

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, July 14, 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 June 9, 2025 Minutes.
- 2) Human Resources Report for June 2025.
- 3) Discussion and Possible Action to Approve the department update of Community Development Authority to Employee Handbook Policy 4.03
- 4) Discussion and Possible Action to Approve addition of HR Director carve-out language to Employee Handbook Policy 3.04
- 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 7/08/2025

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.

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

DATE/TIME: June 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, Lisa Nowak,

Approval of May 12, 2025 Minutes.

Motion by Martens to approve the May 12, 2025 Human Resources Committee meeting minutes. Second by Kilian. All ayes. Motion passed 5-0.

Human Resources Report for May 2025.

No questions were brought forward.

Discussion and Possible Action to Approve the Reclassification of Selected Jobs in the City of Wausau Assessment Department.

Nowak said that the City Assessor brought this item to her attention upon her arrival and felt that the previous wage study done in 2023 did not provide equitable compensation for four positions within his department. Nowak said that she reviewed the compensation study that was done in 2023 and determined that it was not a comprehensive review, as outlined in the handbook, that was to be done every five years. Nowak said only 53 jobs were selected for review out of 124 unique jobs, and mentioned that there is an opportunity to revise the job descriptions to outline essential job functions rather than provide high level job instructions to provide better information for future compensation studies. Nowak said that these jobs had no comparable in the study, and based on her analysis, she suggests moving the positions as outlined in the packet.

Kilian said that upon review of the information provided that it appeared the City Assessor was well below other department heads, and that the City needs to recognize the importance and function of the role. Kilian mentioned the pay scale that Nowak had sent her upon request and asked if using the mid-range or maximum range would create more equality for the Assessment Department wages with other departments and positions, and other municipalities to be competitive. Nowak said she doesn't recommend starting out at the maximum because then an employee is red-lined, and explained that she would keep the employees at the same step if their grade change is approved. Kilian said Nowak's assessment was very thorough and she agreed with Nowak's recommendations.

Tierny said that she agreed with the information provided but asked if Nowak thought the information should be reviewed by someone else based on Nowak's relationship with the City Assessor to avoid any optics of preferential treatment or wrongdoing. Nowak said that she would welcome a review by someone else if the committee felt it was necessary.

Mayor Diny said that this item was something that was being considered long before Nowak was hired as HR Director, that he was aware of it as well as the previous HR Director, and he supports the recommendations. Tierny said that she was concerned about any negative optics for Nowak but was not doubting the assessment.

Gisselman said that he would not support the item because of the relationship of Nowak and Rubow and would like the City to do a comprehensive compensation study instead.

Martens said that looking at the information provided, he can see the imbalance between the Assessment Department and other departments and the issues with some of Gallagher's results. Martens said that he would be supporting this item.

McElhaney said that even if a wage study was approved immediately, the information would not be ready for the 2026 budget. Nowak agreed and said that the job descriptions need an overhaul before a wage study is started. Gisselman said that they could start the process by approving a wage study so that an RFP can be put out and a wage study could be done in 2026. Tierny said that she is supporting this item because of the obvious discrepancy but will not support bringing more jobs forward for consideration, but rather would then want to see a wage study conducted. Nowak agreed and said that she would not feel comfortable putting out an RFP before the job descriptions are revised, as it would be a waste of money.

Motion by Kilian to approve the reclassification of selected jobs in the City of Wausau Assessment Department. Second by Martens. Motion passed 4-1 (*Gisselman was the dissenting vote.*)

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

McElhaney said that the committee would adjourn in Closed Session.

Motion by Martens to adjourn to Closed Session pursuant to Wis. Stat. § 19.85(1)(f) - Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of

charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Specifically, preliminary consideration of a complaint filed against certain City personnel pursuant to Section 2.06.040 of the City of Wausau Municipal Code. Second by Kilian. Roll call vote was taken to include Gisselman, Kilian, Martens, Tierny, and McElhaney.

Rebecca McElhaney
Human Resources Committee, Chair

Video available: https://www.youtube.com/watch?v=toi_1vsSUJQ

Human Resource Committee Packet

July 2025

Agenda Item
Discussion and possible action to update language of policy 3.04_Nepotism, Employment of Relatives and Personal Relationships to include carve-out for relatives of HR Director
Background
The HR Committee has tasked the HR Director with including a provision for additional oversight should the HR Director potentially have the ability to influence compensatory benefits of City of Wausau familial employees.
Fiscal Impact
none
Staff Recommendation
Discuss and possible action on approving policy update 3.04_Nepotism, Employment of Relatives and Personal Relationships to include carve-out for relatives of HR Director
Staff contact: Lisa Nowak (715-261-6634)

Human Resource Committee Packet

July 2025

Agenda Item
Discussion and possible action to update language of CDA to policy 4.03 (C)_Hours of Work
Background
The city desires to update the current Hours of Work policy 4.03 (C) to remove the Community Development Maintenance Division language and change it to Community Development Authority in order to be representative of the entire department.
Fiscal Impact
none
Staff Recommendation
Discuss and possible action on approving policy update 4.03(C)_Hours of Work
Staff contact: Lisa Nowak (715-261-6634)

Chapter 3 – Hiring and Promotional Processes

3.04 – Nepotism, Employment of Relatives and Personal Relationships

The City of Wausau wants to ensure that its personnel practices, including employee hiring, promotion, and transfer, maintain an equitable working environment and do not create the potential for conflict of interest or favoritism.

Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a direct or indirect reporting responsibility to each other. Close relatives are defined as spouse, domestic partner, parents (in-laws), grandparents, children (in-laws), uncle, aunt, nephew, niece, siblings (in-law), step relatives, cousins, and relatives of a domestic partner. Direct reporting responsibility includes when a close relative is the employee's immediate supervisor. Indirect reporting responsibility is when a close relative

- (1) supervises the immediate supervisor of a close relative and has the ability to influence the decisions of the immediate supervisor, or (2) serves as the ultimate supervisor in the chain of command and is responsible for auditing, controlling or reviewing the work of the employees in the chain of command who supervise a close relative.

All compensation, bonus, classification, job evaluation or promotional opportunities (or any related actions concerning a relative of the HR Department Head) shall be reviewed and approved by an independent authority, such as the Mayor, Chair of the Human Resources Committee, or an external HR consultant designated by the governing body.

If employees begin a dating relationship or become relatives, partners, or members of the same household and if one party is in a supervisory position over the other, both employees are required to inform their management chain and Human Resources of the relationship. The manager and Human Resources will confer as to the best method to resolve the potential conflict.

Management personnel are prohibited from having romantic or sexual relationships with subordinate employees in their supervisory chain. Possible violations should be reported to Human Resources.

The City reserves the right to take appropriate action to maintain fairness in its personnel policies and practices when there is the potential for a conflict of interest because of the relationship between employees. Nothing in this policy shall be construed as discouraging the appointment of relatives for positions not designated by this policy as being in conflict.

Except as restricted by this policy, each recommendation for appointment shall be based upon the best qualified applicant for the position to be filled. Nothing in this policy shall be construed to limit the opportunity for promotion of any person employed by the City.

3.05 – Fairness in Personnel Progress

All City staff are prohibited from seeking any unfair advantage for any applicant for employment and/or attempting to influence the Department Director, Human Resources or other staff participating in the selection process. This does not prevent City staff from being listed as or from providing references within a selection process, the same as any other citizen.

DRAFT

4.03 – Hours of Work

The normal workday shall be from 8:00 a.m. to 4:30 p.m., Monday through Friday with a 30-minute unpaid lunch break. The normal workweek shall be considered to be forty (40) hours year-round.

Employees who work 8:00 a.m. to 4:30 p.m. will also be given a 20-minute or two 10-minute paid rest break.

The exact time of the rest breaks will be at the discretion of the supervisor as governed by the nature of the ongoing work.

Employees are permitted alternative working hours provided that:

A. The Department Director approves the alternate schedule.

B. Service to the public during the normal workday hours remains unaffected by the alternative schedule.

C. The number of daily hours worked by the affected employees remains unchanged. The hours of work for the following individual Departments shall be 7:00 a.m. to 12:00 p.m. and 12:30 p.m. to 3:30 p.m., Monday through Friday. Employees in the individual departments listed below will also be given a 20 minute or two-10-minute paid rest break. The exact time of the rest breaks will be at the discretion of the supervisor as governed by the nature of the ongoing work.

Community Development Maintenance Division

Engineering Division

GIS Division

Inspections Division (Inspectors)

The hours of work for the following individual Departments shall be 7:00 a.m. to 3:00 p.m., 2:30 p.m. to 10:30 p.m., 10:30 p.m. to 6:30 a.m. Monday through Friday with a 20-minute paid meal break on the work site.

Employees in the departments listed below shall not be eligible for additional paid rest breaks.

Streets and Maintenance Division

Inspections Division (Electricians)

Water Division

Wastewater Division

For Patrol Lieutenants, the normal workday shall consist of a twelve (12) hour shift and the normal work cycle shall consist of two (2) days on duty followed by two (2) days off duty; three (3) days on duty followed by two (2) days off duty; two (2) days on duty followed by three (3) days off duty (2-2, 3-2, 2-3 within 14 days).

The normal schedule for Battalion Chiefs shall be as follows: On duty one 24-hour period, have one 24-hour period off, on duty one 24-hour period, have one 24-hour period off, on duty one 24-hour period, and have four (4) 24-hour periods off. The on-duty week shall be an average of not more than fifty-six (56) hours.

Employees are subject to call-in twenty-four (24) hours a day in case of emergency. Emergencies shall be determined by the Mayor or Common Council.