposal to Pilot City Hall Public Hours Adjustment on Fridays During Summer Months

Submitted by: Employee Relations Committee

Date: May 5, 2025

Purpose

To propose a pilot program adjusting City Hall public hours on Fridays from Memorial Day through Labor Day, and to seek public feedback using cost-effective and inclusive survey methods.

Background

Since 2021, City employees have expressed interest in a summer office schedule that allows for reduced hours on Fridays to support work-life balance, morale, and wellness. In 2024, the City piloted adjusted summer hours and surveyed staff post-pilot. Results indicated strong employee support and minimal operational disruption. This proposal builds upon that pilot and incorporates both internal and external feedback opportunities.

Proposal Overview

	OPTION 1	OPTION 2	OPTION 3
Monday – Thursday Hours	7:15am – 4:30pm	8:00am – 4:30pm	8:00am – 4:30pm
Friday Hours	7:15am – 12:15pm	8:00am – 12:00pm	8:00 – 4:30 [building closes at noon, staff answers phones until 4:30]
Hours City Hall is open to the Public	42.5	38	38
Staff Answering Friday Afternoons	No	Yes	Yes
Hours Staff Are Working	40	40	40
Staff Work Hours Outside Building Hours	No	Yes	Yes
Other Municipalities having Same or Similar Hours	Rothschild, Kronenwetter, Rib Mountain	La Crosse	Eau Claire
Benefits to Employees	Reduced work hours on Fridays	More uninterrupted work time	More flexibility over work schedule

Departments: All eligible departments encouraged to participate, subject to service needs and the discretion of each department Director. Divisions outlined in the handbook as receiving overtime- defined as work in excess of (8) hours per day-will be eligible for overtime after 40 hours of work performed while under the summer schedule.

Public Engagement and Marketing Plan

To ensure transparency and community input, we recommend launching a low-cost, city-wide survey to gather resident and business feedback on the proposed summer hours. These same low-cost methods can be used to communicate the updated hours.

Survey and Communication Methods:

1. Online Survey via Google Forms: Shared on the City's website, Facebook page, and email newsletters.
2. Utility Bill Insert: Flyer including a summary and QR code distributed with utility bills. This can be done both pre and post-adjustment, as the utility bills are staggered throughout the year.
3. Drop Box Surveys: Paper surveys and QR codes available at City Hall and community spaces.
4. Social Media Polls: Pulse-checks through City-run platforms.
5. Partnership Outreach: Collaborations with local institutions to reach underserved populations.
6. Mailer: Summer Flyer
7. Press Release

Supporting Data

- In 2023, 31 transactions occurred on average between 1:00–4:30 p.m. Fridays; some days as low as 14.
- In 2024, an average of 21.75 transactions occurred between 12:15 and 4:30 pm on Fridays.
- In 2024, 17 other municipalities had shorter Friday hours; 12 have adopted this schedule year-long.
- The 2024 pilot showed no issues with employee accountability or customer service impacts.
- Peer municipalities like Eau Claire, La Crosse, Rothschild, and Schofield use similar schedules.

Benefits of the Proposal

- Enhances Employee Morale & Retention at no additional cost
- Increases Operational Efficiency
- Aligns with Regional Trends
- Maintains or Minimally Impacts Public Access

Recommendation

Authorize a 2025 pilot program for adjusted City Hall hours and approve the launch of a city-wide public feedback survey. Option 1 works best for Customer Service; other departments can flex around this schedule.

Requested Action

- Committee selection and approval of the 2025 summer pilot program
- Committee approval of the resident feedback plan to accompany the pilot

CITY OF WAUSAU - MUNICIPALITY SUMMER HOURS SURVEY (Conducted by Human Resources 4/2025)

MUNICIPALITY	POPULATION	SUMMER HOURS?	DETAIL
Green Bay	107,395	Year Round	M-Th 7:30 - 5:00, Fr 7:30-11:00
Kenosha	99,986	No	
Racine	77,816	No	
Appleton	75,644	No	
Waukesha	71,158	No	
Eau Claire	69,421	Year Round	M 7:30-6:00, Tu-Th 7:30-4:30, Fr closed
Oshkosh	66,816	No	
La Crosse	52,680	Year Round	M-Th 8:00-4:00, Fr closed
Sheboygan	49,929	Year Round	M-Th 7:00-4:30, Fr 7:00-11:00
Wauwatosa	48,387	No	
Fond du Lac	44,678	No	
Brookfield	41,464		
New Berlin	40,451	No	
Wausau	39,994		
Menomonee Falls	38,527	No	
Greenfield	37,803	No	
Franklin	36,816	No	
Beloit	36,657	No	
Oak Creek	36,497	No	
Manitowoc	34,626	Year Round	M-Th 7:30 - 5:00, Fr 7:30-11:00
West Bend	31,752	No	
Fitchburg	29,609	Year Round	M-Th 8:00-4:00, Fr 8:00-2:00
Superior	26,751	No	
Stevens Point	25,666	No	
Marshfield	18,929	Year Round	M-Th 7:30-4:30, Fr 7:30-12:00
Wisconsin Rapids	18,877	Year Round	M-Th 8:00-4:30, Fr 8:00-12:00
Weston (Village)	15,723	*	*Public Works has alternative hours
Elkhorn	10,247	No	
Kronenwetter	8,500	Yes	M-F 7:00 - 4:30, F 7:00 - 11:00
Rhineland	8,285	No	
Rib Mountain	7,000	Yes	M-Th 7:30 - 5:00, Fr 8:30-1:00
Rothschild	5,500	Yes	M-F 7:00 - 4:30, F 7:00 - 11:00

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 morale boost for employees
 - 2. Remain competitive with other municipalities for talent.
 - 3. Increased engagement and productivity during the workweek.

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

- i. This has been an important topic for employees since 2021. There was a pilot in 2024 designed to identify potential problems, and gauge staff's perception of the schedule change. Half of City Hall employees completed a post-pilot survey in 2024 that stated overall they like approved the pilot. City leadership then wanted the project brought to Council for approval to either extend the pilot or add permanently to the handbook.

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 as applicable) holiday pay and would adjust / flex their workweek hours depending on schedules.
 - i. In 2025 Memorial Day and the 4th of July fall on weekdays: adjust your schedule during the week to 32 hours to accommodate the 8-hour holiday.
- 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 or Wednesday?

- a. It would be treated the same as 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 agreed upon hours per week.

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

- a. Alternate schedules are unnecessary in Workday. Employees will record their clock in and clock out times, and supervisors review and approve all hours per week before payroll is processed.

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. Full time staff work 40 hours per week with a 30-minute lunch break. Option 1 would maintain the same 42.5 hours per week. Options 2 and 3 would be open for a total of 38 hours per week but offer additional hours earlier or later. 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. Communication will be distributed to

residents regarding the schedule change, with emphasis on 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 (Police
 4. Press Release
- ii. Proper communication will be posted outside of City Hall during closure; 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. It is acknowledged that certain jobs may not be able to participate in this particular pilot, however there are other ancillary benefits available to them as well that may not be available to others. However, some administrative 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. Supervisors, employees and co-workers will work together on scheduling to ensure sufficient office coverage, and provide the same level of customer service.
- ii. The Customer Service Department must be staffed whenever City Hall is open. We have found that either having City Hall open or closed will provide the best service to customers and be the fairest to staff. Individual departments are already planning on their own schedules to address summer vacations. By either having City Hall open or closed and communicating that to residents, it will

ensure that people who come to City Hall can get the best service, rather than the departments they want to see being closed and irregular times.

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

- i. Other municipalities have different schedules for different departments or facilities.

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

- i. Individual departments will work with part-time staff to ensure that they are working the same number of hours if desired. The Customer Service Department consists mostly of part-time staff, and in 2024 they created a schedule that allowed each part-time employee to take a Friday off.

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 notify the public on the City's website at the discretion of the Municipal Judge. If it were to turn into a permanent schedule change, you would need to update the city ordinance.

6. How will you ensure staff are 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. What are our neighboring municipalities doing for summer hours?

- i. See proposal chart.

County	Holidays	Hours	1/2 Day Fridays	Notes
Shawno County	10	8-4:30 M-F	Y	Summer 1/2 day Friday
Green Bay	10	7:30 - 5 M-TH 7:30-11:30 F	Y	Year round 1/2 day Friday
Kimberly		6-3:30 M-TH 6-10 F	Y	Year round 1/2 day Friday
Manitowoc	9	7:30 - 5 M-TH 7:30-11:30 F	Y	Year round 1/2 day Friday
Sheboygan		7-4:30 M-TH 7- 11 F	Y	Year round 1/2 day Friday
Kenosha	12	8-5 M-F	Y	Summer 1/2 day Friday
City of Wausau	10	8-4:30 M-F	Y	Summer 1/2 day Friday
Green County	9	8-4:30 M-F	Y	Alternative Schedule
Price	10	8-4:30 M-TH 8-12 F	Y	Year round 1/2 day Friday
Rib Mountain	10	Varies	Y	Summer 1/2 day Friday
Lincoln County	10	8-4:30 M-TH 8-1 F	Y	Year round 1/2 day Friday
Antigo	8.5	7:30 -4:30 M-F 7:30 - 12 F	Y	Year round 1/2 day Friday
Marshfield	10	7:30 -4:30 M-F 7:30 - 12 F	Y	Year round 1/2 day Friday
Lafayette County	11	7:30-4:30 M-TH 7:30 -2 F	Y	Year round 1/2 day Friday
Rusk	10	8-4:30 M-TH 8-12 F	Y	Year round 1/2 day Friday
Iron County	11	8-4 M-F & 7:30- 4:30 M-TH 7:30 -11:30 F	Y	Year round 1/2 day Friday
Pepin County	10	8-5 M-TH 8-11:30 F	Y	Year round 1/2 day Friday
Oneida	9	8-4:30 M-F	N	Flex
Eau Claire County	11	8-4:30 M-F	N	Flex
Bayfield County	11	8-4 M-F	N	Flex
Crawford County	11	8-4:30 M-F	N	Alternative Schedule
Taylor County	9.5	8/8:30 - 4:30 M-F	N	
Juneau County	11	8-4:30 M-F	N	Flex
Portage County	10	7:30 - 4:40 M-F	N	Alternative Schedule
Sauk County	11	8-4:30 M-F	N	Flex
Dodge County	10	8-4:30 M-F	N	Flex
Buffalo County	11	8-4:30 M-F	N	
Florence County	11	8:30 - 4:00 M-F	N	Alternative Schedule
Sawyer County	11	8-4 M-F	N	Flex
St. Croix	10	8-4:30 M-F	N	Flex
Monroe	10	8-4:30 M-F	N	Flex
Wood County	10	8-4:30 M-F	N	Alternative Schedule
Green Lake	11	8-4:30 M-F	N	
Rock	11	8-5 M-F	N	Alternative Schedule
Langlade County	11	8-4:30 M-F	N	
Douglas County	11	8-4:30 M-F	N	Flex
Winnebago	10	8-4:30 M-F	N	Alternative Schedule
Walworth	10	8-4:30 M-F	N	
Stevens Point	13	7:30 - 4	N	Flex
Barron	11	8-4:30 M-F	N	Flex
Dunn	10	8-4:30 M-F	N	Flex
Rhineland	12	8-4:30 M-F	N	Alternative Schedule
Marquette County	13.5	8-4:30 M-F	N	
Kewaunee	11	8-4:30 M-F	N	Alternative Schedule
Sheboygan County	10	8-5 M-F	N	Flex
Burnett County	11	8:30 – 4:30 M-F	N	Alternative Schedule